

# SUMMONS

**Meeting:** Council

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

**Date:** Tuesday 20 February 2024

**Time:** 10.30 am

**All Members are summoned to attend a meeting of the Council at the time, location and date listed above.**

**Members are reminded to sign the attendance sheet before entering the Council Chamber, and if leaving before the closing of the meeting.**

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Please direct any enquiries on this Agenda to Kieran Elliott of Democratic Services, County Hall, Bythesea Road, Trowbridge, email [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

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

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **Public Participation**

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

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

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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*

1 **Apologies**

To receive any apologies for absence.

2 **Minutes of Previous Meeting** (Pages 7 - 36)

To approve as a true and correct record and sign the minutes of the last meeting of Council held on 17 October 2023.

3 **Declarations of Interest**

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

4 **Chairman's Announcements**

To receive any announcements through the Chairman.

5 **Petitions** (Pages 37 - 40)

- a) To receive presentation of any petitions submitted for the meeting
- b) To receive an update on any petitions received by the council since the last meeting.

6 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Members of the public are encouraged to register to speak earlier.

Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Statements must be relevant to the agenda item.

Questions

To receive any questions from members of the public received in accordance with the constitution. No person or organisation may submit more than two questions to the meeting. No question may be sub-divided into more than two related parts.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Proper Officer) no later than 5pm on 13 February 2024 in order to be guaranteed of a written response. Questions submitted no later than 5pm on 15 February 2024 may receive a verbal response. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

Please contact the officer named on the first page of this agenda for further advice.

## **BUDGET**

### **7 Treasury Management Strategy Statement 2024/25 (Pages 41 - 80)**

To receive a report from the Chief Executive, Deputy Chief Executive, and the S.151 Officer.

### **8 Wiltshire Council Budget 2024/2025 and MTFS Update 2024/25-2026/27 (Pages 81 - 258)**

To receive a report from the Chief Executive, Deputy Chief Executive, Monitoring Officer, and the S.151 Officer.

- a) Addendum to the Budget
- b) Budget 2024/25 and Medium-Term Financial Strategy 2024/25-2026/27 Report and Appendices
- c) Extract of the minutes of the meeting of Cabinet held on 6 February 2024.
- d) Proposed amendments to the budget
  - i. Amendment A - Cllrs Gavin Grant and Ian Thorn: Area Boards
  - ii. Amendment B - Cllrs Gavin Grant and Ian Thorn: Blue Badge Parking
  - iii. Amendment C - Cllrs Gavin Grant and Ian Thorn: VisitWiltshire
- e) Report of the Overview and Scrutiny Management Committee meeting held on 25 January 2024 - consideration of the draft Budget.
- f) Report of the Overview and Scrutiny Management Committee meeting held on 12 February 2024 - consideration of draft Budget Amendments (to follow)

### **9 Housing Revenue Account (HRA) Revenue and Capital Budget Setting 2024/25 including Dwelling Rent Setting 2024/25, MTFS Update and 30-Year Business Plan Review (Pages 259 - 314)**

To receive a report from the Deputy Chief Executive.

### **10 Council Tax Setting 2024/25 (Pages 315 - 338)**

To receive a report from the Chief Executive.

### **11 Pay Policy Statement 2024/25 (Pages 339 - 356)**

To receive a report from the Head of Paid Service.

## **POLICY FRAMEWORK**

12 **Wiltshire Design Guide** (*Pages 357 - 576*)

To receive a report from the Chief Executive.

## **MOTIONS FROM MEMBERS OF THE COUNCIL**

13 **Notice of Motion 24-01: Supporting Wiltshire Farmers and Food Producers**  
(*Pages 577 - 578*)

To consider the Notice of Motion from Cllrs Nabil Najjar and Elizabeth Threlfall as attached.

14 **Notice of Motion 24-02: S.106 Agreements** (*Pages 579 - 580*)

To consider the Notice of Motion from Cllrs Mike Sankey and Nic Puntis as attached.

## **OTHER ITEMS OF BUSINESS**

15 **Parish Name Changes** (*Pages 581 - 584*)

To consider recommendations from the Electoral Review Committee.

16 **Announcements from Cabinet and Committees**

To receive any other appropriate announcements from the Leader, Cabinet Members, or Chairs of Committees.

17 **Membership of Committees**

To determine any requests from Group Leaders for changes to committee membership in accordance with the allocation of seats to political groups previously approved by the Council.

To consider any requests from Members in respect of S.85 of the Local Government Act 1972.

18 **Questions from Members of the Council**

Members were required to give notice of any questions in writing to the Proper Officer on the first page of this agenda no later than 5pm nine clear working days before the meeting in order to be guaranteed a written response.

Any question received after 5pm on 7 February 2024 and no later than 5pm on 13 February 2024, may only receive a verbal response at the meeting. Any questions received after this date will be received at the next meeting.

Questions may be asked without notice if the Chairman determines the matter is urgent.

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

## **PART II**

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

None

Terence Herbert  
Chief Executive  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire  
Ba14 8JN

## Council

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### **MINUTES OF THE COUNCIL MEETING HELD ON 17 OCTOBER 2023 AT COUNCIL CHAMBER - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.**

#### **Present:**

Cllr James Sheppard (Chairman), Cllr Andrew Davis (Vice-Chairman), Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Allison Bucknell, Cllr Steve Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Brian Dalton, Cllr Kevin Daley, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Sarah Gibson, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Bob Jones MBE, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Tony Trotman, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill

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#### 48 **Apologies**

Apologies for absence were received from Cllrs Chuck Berry, David Bowler, Richard Britton, Mathew Dean, Gavin Grant, Johnny Kidney, Christopher Newbury, Ashley O'Neill, Antonio Piazza, Martin Smith, and Ian Thorn.

The Chairman noted and welcomed the return of Cllr Charles McGrath following a period of illness.

#### 49 **Minutes of Previous Meeting**

The minutes of the meeting held on 18 July 2023 were presented for consideration, and it was,

#### **Resolved:**

**That the minutes be approved and signed as a true and correct record.**

50 **Declarations of Interest**

There were no declarations.

51 **Chairman's Announcements**

Since the last meeting of Council there had been the following engagements attended by the Chairman.

- 31 July 2023 - Presentation by the Lord-Lieutenant of a Queen's Commendation for Bravery Award to Mrs. Bardha Kola, first floor ceremony room, County Hall.
- 1 September 2023 - Hosted the Merchant Navy Day Flag Raising Ceremony at County Hall.
- 14 September 2023 - Royal Visit by HRH The Duchess of Edinburgh to the Guildhall, Salisbury.
- 14 September 2023 - Royal Visit by HRH The Princess Royal to Dorothy House Hospice Care, Winsley, to open Firefly Woods to the Community.
- 15 September 2023 - Official opening of new extension, Holbrook School, Trowbridge by HM Lord-Lieutenant of Wiltshire.
- 22 September 2023 - Civic Reception at RAF Fairford, Glos.
- 24 September 2023 - CPRE and CCm Technologies Best Kept Village Competition Presentation Day. Visited Tockenham, Rushall, Urchfont and Bratton.

Since the last meeting of Council there had been the following engagements attended by the Vice-Chairman.

- 1 September 2023 - Chippenham Town Council Merchant Navy Day Flag Raising Ceremony, Chippenham Town Hall.
- 8 October 2023 - Mayor of Royal Wootton Bassett's Civic Service, St. Bartholomew's & All Saints Church, RWB.

52 **Public Participation**

The Chairman explained the procedure for any public participation for the meeting and noted responses to public questions which had been received.

Mr Andrew Nicolson (Question P23-26) asked a supplementary question regarding the council's response to Climate Emergency UK's annual council scorecard benchmarking, which he believed the council had seen in draft ahead of its publication.

Cllr Richard Clewer, Leader of the Council, stated the Cabinet had not presently seen the proposed scorecard, but that officers had engaged with Climate Emergency UK to ensure assessments that had been provided had been accurately reflected in the analysis undertaken.



Cllr Nick Holder, Cabinet Member for Environment and Climate Change, also added the council had not seen the draft report but would await the public release of the information.

53 **Corporate Parenting Strategy 2023-2026 and other Corporate Parenting Panel Developments**

Introduction

The Chairman invited Cllr Laura Mayes, Deputy Leader and Cabinet Member for Children's Services, Education, and Skills, to present a report seeking endorsement and adoption of the new Corporate Parenting Strategy for 2023-2026 along with other updates from the Corporate Parenting Panel.

Cllr Mayes thanked all those involved in shaping the strategy, particular young person involvement. She highlighted the promise to young people as part of the strategy and moved the proposals of the report, seconded by Cllr Peter Hutton.

A poem as set out in Appendix 2 of the report was read out by a number of elected Members in the Chamber.

Group Leaders

Comments were then made by Group Leaders as follows:

Cllr Richard Clewer, Leader of the Council, reflected on the importance of ensuring the council was delivering outcomes for children in care and care leavers, for example to support them in further education, employment and training.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, supported adoption of the proposed strategy, and thanked officers for a thoughtful and well-presented piece of work. He particularly endorsed the proposal to explore pursuing care experience as a protected characteristic, noting how it could define and influence a person.

Cllr Ricky Rogers, Leader of the Labour Group, stated his support for all the proposals.

Debate

During the debate, Cllr Peter Hutton, Chairman of the Corporate Parenting Panel, thanked officers and particularly the Youth Voice team for their work on the report and for the service.

Cllr Jon Hubbard, Chairman of the Children's Select Committee, confirmed the report and strategy had been reviewed by a task group of the Committee. They had been impressed with the report, especially it being much more accessible than many council documents, particularly for young people.

There being no other comments, to conclude debate Cllr Mayes stated the council would look carefully at the matter of care experience as a protected characteristic, making sure it was something the young people would want, and

that there would be no unintended consequences, and that if adopted in future that it would lead to specific action.

It was then,

**Resolved:**

- 1) That Council approves the revised Corporate Parenting Strategy 2023 – 2026 attached as Appendix 1 to the report;
- 2) That approval is given for Wiltshire Council to sign up to the National Care Leavers Covenant;
- 3) That all Councillors as Corporate Parents pledge their commitment to the poem (attached as Appendix 2 to the report) to the children and young people in care as recommended by the Corporate Parenting Panel;
- 4) That the Council commit to the Corporate Parenting Panel exploring care experience as a protected characteristic and progress this to put in place policies and programmes which promote better outcomes for care experienced young people and adults, with a full proposal returning to Full Council for approval.

*In accordance with the constitution there was a recorded vote.*

*Votes for the motion (77)*

*Votes against the motion (1)*

*Votes in abstention (2)*

*Details of the vote are attached as an appendix to the minutes.*

54 **Update on the Council's Response to the Climate Emergency and revised Environmental Policy**

**Introduction**

The Chairman invited Cllr Nick Holder, Cabinet Member for Environment and Climate Change, to present a report providing the council's eighth progress update on actions taken in response to the climate emergency, including a proposed update to the council's Environmental Policy and a proposal to adjust the annual reporting cycle.

Cllr Holder presented the report, noting it had been reviewed by the Global Warming and Climate Emergency Task Group and approved by the Cabinet. There had been engagement with the Wiltshire Climate Alliance, whom he thanked for providing honest feedback and seeking clarification on several points. He stated it was intended to further develop the council's relationship with the Wiltshire Climate Alliance to assist the council in delivering on its commitments.

It was explained that the climate motion adopted by the council in 2019 had included committing to the council as an organisation to become carbon neutral by 2030, and to seek to make the county carbon neutral by 2030, noting the distinction between matters the council could affect directly or indirectly. Pathway reports had been prepared by consultants to help produce delivery plans with specific actions, and it was reported that the council was on track to meet its target to being carbon neutral by 2030, though it would not be complacent about achieving this.

Examples were provided of work being undertaken, such as installing solar panels on the Five Rivers Leisure Centre which helped power the building and electric vehicle charging points, with renewable energy production on the council's estate trebling in the past year, as well as working with contractors to reduce their emissions. The number of staff within the climate team was increasing further, with all service areas involved in developing and carrying out actions under the climate strategies, action plans and policies such as the draft Local Plan, with details provided on key performance indicators within the report.

Cllr Holder moved the proposals as detailed within the report, which were seconded by Cllr Richard Clewer.

#### Public Participation

Bill Jarvis, Wiltshire Climate Alliance, stated the report showed real progress, though he expressed concern about lack of progress on scope 3 emissions, engagement with business, and climate adaptation. He hoped that a streamlined reporting on climate progress could still be provided publicly on a more frequent basis even if the proposal for a full report to Council to take place annually was approved.

Andrew Nicolson, Wiltshire Climate Alliance, stated the council's net zero pathway as only average for an organisation of its size, and county wide emissions data was not very positive. He questioned inclusion of certain actions with the report actions. He urged Area Board leads and all councillors to engage with local organisations and groups to learn more about climate actions which could be taken in their areas and discussed methane emissions.

Bill Jarvis asked a supplementary to his submitted questions as detailed in the Agenda Supplement. He asked how the council would be able to demonstrate reduction in scope 3 emissions by business without base data and updates.

Cllr Holder stated he would provide information on how the council recorded or received relevant data where possible. He added the council did engage with businesses, but much of that engagement could not all be made public. He encouraged the Wiltshire Climate Alliance to pursue its own engagement directly with businesses in Wiltshire.

Bill Jarvis asked a second supplementary, regarding the climate adaptation plan. He said the plan had not been updated in 7 years and asked for

reassurance that actions had been tested against the existing plan, and against major impacts that had since occurred.

Cllr Holder acknowledged the adaptation plan review had not yet been completed. He stated all directorates were working with the climate team to address actions, and work was being coordinated to bring forward recommendations in 2024.

Andrew Nicolson asked a supplementary to his submitted question as detailed in the Agenda Supplement, regarding supporting small and medium enterprises during procurement processes regarding emission requirements in contracts.

Cllr Holder responded that the proposed Environmental Policy included details to engage with all suppliers around environmental objectives. He provided details of the socially responsible procurement policy approved in 2022, and toolkits developed for contract and procurement process. He also responded to the comments about Area Boards, and how the council was seeking to support them to communicate on climate issues and take actions in their areas.

#### Group Leaders and Scrutiny

Comments were then made by Group Leaders as follows:

Cllr Richard Clewer, Leader of the Council, welcomed the report and the evidence it provided of the major work undertaken to tackle carbon emissions and other issues. He stated the council was on track to meet its environmental targets whilst also making savings. On scope 3 emissions he stated central government needed to establish frameworks which Wiltshire and others needed to then deliver on, and that everyone needed to take responsibility for their own emissions. He emphasised the importance of bringing people along with actions to reduce emissions and other climate actions, as the wrong approach could create tensions and undermine the ability to take further necessary actions. He noted there were limitations of what the council could demand of businesses under national policy, and it was necessary to take a joined-up approach to take every action that was possible to achieve results.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, stated the report was helpful and informative, and positively engendered further questions and debate. He welcomed details of future plans that needed to be developed and commented upon waste policy.

Cllr Ernie Clark, Leader of the Independent Group, noted his support for the report and proposals.

Cllr Ricky Rogers, Leader of the Labour Group, said he was happy to support the proposals. He noted the importance of moving forward, as an example detailing changes in industries such as the building trade, and the work needed to engage with residents.

Cllr Graham Wright, Chairman of the Global Warming and Climate Emergency Task Group, then addressed the meeting. He welcomed the report and provided

details of the questions and challenges that had been made to the Cabinet Member, for example on reducing wider carbon emissions across the county, air quality improvements, encouraging bus travel, retrofitting homes, and more. He commended the progress made though expressed concerns regarding the adaptation plan, the offsetting strategy and local nature recovery strategy, which the Task Group would continue to seek more information on.

### Debate

During debate Members welcomed the detail of the report and progress that had been achieved towards targets.

There was support for the proposal to report to Full Council annually, though it was requested the Task Group receive details of metrics more frequently as the data became available. It was also requested commissioned reports and other information for example from consultants be published upon receipt unless there were clear and justifiable reasons otherwise.

There was discussion over precise language relating to achieving carbon zero housing and the extent to which the council was or would be achieving this as well as policies in the draft Local Plan to facilitate this, the need to ensure future reports were as quantitative and measurable as possible, and the importance of a joined-up approach with partners and challenge made to businesses and others.

Other comments made in debate included concern at the level of recycling dropping in the past year, with an increase in energy from waste, with other comments highlighting the increase in waste diverted from landfill in recent decades, with other comments asking about food waste recycling at other authorities.

Cllr Holder then responded to the points raised. He confirmed information would be provided for scrutiny on a regular basis, and that non-confidential reports should be made available. He confirmed the council had won an award for the communication of its most recent waste campaign.

It was further explained that a high proportion of kerbside waste was food waste, and the council was awaiting guidance from the Department of Food, Environment, and Rural Affairs on food waste collection before any plans for introduction of its collection was made. He noted there were issues regarding vehicles for collection and other costs, as well as financial and contractual impacts to assess and consider before any such decision could be made and implemented.

At the conclusion of debate, it was then,

### **Resolved:**

**That Full Council:**

- 1) Note the actions taken in response to the climate emergency following the last update in May 2023, and notes the progress made against key indicators as well as areas of limited progress;
- 2) Approve the updated Environmental Policy in Appendix 1 and add it to Paragraph 1.2 of Part 3B of the Constitution for inclusion as part of the Policy Framework;
- 3) Agree that future climate updates are received annually at its October meeting.

*In accordance with the constitution there was a recorded vote.*

*Votes for the motion (77)*

*Votes against the motion (1)*

*Votes in abstention (3)*

*Details of the vote are attached as an appendix to the minutes.*

## 55 **Capital Programme Additions and Amendments to the Revenue Net Budget**

### Introduction

The Chairman invited Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, to present a report seeking approval for additions to the Capital Programme to deliver additional education provision, and to increase the council's net budget to reflect additional grant funding and an increased share of retained business rates funding.

Cllr Botterill noted that due to prudent and sound financial management the council was not experiencing some of the difficulties of many other local authorities. He explained the investment of further funding for educational provision would lead to better outcomes for children but was also an example of transformational investment to save on revenue costs at a later date. He also provided details of the additional increases to the net budget.

The proposals detailed in the report were then moved, seconded by Cllr Richard Clewer.

### Group Leaders and Scrutiny

Comments were then made by Group Leaders as follows:

Cllr Richard Clewer, Leader of the Council, stated that prevention and early intervention was essential in preventing problems from developing and also reduced costs significantly. He said that the council continually reviewed such investment work to ensure they delivered on that aim of prevention and early intervention, and this was reflected in other service areas as well as education.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, welcomed and supported the report.

Cllr Ricky Rogers, Leader of the Labour Group, stated he was happy to support the report, and sought details on the additional borrowing proposed.

Cllr Pip Ridout, Chairman of the Financial Planning Task Group, highlighted the interrelation between capital borrowing and revenue, and that the proposals had been considered carefully and regarded as prudent.

#### Debate

During debate the proposals were supported, with requests for some additional detail on what the new allocation for education provision would be utilised for, requesting a written update from a point raised at Cabinet when the proposal was considered, and highlighting the benefits of small organisations doing early intervention work to which the funding would assist.

In response to comments made in debate Cllr Botterill provided clarity about offsetting the additional borrowing, and explained about the need to fund additional placements for children who needed some time out of mainstream education, with more detail to come as the process developed.

At the conclusion of debate, it was then,

#### Resolved:

##### **To approve:**

- 1) The allocation of a £4.4m budget for Education provision in the North of the County to be funded by a mix of capital receipts, earmarked reserves and £1.7m of new borrowing;**
- 2) To move the £0.382m income budget associated with saving from increased retained share of funding from Business Rates for Council Assets from Assets to the Business Rates Retention Scheme in the Funding section; and,**
- 3) To increase the Government Grants budget in Funding to recognise the additional Market Sustainability Improvement Fund of £2.773m and increase the net budget in Adults by the same amount.**

*Proposals b) and c) above will increase the Council's Net Budget to £469.029m*

*In accordance with the constitution there was a recorded vote.*

*Votes for the motion (82)*

*Votes against the motion (0)*

*Votes in abstention (2)*

*Details of the vote are attached as an appendix to the minutes.*

*A break was then taken from 12:20-13:00*

Introduction

In the absence of the Chairman and Vice-Chairman of the Electoral Review Committee, the Chairman invited Cllr Ian Blair-Pilling to introduce the Final Recommendations of the committee and set out the process which had been followed during the 2022/23 Community Governance Review Prior to the introduction the Chairman set out the process that would be followed for debate on the item.

Cllr Blair-Pilling moved the proposals as set out in the Final Recommendations, which was seconded by Cllr Stuart Wheeler. He then set out the background to the Final Recommendations of the committee, detailing the statutory criteria the council must follow during the process, relating to community interest and identity, and effective and convenient governance. He made clear that once an area was chosen for review the committee considered all options, not only those initially proposed to it.

Details were provided of the public consultations and engagements with local councils which had taken place, with some recommendations being adjusted through the process. Some of the recommendations, if approved, would require the consent of the Local Governance Boundary Commission for England in order to be enacted.

Cllr Blair-Pilling referred throughout to details and reasoning for changes as set out in the Final Recommendations document attached to the Summons.

Before explaining and debating specific recommendations, the Chairman invited Group Leaders to comment upon the process generally.

Group Leaders and procedural points

Cllr Richard Clewer, Leader of the Council, welcomed the work of the Committee in performing detailed review of boundaries and governance of parishes.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, expressed his appreciation for the work of the committee and adherence to process, though would speak as an individual divisional member in relation to specific recommendations, noting he was a member for Westbury, which was involved in the first recommendation.

Cllr Ernie Clark, Leader of the Independent Group, as a member of the Committee thanked officers and fellow committee members for their work on the recommendations and supported the proposals.

Cllr Ricky Rogers, Leader of the Labour Group, welcomed the consistent and down to earth approach the committee had developed since its formation.



The Chairman then made a number of procedural points related to any potential amendment and requirement for additional consultation depending on the detail of any such amendment.

Cllr Blair-Pilling was then invited to introduce the detail of the recommendations.

#### Recommendation 1 – Heywood and Westbury

This was a proposal to transfer land from Westbury to Heywood, and a smaller area from Heywood to Westbury. This was principally to unify the area known as The Ham within a single parish, recommended by the committee to be Heywood. The proposals also sought to unward the parish of Heywood.

Cllr Blair-Pilling provided details on the background of the review in the area and the reasoning of the committee, as set out fully in the report including details of proposals which had not been agreed by the committee. Details highlighted included but were not limited to that the number of electors proposed to be transferred to Heywood represented under 2% of the Westbury electorate, and the issue and ownership of Vivash Urban Park and how the proposed new boundary was developed. It was noted the councils involved were not in agreement, with Westbury Town Council opposed to the recommendation.

Members of the public were then able to make statements to the meeting.

Cllr Phillip Harcourt, Westbury Town Council, spoke in objection to the recommendation. He commented on the benefits of separation between urban and rural communities, considering the proposal to be arbitrary and counterintuitive.

Cllr John Masson, Chairman of Heywood Parish Council, confirmed his council's support for the proposals of the committee.

Francis Morland stated he was a member of both Westbury Town Council and Heywood Parish Council but confirmed his contributions to the review had been in an individual capacity not on behalf of either council, which was detailed within the background information of the review. He stated he was in support of the recommendation of the committee.

Cllr Stuart Wheeler made a point of order on receiving comments from Group Leaders on proposals.

The Chairman stated several approaches had been adopted in the past, and that previous convention had included seeking comment from Group Leaders as with other agenda items, and so invited comments from Group Leaders on the recommendation if they wished.

Councillor Richard Clewer stated he made his comments on the boundaries in a personal capacity. He stated when the electoral divisions had been formed this area had been difficult, and he felt that the committee had arrived at a

reasonable and sound conclusion to the issue when considering the statutory criteria.

Comments in support of the proposal during debate included that the Heywood community was active and collaborative despite its size and somewhat discrete nature. The Parish Council and residents had responded to proposals from Westbury Town Council and made its own proposals to reflect what was considered the best boundary between the communities. The committee was thanked for its analysis of the issues in the area. The cross-party nature of the committee work was highlighted, along with the detailed consultation and extensive reasoning in the Final Recommendations.

Comments in opposition to the proposal during debate included that retaining the status quo between Westbury and Heywood was the most appropriate option and therefore the recommendation should be rejected. It was noted the review process could be adversarial, and that some of the proposals which had initiated the review may have been considered by some as harmful to Heywood, but that the committee's proposals were likewise harmful to the Westbury community. It was argued the committee's reasoning did not take appropriate consideration of the juxtaposition and history of the communities in the area, and that it was not uncommon for a road to form a boundary and houses to be located either side. The urban character of the area was argued, as well as development of housing in the area.

There were also arguments relating to the housing, industry, and road layouts to the north of what was currently the town boundary, and it was argued would more appropriately have been recommended to be unified within the town.

Other comments made included that the area of The Ham, though still within Heywood Parish, had been within a Westbury based electoral division previously.

In response to debate and public comments Cllr Blair-Pilling noted that development would take place, or not, regardless of where the parish boundary was set. He defended the extensive consultation and other engagement which had taken place over and above statutory requirements. He emphasised that in the view of the committee was that the current boundary was not in align with the statutory criteria, that the area, though including some new development, involved an established community, and he urged council to support the recommendation as an improved governance and boundary arrangement.

Details of the vote are included with the resolution.

#### Recommendations 2-7

Cllr Blair-Pilling then provided details of the remaining recommendations of the committee together. These involved the parishes of Tidworth, Netheravon, Fittleton cum Haxton, Figheldean, Grittleton, Castle Combe, Nettleton, Yatton Keynell, Biddestone & Slaughterford, Warminster, Donhead St Mary, and Monkton Farleigh. The full explanation and reasoning for each recommendation is included within the Final Recommendations document in the Summons. Cllr

Blair-Pilling particularly thanked those communities and parishes which had worked together to develop proposals for their area, such as with Netheravon, Fittleton cum Haxton, and Figheldean.

Group Leaders did not have any further comments.

One comment was made in debate appreciating the work taken to consult even down to individuals in some cases. There being no further comments it was then,

**Resolved:**

**That Council:**

- 1) Approve the changes to community governance arrangements as set out below as recommended and detailed by the Electoral Review Committee in the Final Recommendations:**

**Recommendation 1 – Heywood/Westbury**

**Recommendation 2 – Tidworth**

**Recommendation 3 – Netheravon/Figheldean/Fittleton cum Haxton**

**Recommendation 4 – Grittleton/Castle Combe/Nettleton – “The Gibb”**

**Recommendation 5 – Yatton Keynell/Castle Combe/Biddestone & Slaughterford**

**Recommendation 6 – Warminster**

**Recommendation 7 – Donhead St Mary/Monkton Farleigh**

- 2) To authorise the Solicitor of the Council to take all necessary measures to make and approve the Community Governance Order(s) to bring into effect for 1 April 2025 all of the changes detailed under resolution 1, subject to any required consents by the Local Government Boundary Commission for England;**
- 3) To authorise the Electoral Registration Officer to make any necessary changes to polling districts to bring them into line with the agreed governance changes at the appropriate time, to be reported to the Electoral Review Committee.**

*In accordance with the constitution there were recorded votes for this item.*

Vote 1 (Recommendation 1 inclusive of resolutions 2 and 3)

*Votes for the motion (67)*

*Votes against the motion (9)*

*Votes in abstention (7)*

Vote 2 (Recommendations 2-7 inclusive of resolutions 2 and 3)

*Votes for the motion (79)*

*Votes against the motion (0)*

*Votes in abstention (3)*

*Details of the votes are attached as an appendix to the minutes.*

57 **Part 12: Code of Conduct**

The Chairman invited Cllr Paul Oatway QPM, Chairman of the Standards Committee, to present a report proposing amendments to the Code of Conduct.

Cllr Oatway noted that council had adopted a revised Code of Conduct at its meeting in October 2022, and that an annual review was considered on whether revisions were appropriate. In particular there were parts of the LGA Code Guidance which had been adopted which had not been practical in the context of area committees such as the Area Boards, and the large number of members who were also members of city, town, and parish councils. A review had been undertaken to suggest adjustments to improve the practical application of the Code.

The proposals detailed in the report were then moved, seconded by Cllr Richard Clewer.

Group Leaders were then invited to make comments if they wished. Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, stated he was in agreement with the proposals.

No comments were made in debate, and it was then,

**Resolved:**

**That Council approve the following updated section of the Constitution:**

**Part 12 – Code of Conduct**

*In accordance with the constitution there was a recorded vote.*

*Votes for the motion (78)*

*Votes against the motion (0)*

*Votes in abstention (2)*

*Details of the vote are attached as an appendix to the minutes.*

58 **Protocol 12: Wiltshire Police and Crime Panel Arrangements and Procedure Rules**

The Chairman invited Cllr Paul Oatway QPM, Chairman of the Standards Committee, to present a report proposing amendments to the arrangements for the Police and Crime Panel.

Cllr Oatway noted that both Wiltshire Council and Swindon Borough Council were required to approve any changes to the Panel arrangements, as it was a joint committee of the councils. Swindon Borough Council had already approved

the changes. It was explained that the Protocol had not been amended since 2014, and the Chairman of the Panel had led a review of the arrangements.

The proposals detailed in the report were then moved, seconded by Cllr Steve Bucknell, Chairman of the Wiltshire Police and Crime Panel.

Group Leaders were then invited to make comments if they wished. Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, supported the proposals.

The Chairman of the Police and Crime Panel spoke during debate, stating that some of the arrangements had been unclear or ambiguous on the role of the Panel and that of the Police and Crime Commissioner. He also urged the public and Members to attend the Panel meetings.

There being no other comments, it was then,

**Resolved:**

**That Council approve the following updated section of the Constitution:**

**Protocol 12 – Wiltshire Police and Crime Panel Protocol**

*In accordance with the constitution there was a recorded vote.*

*Votes for the motion (77)*

*Votes against the motion (0)*

*Votes in abstention (3)*

*Details of the vote are attached as an appendix to the minutes.*

59 **Designation of Statutory Functions**

The Chairman invited Cllr Richard Clewer, Leader of the Council, to present a report on proposed changes to the designation of statutory roles to specific officer posts.

Cllr Clewer noted council was required to make changes to designation of statutory roles. It was proposed to designate the Director of Finance and Procurement as Section 151 Officer.

The proposals detailed in the report were then moved, seconded by Cllr Nick Botterill.

No comments were made by Group Leaders or in debate.

It was then,

**Resolved:**

**That Council:**

- 1) **Approve the designation of statutory role of Section 151 Officer to the Director of Finance and Procurement;**
- 2) **Note that other designated statutory roles are unchanged as a result of the restructure and remain with existing posts;**
- 3) **Authorise the Monitoring Officer to make any consequential changes to the Constitution arising from the designation of the statutory function outlined.**

60 **S.85 Requests and Membership of Committees**

The Chairman introduced the report detailing a request from Cllr Ian Thorn for an extension to the 6-month rule of non-attendance for medical reasons under S.85 of the Local Government Act 1972. Cllr Charles McGrath had been well enough to attend, so the request in the report was withdrawn. The Chairman moved that Council grant the request of Cllr Thorn. This was seconded by the Vice-Chairman.

Cllr Richard Clewer, Leader of the Council, supported the request, stating it was important to provide assistance to Members in that situation.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, welcomed Cllr McGrath back to council meetings, and hoped Cllr Thorn would be able to return soon.

Cllr Ernie Clark, Leader of the Independent Group, and Cllr Ricky Rogers, Leader of the Labour Group, supported the proposal.

Group Leaders also provided details of changes to membership of committees they wished to request, and these were accepted by the Chairman and Vice-Chairman as part of the substantive motion.

There being no debate or further comments, it was then,

**Resolved:**

- 1) **That Council approves the requests for the Member listed below for an extension beyond the six-month period of non-attendance on the grounds of ill health:**

**Councillor Ian Thorn**

- 2) **That such an extension be granted until the end of May 2024, which would allow for any request for a further extension being considered by Council at its meeting in May 2024. In the event of that meeting either being cancelled or postponed, such an extension to remain in place until after the next available meeting of the Council.**
- 3) **To make the following changes to membership of committees:**

- **Cllr Iain Wallis to be removed as a Member of the Standards Committee and the Overview and Scrutiny Management Committee;**
- **Cllr Jonathan Seed to be added as a Member of the Overview and Scrutiny Management Committee;**
- **Cllr Tamara Reay to be added as a Member of the Standards Committee;**
- **Cllr Sam Pearce-Kearny to be removed as a Member of the Eastern Area Planning Committee and to be added as a Substitute of the Eastern Area Planning Committee;**
- **Cllr Adrian Foster to be added as a Member of the Eastern Area Planning Committee;**
- **Cllrs Mel Jacob, Tim Trimble, Gordon King to be added as Substitutes of the Officer Appointments Committee.**

61 **Announcements from Cabinet and Committees**

There were no announcements from Cabinet or Committees.

62 **Questions from Members of the Council**

Five questions were received from Members, as set out in the agenda supplement, together with written responses where these had been provided.

Cllr Derek Walters made a supplementary question in relation to question 23-20, asking how the Leader would further rectify the error made in the statement relating to reducing a speed limit in Rudloe.

Cllr Richard Clewer, Leader of the Council, said he had corrected his statement in writing along with an apology for the mistake.

Cllr Jon Hubbard made a supplementary question in relation to question 23-23, seeking clarification on the response, stating that the copies of the Wiltshire Times sold in Melksham was much less than the distribution of the Melksham News, and that the Warminster Journal was also not an ABC (Audit Bureau of Circulation) paper, but was advertised in by Wiltshire Council. He asked if the opportunity to save money in both Melksham and Westbury should not be ignored by advertising in their locally distributed papers.

Cllr Clewer responded by saying that it was not an efficient use of resources to advertise traffic regulation orders in newspapers but was currently required. On the detail of the current methods of advertising he stated officers were undertaking a review at his request, as this was an operational matter.

In relation to question 23-24 Cllr Caroline Thomas, Cabinet Member for Transport, Streetscene, and Flooding, provided a verbal response. She stated the Salisbury Joint Transportation Plan Committee existed prior to the unitary council in 2009, and Area Boards had been established for local transport discussion. The council was happy to host local events where appropriate and did not consider a committee as proposed as necessary or appropriate.

Cllr Brian Dalton made a supplementary question in response, saying he was disappointed by the reply as he did not consider the Area Board had sufficient powers on these matters. He asked if further powers could be delegated to the Area Boards to take delegated decisions relating to transport. Cllr Thomas stated no.

Cllr Derek Walters made a supplementary question in relation to question 23-21, seeking clarity around where agreement from the police was required.

Cllr Thomas replied that if a recommendation for a speed limit reduction was made following an assessment though on the borderline of whether it should be recommended, the police would be contacted regarding their resources to enforce such a reduction if it was made. If they could not, that would be considered in making a final decision.

Cllr Derek Walters made a supplementary question in relation to question 23-22, asking if Members could receive feedback on the responses from the police, as his understanding was they were only involved when the decision was marginal.

Cllr Thomas stated she would need to consult with officers before responding in writing.

(Duration of meeting: 10.30 am - 2.30 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services, direct line 01225 718504, e-mail [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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**Full Council Meeting – 17 October 2023 - Members Attendance**

<b>Councillor Name</b>	<b>Time in (Meeting start – 10:30)</b>	<b>Time Out (Meeting close – 14:30)</b>
Phil Alford	10:30	Meeting close
Liz Alstrom	10:30	Meeting close
Helen Belcher OBE	10:30	Meeting close
Chuck Berry	Apologies	Apologies
Ian Blair-Pilling	10:30	Meeting close
Nick Botterill	10:30	Meeting close
David Bowler	Apologies	Apologies
Richard Britton	Apologies	Apologies
Allison Bucknell	10:30	Meeting close
Steve Bucknell	10:30	Meeting close
Clare Cape	10:30	Meeting close
Trevor Carbin	10:30	Meeting close
Daniel Cave	10:30	Meeting close
Mary Champion	10:30	Meeting close
Sam Charleston	10:30	Meeting close
Pauline Church	10:30	Meeting close
Ernie Clark	10:30	Meeting close
Richard Clewer	10:30	Meeting close
Zoë Clewer	10:30	Meeting close
Mark Connolly	10:30	Meeting close
Caroline Corbin	10:30	Meeting close
Kevin Daley	10:30	Meeting close
Brian Dalton	10:30	Meeting close
Jane Davies	10:30	Meeting close
Andrew Davis	10:30	Meeting close
Matthew Dean	Apologies	Apologies
Dr Monica Devendran	10:30	Meeting close
Adrian Foster	10:30	Meeting close
Sarah Gibson	10:30	Meeting close
Gavin Grant	Apologies	Apologies
Howard Greenman	10:30	Meeting close
Ross Henning	10:30	Meeting close
Sven Hocking	10:30	Meeting close
Nick Holder	10:30	Meeting close
Ruth Hopkinson	10:30	Meeting close
Jon Hubbard	10:30	Meeting close
Peter Hutton	10:30	Meeting close
Tony Jackson	10:30	Meeting close
Mel Jacob	10:30	Meeting close
Simon Jacobs	10:30	Meeting close
George Jeans	10:30	Meeting close
Bob Jones MBE	10:30	Meeting close
Johnny Kidney	Apologies	Apologies

Carole King	10:30	Meeting close
Gordon King	10:30	Meeting close
Edward Kirk	10:30	Meeting close
Jerry Kunkler	10:30	Meeting close
Jacqui Lay	10:30	Meeting close
Kathryn MacDermid	10:30	Meeting close
Dr Brian Mathew	10:30	Meeting close
Laura Mayes	10:30	Meeting close
Dr Mark McClelland	10:30	Meeting close
Charles McGrath	10:30	Meeting close
Ian McLennan	10:30	Meeting close
Dominic Muns	10:30	Meeting close
Dr Nick Murry	10:30	Meeting close
Nabil Najjar	10:30	Meeting close
Kelvin Nash	10:30	Meeting close
Christopher Newbury	Apologies	Apologies
Ashley O'Neill	Apologies	Apologies
Jack Oatley	10:30	Meeting close
Paul Oatway QPM	10:30	Meeting close
Andrew Oliver	10:30	Meeting close
Stewart Palmen	10:30	Meeting close
Bill Parks	10:30	Meeting close
Sam Pearce-Kearney	10:30	Meeting close
Antonio Piazza	Apologies	Apologies
Tony Pickernell	10:30	Meeting close
Horace Prickett	10:30	Meeting close
Nic Puntis	10:30	Meeting close
Tamara Reay	10:30	Meeting close
Pip Ridout	10:30	Meeting close
Rich Rogers	10:30	Meeting close
Ricky Rogers	10:30	Meeting close
Tom Rounds	10:30	Meeting close
Paul Sample JP	10:30	Meeting close
Mike Sankey	10:30	Meeting close
Jonathon Seed	10:30	Meeting close
James Sheppard	10:30	Meeting close
Martin Smith	Apologies	Apologies
Caroline Thomas	10:30	Meeting close
Ian Thorn	Apologies	Apologies
Elizabeth Threlfall	10:30	Meeting close
Jo Trigg	10:30	Meeting close
Tim Trimble	10:30	Meeting close
Tony Trotman	10:30	Meeting close
Mark Verbinnen	10:30	Meeting close
David Vigar	10:30	Meeting close
Iain Wallis	10:30	Meeting close

Derek Walters	10:30	Meeting close
Bridget Wayman	10:30	Meeting close
Stuart Wheeler	10:30	Meeting close
Philip Whitehead	10:30	Meeting close
Suzanne Wickham	10:30	Meeting close
Christopher Williams	10:30	Meeting close
Graham Wright	10:30	Meeting close
Robert Yuill	10:30	Meeting close

## Recorded Votes – Council – 17 October 2023

### Minute 53 – Corporate Parenting Strategy 2023-2026 and other Corporate Parenting Panel Developments

- 1) That Council approves the revised Corporate Parenting Strategy 2023 – 2026 attached as Appendix 1 to this report.
- 2) That approval is given for Wiltshire Council to sign up to the National Care Leavers Covenant.
- 3) That all Councillors as Corporate Parents pledge their commitment to the poem (attached as Appendix 2) to our children and young people in care as recommended by the Corporate Parenting Panel.
- 4) That the Council commit to the Corporate Parenting Panel exploring care experience as a protected characteristic and progress this to put in place policies and programmes which promote better outcomes for care experienced young people and adults, with a full proposal returning to Full Council for approval.

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Allison Bucknell, Cllr Steve Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Sam Charleston, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Adrian Foster, Cllr Sarah Gibson, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	75
Against	Cllr Bridget Wayman	1
Abstain	Cllr Andrew Davis and Cllr James Sheppard	2

## **Minute 54 – Update on the Council's Response to the Climate Emergency and revised Environmental Policy**

### **That Full Council**

- 1) Note the actions taken in response to the climate emergency following the last update in May 2023, and notes the progress made against key indicators as well as areas of limited progress.**
- 2) Approve the updated Environmental Policy in Appendix 1 and add it to Paragraph 1.2 of Part 3B of the Constitution for inclusion as part of the Policy Framework.**
- 3) Agree that future climate updates are received annually at its October meeting.**

<b>Vote</b>	<b>Councillors</b>	<b>Count</b>
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Allison Bucknell, Cllr Steve Bucknell, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Sam Charleston, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Sarah Gibson, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	75
Against	Cllr Paul Sample JP	1
Abstain	Cllr Richard Budden, Cllr Andrew Davis and Cllr Adrian Foster	3

## **Minute 55 – Capital Programme Additions and Amendments to the Revenue Net Budget**

### **Amendment**

#### **To approve:**

- a) **the allocation of a £4.4m budget for Education provision in the North of the County to be funded by a mix of capital receipts, earmarked reserves and £1.7m of new borrowing.**
- b) **to move the £0.382m income budget associated with saving from increased retained share of funding from Business Rates for Council Assets from Assets to the Business Rates Retention Scheme in the Funding section; and**
- c) **to increase the Government Grants budget in Funding to recognise the additional Market Sustainability Improvement Fund of £2.773m and increase the net budget in Adults by the same amount.**

<b>Vote</b>	<b>Councillors</b>	<b>Count</b>
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Allison Bucknell, Cllr Steve Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Sarah Gibson, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	80
Against	None	0
Abstain	Cllr Andrew Davis and Cllr James Sheppard	2

## **Minute 56 - Community Governance Review 2022/23**

### **CGR Recommendation 1 - Westbury/Heywood:**

**1.1 That the areas marked as A in the map provided be transferred from Westbury Town to the parish of Heywood.**

**1.2 That the areas marked as B in the map provided be transferred from Heywood to Westbury Town, as part of the Westbury East Ward and Westbury North Ward respectively.**

**1.3 That the parish of Heywood be unwarded, with seven councillors.**

**1.4 To request that the LGBCE amend the Westbury North, Westbury East, and Ethandune Electoral Divisions to be conterminous with the proposed revised parish boundaries of Westbury and Heywood.**

<b>Vote</b>	<b>Councillors</b>	<b>Count</b>
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Allison Bucknell, Cllr Steve Bucknell, Cllr Clare Cape, Cllr Mary Champion, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Howard Greenman, Cllr Ross Henning, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Tony Jackson, Cllr Simon Jacobs, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr Iain Wallis, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	65
Against	Cllr Richard Budden, Cllr Trevor Carbin, Cllr Sam Charleston, Cllr Brian Dalton, Cllr George Jeans, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk and Cllr Derek Walters	9
Abstain	Cllr Andrew Davis, Cllr Adrian Foster, Cllr Sarah Gibson, Cllr Mel Jacob, Cllr Stewart Palmen, Cllr Paul Sample JP and Cllr David Vigar	7

### **CGR Recommendations 2-7 –**

#### **That Council:**

**1) Approve the changes to community governance arrangements as set out below as recommended and detailed by the Electoral Review Committee in the Final Recommendations:**

**Recommendation 1 – Heywood/Westbury (Separate Vote)**

**Recommendation 2 – Tidworth**

**Recommendation 3 – Netheravon/Figheledean/Fittleton cum Haxton**

**Recommendation 4 – Grittleton/Castle Combe/Nettleton – “The Gibb”**

**Recommendation 5 – Yatton Keynell/Castle Combe/Biddestone & Slaughterford**

**Recommendation 6 – Warminster**

**Recommendation 7 – Donhead St Mary/Monkton Farleigh**

**2) To authorise the Solicitor of the Council to take all necessary measures to make**

and approve the Community Governance Order(s) to bring into effect for 1 April 2025 all of the changes detailed under resolution 1, subject to any required consents by the Local Government Boundary Commission for England;

3) To authorise the Electoral Registration Officer to make any necessary changes to polling districts to bring them into line with the agreed governance changes at the appropriate time, to be reported to the Electoral Review Committee.

Vote	Councillors	Count
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Allison Bucknell, Cllr Steve Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Mark Connolly, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Sarah Gibson, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Carole King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	77
Against	None	0
Abstain	Cllr Andrew Davis, Cllr Gordon King and Cllr James Sheppard	3



## **Minute 57 – Part 12 Code of Conduct**

**That Council approve the following updated section of the Constitution:**

### **Part 12 – Code of Conduct**

<b>Vote</b>	<b>Councillors</b>	<b>Count</b>
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Allison Bucknell, Cllr Steve Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Sarah Gibson, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Ian McLennan, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	76
Against	None	0
Abstain	Cllr Andrew Davis and Cllr James Sheppard	2

## **Minute 58 – Protocol 12: Wiltshire Police and Crime Panel Arrangements and Procedure Rules**

**That Council approve the following updated section of the Constitution:**

### **Protocol 12 – Wiltshire Police and Crime Panel Protocol**

<b>Vote</b>	<b>Councillors</b>	<b>Count</b>
For	Cllr Phil Alford, Cllr Liz Alstrom, Cllr Helen Belcher OBE, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Allison Bucknell, Cllr Steve Bucknell, Cllr Richard Budden, Cllr Clare Cape, Cllr Trevor Carbin, Cllr Mary Champion, Cllr Sam Charleston, Cllr Pauline Church, Cllr Ernie Clark, Cllr Richard Clewer, Cllr Zoë Clewer, Cllr Caroline Corbin, Cllr Kevin Daley, Cllr Brian Dalton, Cllr Jane Davies, Cllr Dr Monica Devendran, Cllr Adrian Foster, Cllr Sarah Gibson, Cllr Howard Greenman, Cllr Sven Hocking, Cllr Nick Holder, Cllr Ruth Hopkinson, Cllr Jon Hubbard, Cllr Peter Hutton, Cllr Mel Jacob, Cllr Simon Jacobs, Cllr George Jeans, Cllr Carole King, Cllr Gordon King, Cllr Edward Kirk, Cllr Jerry Kunkler, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Dr Brian Mathew, Cllr Laura Mayes, Cllr Dr Mark McClelland, Cllr Charles McGrath, Cllr Dominic Muns, Cllr Nabil Najjar, Cllr Kelvin Nash, Cllr Jack Oatley, Cllr Paul Oatway QPM, Cllr Andrew Oliver, Cllr Stewart Palmen, Cllr Bill Parks, Cllr Sam Pearce-Kearney, Cllr Tony Pickernell, Cllr Horace Prickett, Cllr Nic Puntis, Cllr Tamara Reay, Cllr Ricky Rogers, Cllr Tom Rounds, Cllr Paul Sample JP, Cllr Mike Sankey, Cllr Jonathon Seed, Cllr Caroline Thomas, Cllr Elizabeth Threlfall, Cllr Jo Trigg, Cllr Tim Trimble, Cllr Mark Verbinnen, Cllr David Vigar, Cllr Iain Wallis, Cllr Derek Walters, Cllr Bridget Wayman, Cllr Stuart Wheeler, Cllr Philip Whitehead, Cllr Suzanne Wickham, Cllr Christopher Williams, Cllr Graham Wright and Cllr Robert Yuill	75
Against	None	0
Abstain	Cllr Andrew Davis, Cllr Ian McLennan and Cllr James Sheppard	3

**Wiltshire Council**

**Full Council**

**20 February 2024**

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## **Petitions Update**

### **Petitions Received**

1. As of 9 February 2024, there have been three new petitions received by Wiltshire Council since the last report to Council on 18 July 2023.
2. These are detailed in the Appendix.

### **Proposal**

**That Council notes this update on petitions.**

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Ellen Ghey

Democratic Services Officer

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Title	Date Received	Respondents	Action
Reducing the Speed Limit on the A4 from the Approach to the Sanctuary on Overton Hill to Silbury Hill, and Supporting the Recommendation to Restrict Access through the B4003	3 August 2023	27 Signatures	<p>The following response was provided to the Lead Petitioner from Steve Hind (Principal Engineer):</p> <p>If these concerns are supported by your Parish Council, then you will need to raise a 'Highways Improvement Request Form' <a href="#">Local Highway and Footway Improvement Groups - Wiltshire Council</a> for each concern and send to <a href="mailto:LHFIGrequests@wiltshire.gov.uk">LHFIGrequests@wiltshire.gov.uk</a> so that they can be logged with a reference and enable consideration to be given for funding and prioritisation at the Marlborough Local Highway and Footway Improvement Group (LHFIG). It is important that a Parish representative attends the LHFIG meetings held at approximately 3-month intervals at Marlborough Town Hall, to provide support for the issues raised.</p>
Petition Against Proposal 26, Wiltshire Local Plan, Site 6, "Land North of Downton Road"	23 November 2023	1,386 Signatures	<p>The following response was provided to the Lead Petitioner from Simon Nott (Spatial Planning Officer):</p> <p>Thank you for submitting your petition. As per the Statement of Representation procedure that was published as part of the consultation, it is our understanding that this petition represents a representation to the Local Plan whereby a single representation represents the view of a large number of people. We will therefore process this petition as a representation to the Local Plan and shall use your contact details as the Lead Petitioner.</p> <p>If you have any further questions, please do not hesitate to contact Spatial Planning at <a href="mailto:SpatialPlanningPolicy@wiltshire.gov.uk">SpatialPlanningPolicy@wiltshire.gov.uk</a>.</p>

**Appendix 1**

<p>Petition Against Wiltshire Local Plan, Site 3 – Keep the Golf Course Green</p>	<p>30 November 2023</p>	<p>2,130 Signatures</p>	<p>The following response was provided to the Lead Petitioner from Simon Nott (Spatial Planning Officer):</p> <p>Thank you for submitting your petition. As per the Statement of Representation procedure that was published as part of the consultation, it is our understanding that this petition represents a representation to the Local Plan whereby a single representation represents the view of a large number of people. We will therefore process this petition as a representation to the Local Plan and shall use your contact details as the Lead Petitioner.</p> <p>If you have any further questions, please do not hesitate to contact Spatial Planning at <a href="mailto:SpatialPlanningPolicy@wiltshire.gov.uk">SpatialPlanningPolicy@wiltshire.gov.uk</a>.</p>
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**Wiltshire Council**

**Full Council**

**20 February 2024**

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## **Treasury Management Strategy 2024/25**

### **Executive Summary**

This report presents the Treasury Management Strategy for 2024/25 including:

- a) Prudential and Treasury Indicators for the next three years
- b) Debt management decisions required for 2024/25 that do not feature within the Prudential or Treasury Indicators (paragraphs 59 to 62)
- c) Minimum Revenue Provision Policy 2024/25
- d) Annual Investment Strategy for 2024/25

This report has been prepared in accordance with CIPFA Code of Practice for Treasury Management in Public Services 2017. Any relevant changes within the code of practice have been reflected within the Treasury Management Strategy 2024/25.

### **Proposals**

That Council:

- a) Adopt the Minimum Revenue Provision Policy (paragraph 26 – 28)
- b) Adopt the Prudential and Treasury Indicators (paragraphs 17 – 25, 41 – 47 and Appendix A)
- c) Adopt the Annual Investment Strategy (paragraph 65 onwards).
- d) Delegate to the Director of Finance and Procurement (S151 Officer) the authority to vary the amount of borrowing and other long-term liabilities within the Treasury Indicators for the Authorised Limit and the Operational Boundary
- e) Authorise the Director of Finance and Procurement (S151 Officer) to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long-term portfolio
- f) Agree that short term cash surpluses and deficits continue to be managed through temporary loans, deposits and money market funds
- g) Agree that any surplus cash balances not required to cover borrowing are placed in the most appropriate specified or non-specified investments, particularly where this is more cost effective than short term deposits; and delegate to the Director of

Finance and Procurement (S151 Officer) the authority to select such funds

- h) Agree the Investment Policy (paragraph 69)
- i) Agree the Creditworthiness Policy (paragraph 73)

### **Reasons for Proposals**

To enable the Council to agree a Treasury Management Strategy for 2024/25 and set Prudential Indicators that comply with statutory guidance and reflect best practice.

**Terence Herbert**

**Chief Executive**

**Andy Brown**

**Deputy Chief Executive and Corporate Director of Resources**

**Lizzie Watkin**

**Director of Finance and Procurement (S151 Officer)**



**Treasury Management Strategy 2024/25**

**Purpose**

1. This report recommends that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 2024/25.

**Background**

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

*“The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of*

*the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*

6. Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day to day treasury management activities. Further details on non-financial investments are given in the Capital Strategy 2024/25.

### **Reporting Requirements - Capital Strategy**

7. The CIPFA 2021 Prudential and Treasury Management Codes require for all local authorities to prepare a Capital Strategy report, which will provide the following,
  - a high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
  - an overview of how the associated risk is managed
  - the implications for future financial sustainability
8. The aim of the capital strategy is to ensure that members fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite. This report is included as part of the budget papers presented to Cabinet on 6 February 2024, and Full Council on 20 February 2024.

### **Reporting Requirements – Treasury Management Reporting**

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

- c) Annual Treasury Report, which is an outturn position document that provides details of actual performance against a selection of prudential and treasury indicators and actual treasury operational performance compared to the estimates within the strategy for the financial year.

## **Treasury Management Strategy 2024/25**

10. The strategy for 2024/25 covers two main areas:

### **Capital Issues**

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

### **Treasury Management Issues**

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

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

### **Training**

12. The CIPFA Treasury Management Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.
13. The training needs of treasury management officers are periodically reviewed. General treasury, and subject specific training is provided by the Council's treasury managers, which is attended by members of the treasury team. Opportunities for further officer development is considered during the year.

### **Treasury Management Consultants**

14. The Council uses Link Group, Link Treasury Services Limited, as its external treasury management advisors.

15. The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.
16. It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

### Capital Prudential Indicators (2024/25 – 2026/27)

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

### Capital Expenditure and Financing

18. This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. The Capital Programme 2024/25 will be submitted to Cabinet and Council in February 2024. The estimates for future years are based on indicative figures, as part of the Capital Programme, and are therefore subject to change, both during the year and in future years in line with the budget monitoring of the Capital Programme, annual setting of the Capital Programme Budget and as new schemes are considered and approved by Cabinet and Council.

Capital Expenditure	2022/23 Actual £m	2023/24 Forecast £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
General Fund	99.979	124.538	191.673	176.255	96.909
Housing Revenue Account (HRA)	16.734	41.201	45.659	57.776	38.805
Commercial Activities/Non-financial investments*	11.667	18.814	18.335	16.519	4.119
<b>Total</b>	<b>128.380</b>	<b>184.390</b>	<b>255.667</b>	<b>250.550</b>	<b>139.833</b>

\* Commercial activities/non-financial investments relate to loans to Stone Circle.

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

<b>Financing of Capital Expenditure</b>	<b>2022/23 Actual £m</b>	<b>2023/24 Estimate £m</b>	<b>2024/25 Estimate £m</b>	<b>2025/26 Estimate £m</b>	<b>2026/27 Estimate £m</b>
Capital Grants & Contributions	42.353	61.180	82.846	71.114	51.779
Capital Receipts	4.345	2.010	2.532	0.250	0.250
Revenue	0.782	1.978	0.000	0.000	0.000
Other (includes CIL/S106 contributions)	8.084	4.034	9.236	16.416	4.703
HRA	18.608	37.534	25.406	17.958	25.826
<b>Total Financing (non-borrowing)</b>	<b>74.172</b>	<b>106.736</b>	<b>120.020</b>	<b>105.738</b>	<b>82.557</b>
Net Financing Need – General Fund	54.208	74.150	115.394	104.994	44.297
Net Financing Need – HRA	0.000	3.504	20.253	39.818	12.979
<b>Total Net Financing Need (Borrowing)</b>	<b>54.208</b>	<b>77.654</b>	<b>135.647</b>	<b>144.812</b>	<b>57.276</b>
<b>Total Capital Expenditure</b>	<b>128.380</b>	<b>184.390</b>	<b>255.667</b>	<b>250.550</b>	<b>139.833</b>

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

20. The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure which has not immediately been paid for, through a revenue or capital resources, will increase the CFR.
21. The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with the asset life, and so charges the economic consumption of capital assets as they are used.
22. The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). While these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the lease/PFI provider, and so the Council is not required to separately borrow for these schemes. The Council currently has £54.817m of such schemes within the CFR. The CFR projections are summarised in the table below,

	<b>2022/23 Actual £m</b>	<b>2023/24 Estimate £m</b>	<b>2024/25 Estimate £m</b>	<b>2025/26 Estimate £m</b>	<b>2026/27 Estimate £m</b>
CFR – General Fund	511.810	577.765	666.197	736.502	743.858
CFR – HRA	99.864	94.068	114.322	154.139	167.118
<b>Total CFR</b>	<b>611.674</b>	<b>671.833</b>	<b>780.519</b>	<b>890.641</b>	<b>910.976</b>
<b>Movement in CFR</b>	<b>18.336</b>	<b>60.159</b>	<b>108.685</b>	<b>110.123</b>	<b>20.336</b>
<b>Represented by</b>					
Net Financing Need	54.208	77.654	135.647	144.812	57.276
Less MRP/VRP	(16.018)	(15.794)	(23.251)	(30.978)	(33.229)
Less Other Long Term Liabilities (PFI)	(3.481)	(3.711)	(3.711)	(3.711)	(3.711)
Less Other Financing Movements (inc HRA)	(16.373)	(2.010)	0.000	0.000	0.000
<b>Movement in CFR</b>	<b>18.336</b>	<b>60.159</b>	<b>108.685</b>	<b>110.123</b>	<b>20.336</b>

### Liability Benchmark

23. The council is required to estimate and measure the liability benchmark for the forthcoming financial year and the following two financial years, as a minimum.

24. There are four components to the Liability Benchmark.

- Existing Loan Debt Outstanding – the Council’s existing loans that are still outstanding in future years;
- Loans CFR – this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP;
- Net Loans Requirement – this will show the Council’s gross loan debt less treasury management investments at the last financial year end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cashflows forecast;
- Liability Benchmark (or gross loans requirement) this equals net loans requirement plus short term liquidity allowance.

	<b>Opening Balances £m</b>	<b>2023/24 Estimate £m</b>	<b>2024/25 Estimate £m</b>	<b>2025/26 Estimate £m</b>	<b>2026/27 Estimate £m</b>
PWLB Loans	332.123	322.123	312.123	302.000	294.000
Market Loan (exc LOBOs)	36.000	36.000	36.000	36.000	36.000

LOBO Loans	26.803	25.172	23.541	22.014	21.000
<b>Existing Loan Debt</b>	<b>394.926</b>	<b>383.295</b>	<b>371.664</b>	<b>360.014</b>	<b>351.000</b>
Opening Loan Debt	394.926				
Less: Opening Treasury Investments	(177.220)				
Plus: Planned Borrowing		0	135.647	144.812	57.276
Less: MRP and Capital Receipt Set Aside		(15.795)	(23.252)	(30.978)	(33.230)
Adj: Other Forecast Cashflows		(3.711)	(3.711)	(3.711)	(3.711)
<b>Net Loans Requirement</b>	<b>217.706</b>	<b>198.200</b>	<b>306.884</b>	<b>417.007</b>	<b>437.342</b>
Opening Loans CFR	613.685				
Plus: Planned Borrowing		0	135.647	144.812	57.276
Less: MRP and Capital Receipts Set Aside		(15.795)	(23.252)	(30.978)	(33.230)
<b>Loans CFR</b>	<b>613.685</b>	<b>597.890</b>	<b>710.285</b>	<b>824.119</b>	<b>848.165</b>
Liquidity Allowance above Net Debt (Liquidity Buffer)	177.220	100.000	100.000	100.000	100.000
<b>Liability Benchmark (Gross Loans Requirement)</b>	<b>394.926</b>	<b>298.200</b>	<b>406.884</b>	<b>517.007</b>	<b>537.342</b>
<b>Forecast Investments</b>	<b>177,220</b>	<b>100.000</b>	<b>100.000</b>	<b>100.000</b>	<b>100.000</b>
<b>(Over)/Under Liability Benchmark</b>	<b>0.000</b>	<b>(85,095)</b>	<b>35.220</b>	<b>156.993</b>	<b>186.342</b>

25. Years where actual loans are less than the benchmark indicate a future borrowing requirement; any years where actual loans outstanding exceed the benchmark represent an overborrowed position, which will result in excess cash requiring investment.

### **Minimum Revenue Provision (MRP) Policy Statement**

26. The minimum revenue provision (MRP) is the amount set aside for the repayment of the debt as a result of borrowings made to finance capital expenditure.

27. The Council is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonable commensurate with

that over which the capital expenditure provides benefits. The Council is also allowed to undertake additional voluntary revenue payments (VRP) if appropriate.

28. DLUHC regulations have been issued which require full Council to approve an MRP statement in advance of each year. The following MRP policy (section a to d) was approved in October 2017 following a full review. It is recommended that Council approves the same MRP policy for 2024/25, as follows:
- a. MRP for capital expenditure incurred wholly or partly by prudential borrowing or credit arrangements: equal Instalments to be determined by reference to the expected life of the asset. Asset life is deemed to begin once the asset becomes operational. MRP will commence from the financial year following the one in which the asset becomes operational.
  - b. MRP in respect of prudential borrowing: equal Instalments taken to meet expenditure, which is treated as capital expenditure by virtue of either a capitalisation direction or regulations, will be determined in accordance with the asset life method as recommended by the statutory guidance.
  - c. The Council retains the right to make additional voluntary payments to reduce the CFR if deemed prudent.
  - d. In general, where the Council issues capital loans to third parties (including to its own commercial companies), the expectation is that the funds lent will be re-paid in full at a future date. Therefore, no MRP will set aside in respect of these loans.
  - e. MRP will however need to be applied as appropriate if it is determined at any point that any such loan will not be re-paid in full. The position of each loan will be reviewed on an annual basis by the Section 151 Officer.

## **Borrowing**

29. The capital expenditure plans set out in paragraph 18 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury/prudential indicators, the current and projected debt positions and the annual investment strategy.



## Current Portfolio Position

30. The overall treasury management portfolio as at 31 March 2023 and for the position as at 31 December 2023 are shown below for both borrowing and investments.

<b>Treasury Portfolio</b>				
	<b>Actual 31/03/2023 £m</b>	<b>Actual 31/03/2023 %</b>	<b>Current 31/12/2023 £m</b>	<b>Current 31/12/2023 %</b>
<b>Treasury Investments</b>				
Banks	87.139	49.17	80.000	60.38
Local Authorities	35.000	19.75	0.000	0.00
Money Market Funds	35.081	19.80	32.486	24.52
Property Fund	20.000	11.28	20.000	15.10
<b>Total Treasury Investments</b>	<b>177.220</b>	<b>100.00</b>	<b>132.486</b>	<b>100.00</b>
<b>Treasury Borrowing</b>				
PWLB	332.13	83.26	330.123	84.30
Market Loans	61.000	15.29	57.000	14.56
Salix	5.803	1.45	4.474	1.14
<b>Total External Borrowing</b>	<b>398.926</b>	<b>100.00</b>	<b>391.597</b>	<b>100.00</b>
<b>Net Treasury Investments/ (Borrowing)</b>	<b>(221.706)</b>		<b>(259.111)</b>	

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

<b>External Debt General Fund</b>	<b>2022/23 Actual £m</b>	<b>2023/24 Estimate £m</b>	<b>2024/25 Estimate £m</b>	<b>2025/26 Estimate £m</b>	<b>2026/27 Estimate £m</b>
<b>Debt at 1 April</b>	<b>314.557</b>	<b>312.926</b>	<b>309.295</b>	<b>421.058</b>	<b>524.402</b>
Actual/Estimated Change in Debt	(1.631)	(3.631)	111.763	103.343	41.283
<b>Debt at 31 March</b>	<b>312.926</b>	<b>309.295</b>	<b>421.058</b>	<b>524.402</b>	<b>565.685</b>
CFR	511.810	577.765	666.197	736.502	743.858
PFI Liability	59.838	54.817	49.657	44.348	39.339
<b>Under/ (Over) Borrowing</b>	<b>139.046</b>	<b>213.653</b>	<b>195.482</b>	<b>167.752</b>	<b>138.834</b>

<b>External Debt HRA</b>	<b>2022/23 Actual £m</b>	<b>2023/24 Estimate £m</b>	<b>2024/25 Estimate £m</b>	<b>2025/26 Estimate £m</b>	<b>2026/27 Estimate £m</b>
<b>Debt at 1 April</b>	<b>94.000</b>	<b>86.000</b>	<b>78.000</b>	<b>98.253</b>	<b>138.071</b>
Actual/Estimated Change in Debt	(8.000)	(8.000)	20.253	39.818	12.979
<b>Debt at 31 March</b>	<b>86.000</b>	<b>78.000</b>	<b>98.253</b>	<b>138.071</b>	<b>151.050</b>
CFR	99.864	94.068	114.322	154.139	167.118
<b>Under/ (Over) Borrowing</b>	<b>13.864</b>	<b>16.068</b>	<b>16.068</b>	<b>16.068</b>	<b>16.068</b>

32. Within the range of prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes, in advance of need.

33. The Director of Finance and Procurement (S151 Officer) confirms that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This takes into account current commitments, existing plans, and the proposals in this report.

### **Stone Circle**

34. Included in the planned capital programme are loans made to Stone Circle. The amounts are as follows.

<b>Loans to Stone Circle</b>	<b>2022/23 Actual £m</b>	<b>2023/24 Estimate £m</b>	<b>2024/25 Estimate £m</b>	<b>2025/26 Estimate £m</b>	<b>2026/27 Estimate £m</b>
In year Capital Expenditure	11.667	18.814	18.335	16.519	4.119
Cumulative Year End Loan Balance	23.257	42.071	60.885	77.404	81.253

35. The Stone Circle loans have been funded entirely by borrowing, which will be funded by revenue savings generated through financial returns from the company, through mark up on the loans and through future dividends.

36. Borrowing undertaken to fund capital expenditure, including the loans to Stone Circle, is owned and financed by the Council, regardless of whether any income is received from third party investments. This creates additional credit risk for the Council.
37. The overall exposure from Stone Circle is limited to decisions already taken and agreed by full council (23 July 2019 – minute number 108 headed “Establishing local authority companies”), this includes the authority to borrow to support the programme.
38. As per the agreed policy, MRP is being applied to some of this capital expenditure, as the business plan could not give the assurance necessary that the loan would be repaid in full.
39. Some of the debt, however, is backed by the value of the Stone Circle assets. If the Stone Circle companies and the arrangement with them needs to be unwound, the Stone Circle assets would transfer to the Council; as assets of a wholly owned Council company, their value would be used to repay the remainder of outstanding debt.
40. Any changes will be reported to cabinet and full council at the earliest opportunity.

### **Treasury Indicators: Limits to Borrowing Activity**

#### **Operational Boundary**

41. The operational boundary is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under borrowing by other cash resources.
42. The operational boundary is based on a prudent estimate of the most likely maximum level of external borrowing for both capital expenditure and cash flow purposes, which is consistent with other budget proposals. The basis of the calculation for HRA borrowing 2024/25 is the HRA CFR.

<b>Operational Boundary</b>	<b>2023/24 £m</b>	<b>2024/25 £m</b>	<b>2025/26 £m</b>	<b>2026/27 £m</b>
General Fund Debt	622.858	689.907	760.212	767.569
HRA Debt	136.864	114.322	154.139	167.119
<b>Operational Boundary</b>	<b>759.922</b>	<b>804.229</b>	<b>914.351</b>	<b>934.688</b>

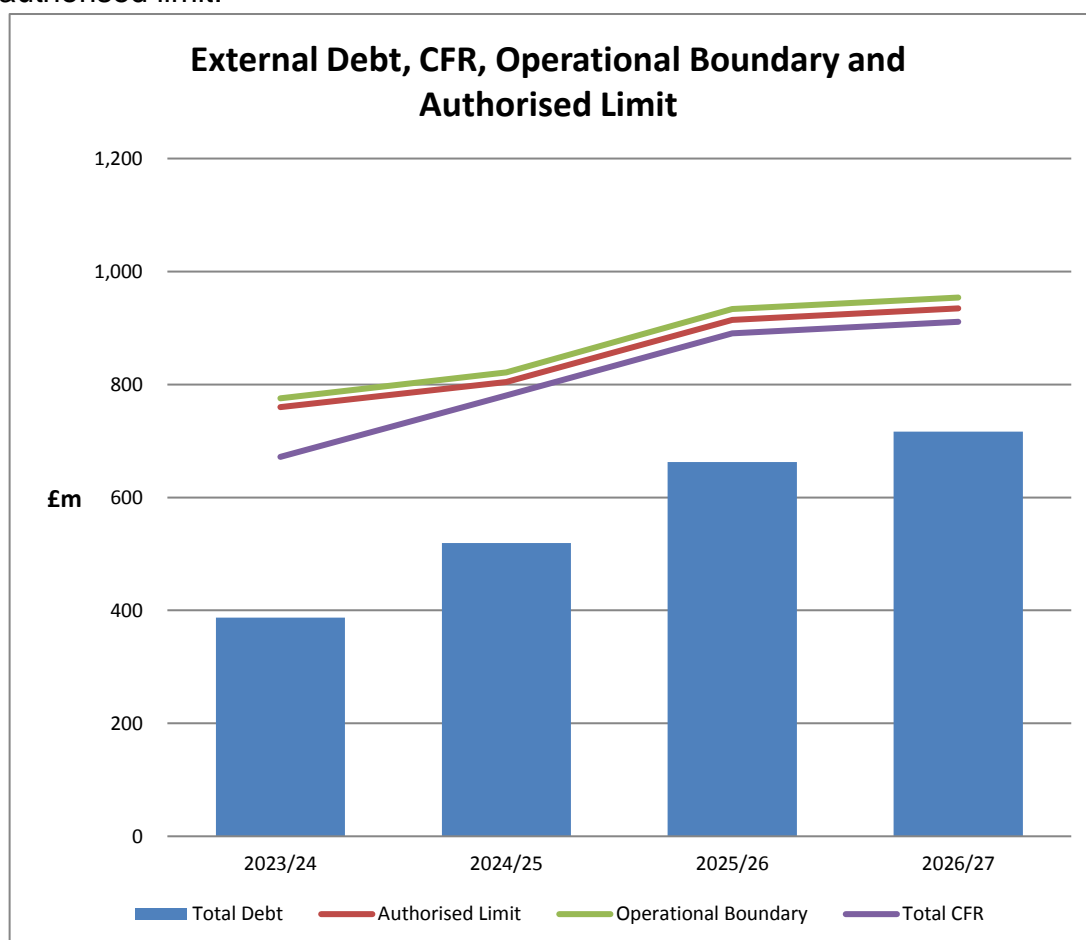
#### **Authorised Limit for External Debt**

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

44. The authorised limit is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
45. The authorised limit is the operational boundary, including an allowance for unplanned and irregular cash movements. It is proposed that an allowance of 2.5% is continued for General Fund borrowing for 2024/25 to 2026/27, but this will be kept under review. The allowance provides for the possibility of additional borrowing during the year as a result of Government support for further schemes and provides headroom where the projection proves too optimistic (payments made earlier or receipt of income delayed against that forecast).
46. There is no allowance in respect of HRA borrowing, so it has been decided that this borrowing should not exceed the CFR.

<b>Authorised Limit</b>	<b>2023/24 £m</b>	<b>2024/25 £m</b>	<b>2025/26 £m</b>	<b>2026/27 £m</b>
General Fund Debt	638.430	707.155	779.217	786.759
HRA Debt	136.864	114.322	154.139	167.119
<b>Authorised Limit</b>	<b>775.494</b>	<b>821.477</b>	<b>933.356</b>	<b>953.878</b>

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



## **Monitoring and Reporting of the Prudential Indicators**

48. Progress will be monitored throughout the year, particularly against the two borrowing limits (operational boundary and authorised limit) above. Cabinet will be kept informed of any issues that arise, including potential or actual breaches.
49. The elements within the Authorised Limit and the Operational Boundary, for borrowing and other long-term liabilities require the approval of Full Council. In order to give operational flexibility, members are asked to delegate to the Director of Finance and Procurement (S151 Officer), the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to members.

## **Borrowing Strategy**

50. The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the CFR) has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow have been used as a temporary measure (internal borrowing).
51. This strategy is prudent, as medium and longer dated borrowing rates are expected to fall from their current levels once prevailing higher inflation rates are managed by the Bank of England monetary policy which is forecast to keep interest rates higher through to the second half of 2024.
52. Against this background and the risks within the economic forecast, caution will be adopted with the 2024/25 treasury operations. The Director of Finance and Procurement (S151 Officer) will, through delegation and reporting, monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:
  - a) if it was considered that there was a significant risk of a sharp fall in borrowing rates, then long-term borrowing will be postponed.
  - b) if it was considered that there was a significant risk of a much sharper rise in borrowing rates than that currently forecast, fixed rate funding may be drawn whilst interest rates are lower than they are projected to be in the next few years.
53. Any decisions will be reported to Cabinet within the next treasury report as part of the treasury management reporting cycle.

## **Rate and Timing of Borrowing**

54. In 2024/25 two PWLB loans will mature and become repayable as follows,

- £2m in June 2024 (General Fund) at a rate of 4.49%
- £8m in March 2025 (HRA) at a rate of 2.82%

55. These loans may be refinanced depending on the Council's overall internal borrowing position, and the nature of the current economic climate.

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

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

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

### **Policy on Borrowing in Advance of Need**

59. The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

60. Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

### **Debt Rescheduling**

61. Rescheduling of current borrowing within the current debt portfolio may be considered whilst premature redemption rates remain elevated, but only if there is surplus cash available to facilitate any repayment, or rebalancing of the portfolio to provide more certainty is considered appropriate.

62. Any rescheduling will be reported to members within the next treasury report as part of the treasury management reporting cycle.

## **Sources of Borrowing**

63. Currently the PWLB certainty rate is set at gilts plus 80 basis points. However, consideration may still need to be given to funding from the following sources for the following reasons,
- a. Local Authorities – Primarily shorter dated maturities out to 3 years or so, as this is generally cheaper than the certainty rate
  - b. Financial Institutions – Primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid the ‘cost of carry’ or to achieve refinancing certainty over the next few years
64. Our advisors will keep the Council informed as to the relative merits of each of these alternative funding sources.

## **Annual Investment Strategy**

### **Investment Policy – Management of Risk**

65. DLUHC and CIPFA have extended the meaning of investments to include both financial and non-financial investments. This report deals solely with financial investments, (managed by the treasury management team). Non-financial investments, i.e. the purchase of income yielding assets, are covered in the Capital Strategy.
66. Council’s investment policy has regard to the following,
- DLUHC Guidance on Local Government Investments (“the Guidance”)
  - CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 (“the Code”).
  - CIPFA Treasury Management Guidance Notes 2021.
67. The Council’s investment priorities will be security first, portfolio liquidity second, then yield (return). The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity and with regard to the Council’s risk appetite.
68. In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also consider ‘laddering’ investments (ie. staggering the maturity dates) for periods up to 12 months with high credit rated financial institutions, whilst investment rates remain elevated, as well as wider range fund options.

69. The above guidance from the MHCLG and CIPFA place a high priority on the management of risk. The Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means,

- a) Minimum acceptable credit criteria are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
- b) Other information ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as credit default swaps and overlay that information on top of the credit ratings.
- c) Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
- d) The Council has defined the list of types of investment instruments that the treasury management team are authorised to use. There are two lists in Appendix B under the categories of 'specified' and 'non-specified' investments.
  - i. Specified Investments are those with a high level of credit quality and subject to a maturity limit of one year. Or have less than one year to run until maturity, if originally they were classified as being non-specified investments solely due to the maturity period exceeding one year.
  - ii. Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
- e) Non-specified investments limit. The Council has determined that it will limit the maximum total exposure to non-specified investments to be £30m, in line with the limits for investments for longer than 365 days.
- f) Lending Limits, (amounts and maturity) for each counterparty will be set through applying the matrix in paragraph 74 and 78.



- g) The Council will set a limit for the amount of its investments which are invested for longer than 365 days (see paragraph 95)
- h) Investments will only be placed with counterparties from countries with a specified minimum sovereign rating (see paragraph 80)
- i) The Council has engaged external consultants (see paragraphs 14 - 16) to provide expert advice on how to optimise an appropriate balance on security, liquidity and yield, given the risk appetite of the Council in the context of the expected level of cash balances and need for liquidity throughout the year.
- j) All investments will be denominated in sterling.
- k) As a result of the change in accounting standards for 2023/24 under IFRS 9, the Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. The temporary override to IFRS 9 has been extended until 31 March 2025.

70. The Council will also pursue value for money in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance (see paragraph 96). Regular monitoring of investment performance will be carried out during the year.

### **Third Party Loans**

71. The Council has the power to lend monies to third parties. Appendix F sets out the Council's framework within which it may consider advancing loans to third party organisations. This has been reviewed by officers, who have concluded that it is still relevant and fit for purpose.

### **Changes in Investment Policy from 2023/24**

72. No changes have been made to the investment policy from the previous year.

### **Creditworthiness Policy**

73. The Council applies the creditworthiness service provided by Link. This service employs a sophisticated modelling approach, utilising credit ratings from the three main credit rating agencies - Fitch, Moodys and Standard & Poors. The credit ratings of counterparties are supplemented with the following overlays:

- Watches and outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;

- Sovereign ratings to select counterparties from only the most creditworthy countries.

74. The above modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will therefore use counterparties within the following durational bands:

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

75. The Link creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

76. All credit ratings will be monitored daily. The Council is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- In addition to the use of credit ratings the Council will be advised of information in movements in credit default swap spreads against the iTraxx benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link Asset Services. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.

77. Sole reliance will not be placed on the use of this external service. In addition, the Council will also use market data and market information, information on any external support for banks to help support its decision making process.

78. In addition to the above creditworthiness criteria, the following limits will be applied to the total cumulative investments placed with an individual institution (or group of institutions where there is common ownership):

<b>Monetary Limit</b>	<b>Counterparties</b>
Up to £30 m	Money Market Funds
Up to £15 m	Counterparties on the Link credit list with the following colour code, Orange – 12 months Blue – 12 months Purple – 24 months
	Multilateral development banks
	Local authorities and other public bodies
Up to £10 m	Counterparties on the Link credit list with the following colour code, Red – 6 months Green – 100 days
	UK Building societies
	Government backed overseas banks and their subsidiaries
	HSBC (for balances within the bank account, held on an overnight basis - to differentiate from above bank limit for fixed term deposits)

### **Changes in Creditworthiness Policy from 2023/24**

79. No changes have been made to the creditworthiness policy from the previous year.

### **Other Limits**

80. Due care will be taken to consider the exposure of the Council's total investment portfolio to non-specified investments, countries, groups and sectors.

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

**Investment Strategy**

- 81. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short term interest rates (i.e. rates for investments up to 12 months)
- 82. Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that this is the case at present, but there is the prospect of bank rate having peaked in the second half of 2023 and possible reducing as early as the second half of 2024, so an agile investment strategy is appropriate to optimise returns.
- 83. While most cash balances are required to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the potential value from longer term investments will be carefully assessed.

**Investment Returns Expectations**

- 84. The current expectation forecasts bank rate to have peaked at 5.25% in the second half of 2023.
- 85. The suggested budgeted investment earnings rates for returns on investments places for periods up to about 3 months during each financial year are as follows,

<b>Year</b>	<b>Budgeted Earnings Rate</b>
2023/24	5.30%
2024/25	4.70%
2025/26	3.20%
2026/27	3.00%
2027/28	3.25%
Years 6 – 10	3.25%
Year 10 +	3.25%

- 86. As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.
- 87. Given the above, for its cashflow generated balances, the treasury officers will seek to utilise the money market funds and short dated deposits, in order to benefit from the compounding of interest.

**Changes to Investment Strategy**

- 88. There are now several alternative types of investment opportunities, providing a different approach to funds being invested in traditional money markets.

- Ultra-Short Dated Bond Funds
- Corporate Bonds
- Property Funds

89. There are varying degrees of risks associated with the above investments, which require comprehensive appreciation and assessment. It is not just credit risk that needs to be understood, but liquidity and interest rate/market risk as well, although these can often be intertwined.

### **Environmental, Social and Governance (ESG) Investments**

90. ESG Investments are becoming more a commonplace discussion within the wider investment community, including Local Authorities.

91. Our treasury advisors have clarified that the most important issue is ensuring that there is a clear understanding of the ESG risks that the Council is exposed to and evaluating how well it manages these risks

92. In terms of ESG risks, Governance needs to be the most important one when considering treasury investments. This is because poor governance can have a more immediate impact on the financial circumstances of an entity and the potential for a default event that would impact the amount the local authorities receive back from their investments. Those financial institutions that are viewed as having poor/weak corporate governance are generally less well rated in the first instance or have a higher propensity for being subject to negative rating action. So, this element of ESG is of high importance to the Council, as we follow investment guidance with the security, liquidity and yield principle at the core.

93. As highlighted above, there are already touchpoints with the Council's investment strategy, including the incorporation of ESG metrics into credit rating agency assessments. There are also a small, but growing number of financial institutions and fund managers promoting "ESG" products (short term cash investments), which the Council may be able to utilise, whilst maintaining the critical principles of security, liquidity and yield.

### **Investment Treasury Indicator and Limit**

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

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

<b>Upper Limit for Principal Sums Invested for longer than 365 days</b>			
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Principal sums invested for longer than 365 days	£30m	£30m	£30m
Current Investments as at 31/12/23 in excess of 365 days maturing in each year	£0m	£0m	£0m

### **Investment Risk Benchmarking**

96. The Council will use an investment benchmark to assess the investment performance of its investment portfolio of the relevant SONIA (Sterling Overnight Index Average) rate dependant on the average duration of the fund.

### **End of Year Investment Report**

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

### **Overview and Scrutiny Engagement**

98. The Financial Planning Task Group will consider this report on 2 February 2024, with any comments reported to the Cabinet meeting.

### **Safeguarding Implications**

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

### **Public Health Implications**

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

### **Procurement Implications**

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

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

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

## **Environmental and Climate Change Considerations**

103. Wiltshire Council will not intentionally invest in any investment that is not ethical and would not be consistent with our environmental and social policy objectives.
104. Where appropriate, the Council will consider investments that deliver environmental and social benefits, whilst maintaining our Security, Liquidity and Yield criteria.

## **Workforce Implications**

105. There are no workforce implications that have been identified as arising directly from this report. The staff who work in the Treasury Management function will all be required to undertake training to ensure their knowledge and experience remains relevant and up to date.

## **Risks Assessment**

106. The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of its investment counterparties.
107. The Prudential & Capital Indicators and the Annual Investment Strategy take account of the forecast movement in interest rates and allow sufficient flexibility to be varied if actual movements in interest rates are not in line with the forecast.
108. Link's long-term forecast (beyond 10 years) for Bank Rate stands at 3.25%. As all PWLB certainty rates are now above this level, borrowing strategies will need to be reviewed in that context. Better value can generally be obtained for shorter dates (both PWLB and local authority to local authority borrowing).
109. While the Council will not be able to avoid borrowing to finance new capital expenditure in the future, or to replace maturing debt, there will be a cost of carry (the difference between higher borrowing costs and lower investment returns), to any new short or medium term borrowing that causes a temporary increase in cash balances, and this position will, most likely, incur a revenue cost.

## **Financial Implications**

110. Capital Programme figures included within this report are based on the Capital Programme budget that forms part of the overall budget setting for the council. The capital budget for 2024/25 is higher than the value of programme that has been delivered in previous years. If programme delivery is in line with previous years, using the capital programme figures has the effect of overstating some of the estimated figures in the report, such as the Capital Financing Requirement and the under-borrowed position of the council.

111. Other financial implications have been examined and are implicit throughout the report.

### **Legal Implications**

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

### **Options Considered**

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

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

### **Conclusions**

115. This strategy statement supports effective decision making and ensures a sound financial framework and control environment.

**Lizzie Watkin**

**Director of Finance and Procurement (S151 Officer)**

**Andy Brown**

**Deputy Chief Executive and Corporate Director of Resources**

**Terence Herbert**

**Chief Executive**

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Report Author: Debbie Price, Principal Accountant

### **Appendices**

Appendix A Prudential and Treasury Indicators 2023/24 - 2025/26

Appendix B Specified and non-specified Investments

Appendix C Approved countries for investments

Appendix D Treasury Management Scheme of Delegation

Appendix E Role of the Section 151 Officer

Appendix F Third Party Loans Policy

### **Background Papers**

None



**Capital Prudential and Treasury Indicators for 2024/25 – 2026/27**

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

**Affordability Prudential Indicators**

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

**Ratio of Financing Costs to Net Revenue Stream**

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

	<b>2022/23 Actual (%)</b>	<b>2023/24 Estimate (%)</b>	<b>2024/25 Estimate (%)</b>	<b>2025/26 Estimate (%)</b>	<b>2026/27 Estimate (%)</b>
General Fund	4.61	4.07	4.85	7.65	8.35
HRA	11.22	10.00	15.07	18.93	24.83

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

**Maturity Structure of Borrowing**

5. These gross limits are set to reduce the Council’s exposure to large fixed rate sums falling due for refinancing and are required for upper and lower limits.
6. In order to protect the Council from interest rate risk and to safeguard the continuity of treasury management financing costs, the following limits have been adopted. This sets out the structure of our debt portfolio and limits the exposure to changes in interest rates.

<b>Maturity Structure of Fixed Interest Rate Borrowing 2024/25</b>		
	<b>Lower (%)</b>	<b>Upper (%)</b>
Under 12 months	0	25
12 months to 2 years	0	25
2 years to 5 years	0	45
5 years to 10 years	0	75
10 years and above	0	100

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

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

### Specified Investments.

1. All such investments will be sterling denominated, with maturities up to a maximum of 1 year, meeting the minimum 'high' quality criteria.
2. Counterparty monetary limits are included in the table at paragraph 76 of the main report. Any not included here are detailed in the table below (paragraph 6)

### Non-Specified Investments.

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

### Credit and Counterparty Risk

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

	Minimum credit criteria/ colour band	Maximum maturity period	Individual Institution Counterparty Limit
<b>Specified Investments</b>			
DMADF – UK Government	Yellow	6 months (set by the DMO)	£30m
UK Government Gilts	Yellow	12 months	£30m
UK Government Treasury Bills	Yellow	364 days (set by the DMO)	£30m
Bonds issued by multilateral development banks	Yellow	6 months	Included in para 76
Money Market Funds CNAV	AAA	Liquid	Included in para 76
Money Market Funds LVNAV	AAA	Liquid	Included in para 76
Money Market Funds	AAA	Liquid	Included in para

VNAV			76
Ultra Short Dated Bonds (1.25)	AAA		£10m
Ultra Short Dated Bonds (1.5)	AAA		£10m
Local Authorities	Yellow	12 months	Included in para 76
Term Deposits with Banks and Building Societies	Blue Orange Red Green No Colour	12 months 12 months 6 months 100 days Not for use	Included in para 76
Certificates of Deposit or Corporate Bonds	Blue Orange Red Green No Colour	12 months 12 months 6 months 100 days Not for use	£10m
<b>Non-Specified Investments</b>			
Term Deposits with Banks and Building Societies	Purple Yellow	2 years 5 years	Included in para 76
UK Government Gilts	UK sovereign rating	5 years	Up to aggregate value of non-specified investments (currently £30m)
Property Fund (CCLA)	N/A	N/A	
Property Funds	N/A	N/A	

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

**Accounting treatment of investments.**

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

**Monitoring of Investment Counterparties**

9. The credit rating of counterparties will be monitored regularly. The Council receives credit rating information from Link as and when ratings change, and counterparties are checked promptly. On occasion, ratings may be downgraded when an investment has

already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will be removed from the list immediately, and if required new counterparties which meet the criteria will be added to the list.

### Approved Countries for Investments

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

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

## **Treasury Management Scheme of Delegation**

### **Full Council**

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

### **Cabinet**

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

### **Scrutiny – Finance Task Group**

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

**The Treasury Management Role of the Section 151 Officer**

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



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

### **Third Party Loans Policy**

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

### **Types of Loan**

#### **Loans Defined as Capital Expenditure**

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

#### **Other Loans**

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

### Loan Framework

10. All loans, with the exception of loans to Wiltshire Schools to enable Academy conversion, must be secured against an asset or guaranteed by a public sector organisation with tax raising powers.
11. The maximum loan to value will not exceed 80% of the security.
12. The maximum duration of the loan will be 25 years, but the loan period must not exceed the useful life of the asset.
13. An independent valuation of the asset upon which the loan is secured will be undertaken by the Council.
14. A robust business case must be developed that demonstrates that the loan repayments are affordable.
15. The on-going value of the asset(s) that the loan has been secured against will be valued on a 5 year basis. A charge to revenue may be required if the equity value falls below the debt outstanding or if it becomes clear that the borrowing organisation is unable to service the debt.
16. Guarantees will be called upon if the lending organisation falls into arrears in line with the clauses set out in the signed loan agreements.
17. Given the administrative costs incurred in both establishing and managing loans of this nature an administration/arrangement fee will be applied to each loan made. The arrangement fee will be no more than 1.0% of the value of the loan value.
18. All loan proposals (including any loan re-scheduling) must be agreed with the Director of Finance and Procurement (S151 Officer) in conjunction with the Council's Treasury Management team.

### Limits

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

## Subsidy Control and Interest Rates

21. Following the UK exit from the EU the State Aid Rules ceased to have effect. The UK then became subject to the subsidy control provisions of the World Trade Organisation (WTO), existing Free Trade Arrangements (FTA), and those of the Trade and Cooperation Agreement (TCA). This change came into effect on 1 January 2021. These three set of controls have different definitions and provisions. However, it is unlikely that Wiltshire Council will be in breach of WTO and FTA arrangements if it observes the TCA Subsidy Control Provisions. It is expected that the control regime will be monitored and enforced by a body established by HM Government similar to the Competition and Markets Authority. HM Government's Technical Note on Subsidy Control observes that there may be a consultation in early 2021 to determine a "bespoke approach" with secondary legislation to follow. Nonetheless the TCA subsidy controls are enforceable now through the UK Courts.
22. The principles and terminology contained in the TCA subsidy control reflect State Aid legislation. It is to be expected that the new regulator and the Courts when implementing TCA subsidy control will have in mind the previous State Aid procedures and that there will be analogous reasoning. In general, the parameters of the new scheme will not permit subsidies from state bodies that amount to "financial assistance" to be made which confers an economic advantage on one or more economic actors not available on market terms. This, the TCA specifically identifies, includes a direct or contingent transfer of funds such as direct grants, loans or loan guarantees. Not for profit organisations often undertake commercial activities in order to support the delivery of non-commercial activities and so can be classified as "economic actors" falling into this control regime. An economic advantage given to an actor will not be a subsidy if the state is acting in a way that a rational private investor would, for example in providing loans or capital on terms that would be acceptable to a genuine private investor who is motivated by return and not policy objectives. This is because the beneficiary is not considered to be obtaining an advantage from the State but on the same terms that it could have obtained on the open market.
23. Until further certainty is given by proposed legislation and regulators the actual interest rate charged on third party loans will be set with reference to the minimum permitted within State Aid rules operational in the EU at the time of fund advance and the Council's cost of borrowing plus an appropriate credit risk margin, whichever is higher.
24. If there is any doubt as to whether Subsidy Control may be an issue, Legal advice must be sought.

## **Governance Arrangements**

25. Loans Defined as Capital Expenditure require Cabinet approval in order to be added to the Capital Programme and will be supported by a full business case.
26. The Director of Finance and Procurement (S151 Officer) has delegated authority for awarding loans to schools, in order to assist with their conversion process to become an academy. Specific delegation was awarded by Cabinet at their meeting of 17 May 2016, minute number 63.
27. All other loans must be approved by Cabinet supported by a full business case. Specific details in relation to drawdown of approved loan facilities must be specified as part of each business case.
28. Due-diligence checks will be undertaken to test the underlying assumptions set out in each business case. These checks will include but are not limited to independent credit checks and future cashflow forecasts.

## **Financial Risk**

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

## **Exemptions**

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

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**Wiltshire Council**

**Full Council**

**20 February 2024**

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**Subject: Budget 2024/25 and Medium-Term Financial Strategy 2024/25 to 2026/27**

**Cabinet Member: Cllr Richard Clewer – Leader of the Council  
Cllr Nick Botterill – Cabinet Member for Finance,  
Development Management and Strategic Planning**

**Key Decision: Key**

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## **Addendum Background**

The Final Local Government Finance Settlement was announced on 5 February. As part of this final settlement additional national funding was confirmed over and above that included in the provisional settlement, for Rural Services Delivery Grant in recognition of specific cost pressures in rural areas of £15m, Social Care Grant of £500m, Services Grant of £10m and also an increase of the Minimum Funding Guarantee before any local council tax decision are made from 3% to 4%. From these national increases the council is confirmed to receive an additional £0.614m in Rural Services Delivery Grant, £3.798m Social Care Grant and £0.036m of Service Grant. To meet the Minimum Funding Guarantee the council is also receiving an additional £0.078m of Minimum Funding Guarantee Grant. This is a total increase of £4.526m compared to the provisional settlement and funding included in the budget report that was approved by Cabinet at their meeting on 6 February 2023.

An update was given at the Cabinet meeting on 6 February 2024 by both the Cabinet Member for Finance, Development Management and Strategic Planning and the Leader of the Council when the Budget 2023/24 was discussed, where it was set out that the increase in funding was proposed to be used, as follows:

- £0.100m contribution to Air Quality monitoring in 2024/25.
- £0.025m contribution towards volunteer recruitment by Libraries for residents in remote areas.
- £0.603m funding for rural play areas to enable them to continue to be used by the local community that will lead to their transfer to the local town or parish council.
- £3.798m funding for additional investment in SEND and children's services early help and prevention support.

As these changes affect the funding available to the council they affect the Net Budget Requirement and increase it by £4.526m from £485.772m to £490.298m. The Budget Report 2024/25 and Medium-Term Financial Strategy 2024/25 – 2026/27 and tables and appendices within the report have not been amended to reflect this late change in grant funding from government.

On the 5 February the Public Health Grant allocations for 2024/25 were also announced. This grant funding is ring-fenced for Public Health activity and is shown in the service budget line so does not affect the Net Budget of the council. The grant has increased from £18.718m in 2023/24 to £19.011m in 2024/25, which is an increase of £0.293m.

This addendum has the effect of amending recommendation A of the proposals included in the Budget 2024/25 report. As the funding has only been confirmed for one year the budget impact and changes affect 2024/25 only. The changes also have the effect of increasing the budget on Education and Skills, Environment, Leisure, Culture & Communities, Specific Grants and Total lines in Appendix 1 Annex 1 and Annex 2 by £4.526m and the totals in Appendix 1 Annex 6 Demand Changes and impacts several tables and the budget values in services within the report. This additional grant funding does not impact the calculations used to establish the Council Tax Requirement and therefore there is no change to the Council Tax resolution. This is because of the proposed uses of the additional funding set out in this addendum.

For transparency the recommendations are included below as amended to include the change required as a result of this addendum. Also included is the table originally set out in Appendix 1, Annex 1, Service Budget Summary 2024/25, now shown as Appendix 1 to this addendum report.

## **Proposals**

Cabinet recommends to Council:

- a) That a net general fund budget of 2024/25 of £490.298m is approved;
- b) That the Council Tax requirement for the council be set at £351.077m for 2024/25 with a Band D charge of £1,805.73, an increase of £1.65 per week;
- c) That the Wiltshire Council element of the Council Tax be increased in 2024/25 by the following:
  - i. A 2.99% general increase;
  - ii. Plus a levy of 2% to be spent solely on Adult Social Care;
- d) That the Extended Leadership Team be required to meet the revenue budget targets for each service area as set out in Appendix 1 to this report, for the delivery of council services in 2024/25;
- e) That the Extended Leadership Team be required to deliver the revenue savings plans for each service area as set out in Appendix 1 to this report, over the MTFS period 2024/25 to 2026/27;
- f) That the changes in the fees and charges as set out in Appendix 4 are approved;
- g) That the Capital Programme 2024/25 to 2030/31 is approved;



- h) That the Capital Strategy set out in Appendix 2 is approved;
- i) That the DSG budget as approved by Schools Forum is ratified;
- j) That the Medium Term Financial Strategy, the forecast balanced budget over the 2024/25 and 2025/26 financial years and the MTFS 2024/25 to 2026/27 is endorsed.

### **Reason for Proposals**

To ensure that the additional grant funding that government announced as part of the Final Local Government Finance Settlement is included in the budget setting proposals to be considered by Council and to provide transparency on the proposal on the allocation of that funding and that recommendations to Council still provide a balanced revenue budget for the financial year 2024/25 and do not impact on the Council Tax setting.

**Terence Herbert – Chief Executive**

**Andy Brown – Deputy Chief Executive & Corporate Director Resources**

**Lizzie Watkin – Director of Finance & Procurement (S151 Officer)**

**Perry Holmes – Director of Legal & Governance (Monitoring Officer)**

## **Wiltshire Council**

### **Full Council**

**20 February 2024**

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## **Budget 2024/25 and Medium-Term Financial Strategy 2024/25 to 2026/27 - Addendum**

### **Overview and Scrutiny Engagement**

1. An update was provided at the Cabinet meeting on 6 February 2024 relating to this increase in funding and the planned proposed allocation and use of this additional grant funding. Overview & Scrutiny Management Committee are considering this addendum report at their meeting on 12 February 2024.

### **Safeguarding Implications**

2. There are no additional Safeguarding implications as a result of this addendum.

### **Public Health Implications**

3. The public health benefits of investing in outdoor recreational facilities are well documented. There is vital importance of play for the healthy development of children, offering physical, emotional, cognitive and social benefits, in addition to the wider community benefits offered in these facilities for social connections and reduction in isolation.
4. The impact of poor air quality on the population is well known and can lead to increased risk for a number of conditions, which are usually higher in our more deprived communities. Increased air monitoring provision will enable the council to identify and mitigate these risks, improving health.

### **Procurement Implications**

5. There are no additional Procurement implications as a result of this addendum.

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

6. There are no additional Equalities impacts as a result of this addendum.

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

7. Poor air quality can have significant detrimental impacts on the environment as well as health. Diesel vehicles are the main contributor to poor air quality areas in Wiltshire. It impacts the environment by reducing visibility and blocking sunlight, causing acid rain, and harming forests, wildlife, and agriculture.
8. Investing in air quality monitoring will provide valuable evidence and identify particular areas of concern and will allow targeted intervention to address issues with poor air quality that impact on health, the environment and the economy.

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

9. There is a statutory requirement to set a balanced budget. This report sets out the impact of the additional funding allocated to the council as part of the Local Government Final Finance Settlement published on 5 February 2024.

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

10. There are no additional risks associated with this addendum to the Budget 2024/25 and Medium-Term Financial Strategy 2024/25 – 2026/27 report.

### **Financial Implications – S.151 Commentary**

11. The additional £4.526m funding was confirmed by government on 6 February 2024 as part of the Local Government Final Finance Settlement. The use of the funding and the implications are set out in this addendum report.

### **Legal Implications**

12. There are no additional Legal implications as a result of this addendum.

### **Workforce Implications**

13. The exact details of the impact of the contribution towards volunteer recruitment by Libraries for residents in remote areas will need to be assessed once more detail on the proposal is drawn up for implementation. There are no additional Workforce implications as a result of this addendum.

### **Options Considered**

14. There is a statutory requirement to set a balanced budget. The additional funding allocation as part of the Local Government Final Finance Settlement could have been managed within the 2024/25 financial year as part of budget monitoring however time allows for consideration and a proposal to be presented for Council consideration.

### **Conclusions**

15. The report supports effective decision making and allows the council to set a balanced revenue budget for 2024/25 and set Council Tax levels. It also ensures that the council has an MTFs to support long-term financial sustainability and aligns the budget to the council's Business Plan.

**Andy Brown (Deputy Chief Executive & Corporate Director of Resources),  
Lizzie Watkin (Director of Finance & Procurement – S151 Officer)**

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8 February 2024

## **Appendices**

Appendix 1 - Service Budget Summary 2024/25

## **Background Papers**

None

## Appendix 1 – Service Budget Summary 2024/25

### Analysis of Movement in the 2023-24 Budget to the Proposed 2024-25 Budget

Service	2023/24 Budget £m	Funding Changes £m	Technical Adjustments £m	Pay Award £m	Prior Year Pressures £m	Contractual Inflation £m	Demand £m	2024/25 Savings Proposals £m	2024/25 Budget £m	Change in Budget £m
Adults Services total	180.537	-	(7.042)	1.464	3.572	9.226	1.402	(9.721)	179.437	(1.100)
Public Health Total	-	-	-	-	-	-	-	-	-	-
Education & Skills Total	29.278	-	-	0.993	1.498	0.452	7.367	(0.687)	38.901	9.623
Families & Children Services Total	64.224	-	-	1.339	3.499	1.688	1.367	(1.264)	70.852	6.628
Commissioning Total	2.799	-	-	0.174	1.372	0.008	0.014	(0.060)	4.306	1.507
<b>Corporate Director People Total</b>	<b>276.838</b>	<b>-</b>	<b>(7.042)</b>	<b>3.970</b>	<b>9.940</b>	<b>11.374</b>	<b>10.149</b>	<b>(11.733)</b>	<b>293.496</b>	<b>16.659</b>
Finance Total	6.458	-	-	0.391	0.469	0.018	0.335	(0.049)	7.622	1.164
Assets Total	17.767	-	-	0.207	(0.042)	1.433	(0.711)	(0.457)	18.197	0.430
Information Services Total	11.903	-	-	0.174	0.036	0.179	0.586	(0.495)	12.383	0.480
HR & OD Total	4.101	-	-	0.247	0.061	-	0.051	(0.167)	4.293	0.193
Transformation & Business Change Total	0.560	-	-	0.106	0.374	-	-	(1.040)	-	(0.560)
<b>Corporate Director Resources Total</b>	<b>40.789</b>	<b>-</b>	<b>-</b>	<b>1.125</b>	<b>0.898</b>	<b>1.631</b>	<b>0.261</b>	<b>(2.209)</b>	<b>42.495</b>	<b>1.706</b>
Highways & Transport Total	40.177	-	-	0.502	(0.468)	1.372	1.718	(0.238)	43.063	2.887
Economy & Regeneration Total	2.520	-	-	0.069	0.015	-	0.130	(0.209)	2.526	0.006
Planning Total	3.396	-	-	0.398	0.065	-	0.296	(1.347)	2.808	(0.588)
Environment Total	48.485	-	-	0.266	(0.317)	2.139	0.186	(1.125)	49.634	1.148
Leisure Culture & Communities Total	6.580	-	-	0.838	(1.348)	0.027	0.628	(0.793)	5.932	(0.648)
<b>Corporate Director Place Total</b>	<b>101.158</b>	<b>-</b>	<b>-</b>	<b>2.073</b>	<b>(2.053)</b>	<b>3.538</b>	<b>2.958</b>	<b>(3.711)</b>	<b>103.963</b>	<b>2.805</b>
Legal & Governance Total	10.168	-	-	0.513	0.400	0.008	(0.117)	(0.593)	10.380	0.212
Corporate Directors & Members Total	3.147	-	-	0.132	0.014	-	-	-	3.292	0.146
<b>Chief Executive Directorates Total</b>	<b>13.315</b>	<b>-</b>	<b>-</b>	<b>0.645</b>	<b>0.414</b>	<b>0.008</b>	<b>(0.117)</b>	<b>(0.593)</b>	<b>13.672</b>	<b>0.358</b>
Movement on Reserves Total	2.457	1.453	-	-	-	-	-	-	3.910	1.453
Finance & Investment Income & Expense	24.945	-	-	-	0.198	0.054	0.589	-	25.786	0.841
Corporate Costs Total	5.434	-	-	-	(0.036)	0.061	(0.620)	(1.428)	3.411	(2.023)
Corporate Levies Total	4.093	-	-	-	(0.095)	0.066	(0.500)	-	3.564	(0.529)
<b>Corporate Total</b>	<b>36.929</b>	<b>1.453</b>	<b>-</b>	<b>-</b>	<b>0.067</b>	<b>0.182</b>	<b>(0.531)</b>	<b>(1.428)</b>	<b>36.671</b>	<b>(0.258)</b>
<b>Grand Total</b>	<b>469.029</b>	<b>1.453</b>	<b>(7.042)</b>	<b>7.812</b>	<b>9.266</b>	<b>16.732</b>	<b>12.720</b>	<b>(19.673)</b>	<b>490.298</b>	<b>21.269</b>
Council Tax Requirement	(290.422)	(12.201)	-	-	-	-	-	-	(302.623)	(12.201)
Social Care Levy	(41.765)	(6.687)	-	-	-	-	-	-	(48.453)	(6.687)
Rates Retention	(49.444)	(7.016)	-	-	-	-	-	-	(56.460)	(7.016)
Collection Fund (surplus) / deficit	(6.850)	8.353	-	-	-	-	-	-	1.503	8.353
Specific Grants	(80.548)	(10.760)	7.042	-	-	-	-	-	(84.266)	(3.718)
<b>Income/Funding Total</b>	<b>(469.029)</b>	<b>(28.311)</b>	<b>7.042</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(490.298)</b>	<b>(21.269)</b>
<b>Funding GAP</b>									<b>(0.000)</b>	

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**Budget 2024/25 and Medium-Term Financial Strategy 2024/25 to 2026/27**

**Executive Summary**

This report presents the proposed 2024/25 Budget and the Medium-Term Financial Strategy (MTFS) 2024/25 to 2026/27 that will resource delivery of the council's Business Plan and its priorities.

During 2023/24 the council has faced continued cost pressures, mainly as a result of the on-going high levels of inflation which have continued to remain at much higher levels than originally anticipated. Nevertheless, the council has managed the continued delivery of high-quality services to the residents of Wiltshire. Through continued robust financial management and management action to help mitigate the impact of the inflationary pressures, the council is forecasting a modest underspend position of approximately £0.634m for the 2023/24 financial year. If this position is crystallised at the end of the financial year, the underspend will be transferred to increase reserves to support the on-going prudent approach of setting aside funding to support the financial uncertainties and risks faced by all councils for the MTFS period and beyond and to support the delivery of the council's Business Plan.

This, alongside the approach taken last year to set a balanced budget over the MTFS period puts the council in a good financial position going forwards into 2024/25. This position is further enhanced by the proposal this year of a balanced budget for 2024/25 and for 2025/26 financial year. This means there are no proposals or reliance on reserves to sustain service delivery over the next two years. These budget proposals also support the new High Needs Reserve that starts to set aside funding to help support the significant financial risk the council is exposed to in this service area.

The Secretary of State announced the Provisional Local Government Finance Settlement for 2024/25 on 18 December 2023, which provided some indicative funding values for 2024/25 only. As standard, the Final Local Government Finance Settlement is expected early February, now confirmed as 5 February and although additional changes between the provisional and final funding announcement are likely to be minimal, they are likely to be too late for inclusion within this report. A recommendation is therefore included to manage those changes of funding from government between these announcements. With the MTFS covering a three year period, this one-year funding position brings much uncertainty. Further uncertainty remains on funding and pressures due to delays to the timing and lack of indicative associated funding levels of the introduction of national initiatives, such as Adult Care Reform. This uncertainty impacts the latter part of the MTFS period and assumptions remain prudent in this area.

On 24 January 2024 the Secretary of State announced additional funding for Local Government, supplementary to the funding announced in the provisional

settlement, that will be included in the Final Local Government Finance Settlement for 2024/25, as one-off funding. Nationally £500m of new funding for councils with social care responsibilities was announced and would be distributed through the Social Care Grant, alongside an additional £15m nationally added to the Rural Services Delivery Grant and an increase in the Core Spending Power from 3% to 4% before any local decisions on council tax increases. At this stage the individual council allocations have not been announced and will be confirmed as part of the Final Local Government Finance Settlement due on 5 February 2024. As this announcement is very late in the reporting and governance process, this report to Cabinet will not fully reflect the extra funding that the council will receive. An update will be given at Cabinet to confirm the amounts to be received by the council and this update will note the impact of this additional funding on the proposals set out, such as the increase in the Net Budget.

The proposed 2024/25 budget will ensure that vital services to the residents, businesses and communities of Wiltshire will continue to be provided, as well as delivering on the commitments as set out in the Business Plan and will support maximising the opportunities to set aside funding to support the High Needs deficit risk.

It is key that, to be able to continue to deliver on the Business Plan the council has sound and sustainable finances. The report sets out for approval by Cabinet, the budget setting proposals that deliver a balanced budget over the first two years of the MTFS period 2024/25 to 2026/27, ensuring that the council is managing its finances in a sustainable way. It is also key that expenditure to sustain services continues so an additional £36m gross pressure has been added into the 2024/25 service budgets to support the delivery of quality services focussed on protecting preventative and early help services, delivering the best outcomes for the residents of Wiltshire.

The report sets out the required increase in Council Tax for 2024/25, the increase in fees and charges and the General Fund reserve balance as part of a reserve strategy to provide improved future financial resilience. The key financial risks being faced by the council in estimating the level of reserves to be held are also outlined.

In addition, the report sets out for approval the planned Capital investment being made in 2024/25 and beyond, ensuring the delivery of key infrastructure projects as well as maintaining the council's asset base for future service delivery.

Lastly the report sets out the position of the Dedicated Schools Grant (DSG), to be approved by Schools Forum on 18 January 2024.

## **Proposals**

- a) That a net general fund budget of 2024/25 of £485.772m is approved.
- b) That the Council Tax requirement for the council be set at £351.077m for 2024/25 with a Band D charge of £1,805.73, an increase of £1.65 per week;



- c) That the Wiltshire Council element of the Council Tax be increased in 2024/25 by the following:
  - i. A 2.99% general increase;
  - ii. Plus a levy of 2% to be spent solely on Adult Social Care;
- d) That the Extended Leadership Team be required to meet the revenue budget targets for each service area as set out in Appendix 1 to this report, for the delivery of council services in 2024/25;
- e) That the Extended Leadership Team be required to deliver the revenue savings plans for each service area as set out in Appendix 1 to this report, over the MTFS period 2024/25 to 2026/27;
- f) That the changes in the fees and charges as set out in Appendix 4 are approved;
- g) That the Capital Programme 2024/25 to 2030/31 is approved;
- h) That the Capital Strategy set out in Appendix 2 is approved;
- i) That the DSG budget as approved by Schools Forum is ratified;
- j) That the Medium Term Financial Strategy, the forecast balanced budget over the 2024/25 and 2025/26 financial years and the MTFS 2024/25 to 2026/27 is endorsed.

### **Reason for Proposals**

To enable the Cabinet to recommend to Council a balanced revenue budget for the financial year 2024/25 and to set the level of Council Tax.

To enable effective, transparent decision making and ensure sound financial management as part of the council's overall control environment.

The Cabinet also sets out the final assumptions being used in the budget for growth, inflation, demand for services, the estimated level of income from sales, fees and charges and the level of income estimated from core funding e.g. Council Tax, Business Rates and government grants as well as the level of reserves held and assessed by the council's Section 151 Officer, as required, to provide future financial resilience.

This provides the council with a MTFS to deliver on the Business Plan priorities and drives long term financial sustainability.

**Terence Herbert – Chief Executive**

**Andy Brown – Corporate Director Resources & Deputy Chief Executive**

**Lizzie Watkin – Director of Finance & Procurement (S151 Officer)**

**Perry Holmes – Director of Legal & Governance (Monitoring Officer)**

**Budget 2024/25 and Medium-Term Financial Strategy 2024/25 to 2026/27**

**Purpose of Report**

1. This report sets out the Cabinet's proposals for the Council's Budget 2024/25 and Medium-Term Financial Strategy (MTFS) 2024/25 to 2026/27, as considered at the Cabinet meeting on 6 February 2024.
2. It also sets out the Council's Capital Programme 2024/25 to 2030/31, and the Dedicated Schools Grant (DSG) to be approved by Schools Forum on 18 January 2024. A separate report is being presented to Cabinet on the Housing Revenue Account (HRA) budget 2024/25.
3. The detailed assumptions underpinning the Cabinet's proposals are set out along with the Section 151 Officer's opinion on the robustness of the budget estimates for 2024/25 and the adequacy of the council's reserves, including the General Fund reserve, as required under Section 25 of the Local Government Act 2003.

**Relevance to the Council's Business Plan**

4. The council must set a balanced budget for the financial year 2024/25. Setting out the MTFS for future years supports effective decision making and the alignment of the council's resources to deliver the priorities and objectives as set out in the Business Plan.
5. The 2024/25 budget proposals therefore look to ensure resources are focused and equally, where required, that savings do not undermine the delivery of the Business Plan principles established in 2022:
  - **Empowered People** We want every child to have the best start and life and we will help develop the communities and facilities that enable all residents to enjoy good physical and mental health to live active lives. This includes ensuring that they are safe throughout their life.
  - **Resilient Society** We want people in Wiltshire to build positive relationships and live well together, to be able to get involved, influence and act on what matters in their local communities. We want our communities to be able to grow sustainably with access to arts, heritage and culture and have easy access to high quality and affordable housing in beautiful places.
  - **Thriving Economy** We want to continue to grow the skills of our local workforce, nurture the opportunities available to them and for our economy to thrive. We must mitigate the impacts of COVID-19 on our children's education so that they can prosper and as a county we can attract and retain high value businesses and investment. As we continue to move

forward, we must ensure everyone can take advantage of a sustainable economy with vibrant, well-connected settlements.

- **Sustainable Environment** The council has committed to becoming carbon neutral by 2030 and we now must take the lead and support the whole county as it strives for the same. Together, we must take responsibility for the environment and ensure it is well used, cherished, protected, conserved and enhanced.

## **Background**

6. An update on the Medium-Term Financial Strategy 2024/25 has been included as part of the budget monitoring reports presented to Cabinet during the 2023/24 financial year, with the latest budget gap position presented to Cabinet on 14 November 2023. As a result of the ongoing pressures faced by the council, the estimated budget gap for 2024/25 to 2025/26 stood at around £7m with a further assessment being undertaken of the forecast pressures faced in the third year of the MTFs 2026/27. This budget gap was mainly as a result of the inflationary pressures faced during the current financial year (2023/24) and impact on subsequent years.
7. Given the continued national cost of living crisis and higher than anticipated levels of inflation, the Budget and MTFs has been amended to take account of these. With a relatively small budget gap position, as a result of setting a balanced budget over the MTFs period during last year's budget setting process, the initial approach taken was one of containing costs and the council's Extended Leadership Team were asked to challenge the budget assumptions and reflect management action that would be undertaken to manage costs and inflationary pressures as well as on-going and new demand management approaches. This included identifying compensating action and staffing savings to manage the increased cost of the 2023/24 pay award of £1,925 per FTE pay point for local government services, not only for the cost in 2023/24 but also for the on-going base increase impact.
8. Following these reviews and amendments management were then asked to bring forward saving proposals that consume remaining pressures, focused on protecting preventative and early help services, directed at the period of the MTFs up to 2025/26.
9. Cabinet has continued to review all aspects by undertaking an assurance process.

## **Main Considerations for the Council**

10. The Cabinet is proposing a balanced budget for 2024/25 and 2025/26, which ensures funding for vital services to continue. Critically, the Cabinet continues to effectively manage the Council on a footing of financial sustainability i.e., so it has enough funds to deliver services without needing to draw on reserves.
11. The budget for 2024/25 sees a net £17m increase in service expenditure in those services, ensuring the resources are provided to ensure the delivery of the Business Plan. To assess this, the Cabinet has duly considered the current position of Wiltshire's residents and businesses. The running and continuing

provision of vital services to protect the vulnerable is considered paramount as is, wherever possible, future investment.

12. A budgeted contribution of just less than £7m to the High Needs reserve is included in the proposals, that reinforces the approach taken by Cabinet to maximise the setting aside of funding for this key financial risk for the council, an approach that will reduce the need to capitalise any residual deficit that would present a burden for future years budgets.
13. The council receives nearly 84% of its corporate funding from local taxes, Business Rates and Council Tax, and is dependent on increases in these to deliver services to Wiltshire's residents, communities, and businesses.
14. The Provisional Local Government Financial Settlement was announced on 18 December 2023 and set out the individual allocation of grant funding for each council alongside setting out the Core Spending Power.
15. Core Spending Power is a measure of the resources available to local authorities to fund service delivery. It is derived from funding components of core government grants, including compensation for the freezing of the business rates multiplier, and includes an assessment of councils' Council Tax Requirement. Nationally the average Core Spending Power for 2024/25 has increased by 6.5%. Within this increase it is assumed that councils will utilise the total Council Tax increases available through the regulations. This is the overall quantum of the government funded Core Spending Power increase. The increase for the council is 6.4%, which is less than the average.
16. The detail of this settlement can be seen in Appendix 1. Compared to the grant funding estimated in the previous budget there is a reduction in the New Homes Bonus grant, and a more significant reduction in the Services Grant, with an overall reduction of these grants totalling £2.076m compared to that originally estimated. Additional funding for Social Care was announced with a total of £3.866m confirmed for the council, in line with that previously announced and anticipated.
17. Due to the scale of the increase in the funding announced for the Council in the provisional settlement an additional £1.211m Funding Guarantee grant has been announced for the council. This ensures that the council will see at least a 3% growth in CSP before any council tax increases are applied to the budget.
18. The settlement also confirmed the increase in the basic Council Tax referendum level of 3% and gave upper tier authorities the ability to raise a specific Council Tax levy for Adult Social Care of 2%.
19. Last year some grants were rolled into RSG, and consequently the council will receive £0.606m of RSG, £0.040m more than expected due to inflation increases being applied. We still await funding reforms that will ensure Local Government receives the funding, particularly for Social Care, that it needs to deliver vital services. Even with the provisional settlement from Government, the level of specific grant funding Wiltshire receives from Government to fund core local services stands at just £79m (16%).

20. For 2024/25 the Cabinet is proposing a 2.99% general increase in Council Tax with a proposal of a 2% levy, permitted by government, specifically for Adult Social Care. The levy will raise £6.7m and will help to fund, in part the £16m of inflation and demand growth that has been built into the Adult Social Care budget and overall the increases will provide sufficient funding to enable the delivery of vital services.
21. On 24 January 2024 the Secretary of State announced increased funding for Local Government that would be included in the Final Local Government Finance Settlement for 2024/25, as one-off funding. Nationally £500m of new funding for councils with social care responsibilities was announced and would be distributed through the Social Care Grant, with an aim of reducing pressures not only in social care but other areas such as children's services home to school transport, special educational needs and disability services.
22. Also included in the announcement was a further £15m nationally for the Rural Services Delivery Grant, recognising the challenges of delivering public services to dispersed populations, and an increase to the Funding Guarantee from an increase of CSP before any local decisions on council tax of 3% to 4% was also announced.
23. At the point of authoring this report the specific allocations and increase in funding for each council has not been announced and due to the mechanism used to calculate the funding guarantee the impact of the increases in the Social Care Grant and Rural Services Delivery Grant on the Minimum Funding Guarantee Grant for the council is not clear. It is currently estimated that an additional circa £3.8m of Social Care Grant and circa £0.6m of Rural Services Grant will be announced for the council however, as a result of these increases the council may not receive the £1.2m Minimum Funding Guarantee Grant that was included in the Provisional Settlement announcement. It is estimated therefore that the council will receive a minimum increase in funding of circa £3.2m.
24. The Final Local Government Finance Settlement is due to be announced on Monday 5 February, one day before the Cabinet meeting. Any additional funding will be allocated to services in line with the expectations set out in the minister's announcement, and there will be a consequential increase in the Net Budget of the council to the value of the overall increased grant funding, and this will be confirmed at the Cabinet meeting, with a subsequent amendment in the proposals made to Full Council.
25. The increase in the Social Care Grant will predominantly fund prevention and early intervention activity for children with special educational needs and disability to reduce the need for escalation to Education Health Care Plans. Proposals will specifically focus on early years and those children and young people with social, emotional and mental health and neurodiverse needs; complimenting the plans within the High Needs management plan. There will also be a focus on preparation for adulthood, working with young people at an earlier stage to support independence. All proposals will provide clear invest to save outcomes over a 2 year period, supporting the prevention and early intervention strategy.

26. The increase in the Rural Services Delivery Grant is to be committed to spending on new approaches to air quality monitoring, the recruitment of volunteers to engage with isolated people in rural communities and work to renovate old play areas paving the way to transfer them to parish councils. The precise details will be defined once the final settlement and allocations are announced by government.



### **Cabinet Investment into Business Plan Priorities**

27. The core focus for the Cabinet is to protect and invest in preventative and early help services, thereby ensuring not only key services to Wiltshire's residents and communities are maintained, but that the Council is on a sound financial footing.
28. In addition to this, specific one-off investment has been continued to be made on focused activity throughout the financial year and across the life of the MTFS from the Business Plan Priority reserve.
29. In these budget proposals, ongoing base budget investment will be made into highway prevention, with £1m revenue being invested to increase resilience on the County highway network. This is in addition to the £10m capital investment that was made in July 2023 on resurfacing and increasing the spend on preventative infrastructure in Wiltshire.
30. The Cabinet's business plan priority reserve was created in February 2023 to allocate one-off spend on focused areas, this has already seen £1m allocated to gully emptying, £0.7m to parish stewards, £0.5m to road signage and increased safety and nearly £0.9m to fly tipping and litter enforcement.
31. In this MTFS, and as a result of the Councils ongoing strong financial position, the Cabinet has moved elements of this one off spend into the base budget so that these activities are funded ongoing.
32. The remaining Business Plan Priority reserve will be utilised on enforcement, with a particular focus on planning enforcement. £0.250m has been allocated for each of the next two financial years to increase the capacity of the planning enforcement team and address complex and contentious cases and ensuring the Council increases its presence and activity in this area. £0.821m of other elements of enforcement activity will be identified and delivered over the course of the next 2 years to ensure the safety of our communities remains priority.
33. The Cabinet will continue to allocate funds to invest in preventative measures, especially where this demonstrates and delivers improved outcomes for residents and cost reductions for the council. A key aspect of this investment in prevention activities are the savings in this budget being directly derived from reduced costs. The following paragraphs set out some examples of this investment and the outcomes of this.
34. The £10m Housing Acquisition fund that was set aside by the Cabinet in July 2023 will leverage up to at least £39m of investment and delivers homes for a range of services that support savings delivery and cost avoidance in areas such as placement costs in Adults and Children's Social Care. An example of the use of this is the investment of £10.560m providing housing for 68 care experienced and asylum seeking young people and £1.6m providing four solo children's

homes in Wiltshire which support the delivery of total savings of £1.685m in children's services across the period of this MTFS.

35. Investment has been made and continues in areas such as energy efficiency and solar energy schemes to reduce the on-going running costs for businesses as well as the council. The Home Upgrade Grant, with £3.6m of grant available will provide energy efficiency upgrades and low carbon heating to approximately 175 low income households. The Property Carbon Reduction Programme has seen approved total investment of £10.4m planned to reduce the carbon emissions of the council's assets and at this stage has delivered savings that cover the borrowing cost and additionally just less than £0.5m in the current financial year and planned to deliver a further £0.5m over the next 2 years.
36. The 'Lets Sort It' communication campaign in Waste Services has led to the amount of input rejected material at the Materials Recycling Facility run by Hills, to drop from 16.4% in Feb 2023 to only 8.6% in November 2023. This results in a more efficient process and better-quality materials to enable the council to achieve best price in a very competitive marketplace. This is now being supported by the launch of bag splitting at Household Recycling Centres to ensure more materials are diverted to recycling and away from more expensive landfill options.
37. Pause is a national charity that works to improve the lives of women who have had, or are at risk of having, more than one child removed from their care, and the services and systems that affect them. Wiltshire's Pause team was launched in 2017 and its success is well known. The team costs £0.3m per year and prevents on average 14 children entering care each year. The annual net savings are £0.4m per year.
38. £0.913m was saved in 2022/23, £0.250m in 2023/24 and a further £0.400m saving will be made in the future in Adults services. The Prevention and Wellbeing Team sits at the front door of Adult Care and enables a different conversation with people that contact us for care and support. They seek to maximise people's use of personal and community assets and improve people's connectedness to their community and other networks to enable them to find their own solutions and flourish within their communities. The team supports people to remain independent of, or reduce dependence on, formal care and support services as well as therefore improving people's wellbeing.
39. Further detail on spending for services is provided in the report. The MTFS appendix contains further detail on inflation, growth and savings for individual services provided by the council.
40. A simple overview on where monies are spent is shown below. This is the net spend position that reflects the gross cost less the income services receive so where services receive greater income the overall cost will reduce.

**For every £100 of core funding we receive to fund services, we spend:**

 £38 on caring for vulnerable adults	 £21 on supporting and safeguarding our children and young people
 £9 on managing Wiltshire's waste	 £8 on funding the investment in Wiltshire schools, roads and housing
 £9 on maintaining Wiltshire's highways and subsidising local bus services	 £6 on running the council, holding elections and supporting the environment
 £4 on property assets	 £3 on our online and digital services
 £1 on Wiltshire's leisure and libraries	 £1 on improving Wiltshire's economy

41. The proposals contained in this report provide the details of saving proposals totalling £19.7m, £14.4m of savings included in last year's budget setting process and previously approved, updated to £14.8m to reflect known deliverability and timing changes, and £4.9m of new savings proposals as part of the cost containment activity and to close the remaining budget gap.
42. The paragraphs below provide an analysis by services of the budget being proposed. The tables analyse the movement from the 2023/24 base budget to the proposed base budget in 2024/25.

**People Services - £290m annual spend on services**

Adults Services - £179m annual net spend on services

Table 1 – Budget movement from 2023/24 to 2024/25

	£m
Base Budget 2023/24	180.537
Prior Year Pressure	3.572
Pay Inflation	1.464
Contract Inflation	9.226
Demand	1.402
Savings	(9.721)
	186.479
Movement of Grant into Service	(7.042)
Base Budget 2024/25	179.437

43. There are a number of service areas within the Adults Care directorate and a key objective is to maintain and promote independence for individuals who experience physical, cognitive and sensory difficulties and to support their unpaid carers.
44. In setting the budget for this MTFS period, account has been taken of demographic pressures that will see more people requiring support, and the



rising cost pressures that providers face due both to general inflation, and sector specific cost pressures. We have seen an increase in the cost of placements due to the issues in the market and also the impact of the minimum wage, cost of living crisis and energy price increases. This has significantly impacted the market and inflation estimates are higher to reflect this situation, £9.226m for 2024/25. Additional budget requirements have also been built in for prior year pressures from the base budget impact of increased inflation and demand in 2023/24.

45. We are continuing to work with providers on issues to not only make the market more sustainable but also affordable for both Wiltshire Council and providers and partners in line with the business plan themes of understanding our communities and working together. Wiltshire Council will receive £6.419m Market Sustainability and Improvement funding for 2024/25 and £1.557m Market Sustainability and Improvement funding - Workforce.
46. There are a number of Transformation projects in the Transforming Adult Social Care Programme which will deliver savings that are built into the MTFs. Significant savings will be made by introducing alternative solutions to providing support in those areas where the market is not delivering best value or sufficient choice in terms of self-directed support. This links to our business plan aim to develop the care market in a way that promotes choice and diversity of supply, develops new care models and ensures best value for money and a fair cost for providers.
47. The rolling out of Technology Enabled Care (TEC) is another transformation project that will revolutionise the way services may be delivered to individuals, and lead to savings. This project, along with another Transformation project centred on prevention, will deliver savings across both directorates in Adult Social Care. We want the people of Wiltshire to be empowered to live full healthy and enriched lives. We aspire to do this through prevention and early intervention to prevent and delay need in line with our Business Plan theme 'Prevention and early intervention'.
48. There are a number of broader system pressures, for example, we need to support hospital discharge. A significant percentage of new demand is coming from discharge pathways often with increased complexity and the need for additional support. The Wiltshire Reablement service supports on discharge and delivers savings by ensuring individuals are able to return to living independently.
49. Ensuring that young adults are supported to move from children's to adult's services is vital to them being able to live the lives they chose. The transitions service works with people aged 18-25 to ensure that this happens. It will work closely to bridge the gap between adult's and children's services and will work in partnership with SEND, children's social care, adult's social care as well as voluntary and community sector services being made.
50. The Intensive Outreach Enablement service has evidenced that working in this way can reduce restrictive packages of care and promote independence and is an asset to the council and the prevention strategy. This service is part of a strong prevention and early support strategy working alongside the Prevention and Wellbeing team in order to enhance our community based offer for individuals with complex needs to remain living in their own homes.

51. The Shared Lives Wiltshire Scheme provides an opportunity for a different model of care and support. Its main aim is to support people to live as part of a family, within the carers home, where they receive the support, direction or care they need within a family environment. The service places adults who have an eligible need requiring support for a variety of reasons such as, mental health, learning disabilities, physical impairments, or are elderly or cannot manage to live without support. This has already made savings and further savings are built into this MTFS.

Education and Skills - £35m annual net spend on services.

Table 3 – Budget movement from 2023/24 to 2024/25

	£m
Base Budget 2023/24	29.278
Prior Year Pressure	1.498
Pay Inflation	0.993
Contract Inflation	0.452
Demand	3.569
Savings	(0.687)
Base Budget 2024/25	35.103

52. This service area is facing significant legislative change, the Education White Paper was published March 2022. The White Paper outlined how a strong school system will be delivered by schools, trusts, local authorities, faith bodies and the Department for Education working together. Whilst the White Paper will not be progressed for the foreseeable, the ambition for all schools to be in a strong multi-academy trust (MAT), or with plans to join or form one, remains. Selected statutory duties remain for all schools with additional duties for maintained schools. As a result, services need to reflect demand and require constant review.
53. The service runs a significant amount of school traded activity and as funding for schools grows tighter with the teachers’ pay award and other cost of living increases the risk of income reductions rises. This, together with demand for services which are only available for maintained schools falling in line with conversions to a MAT means that services must plan for reductions between now and 2030. Savings planned in school effectiveness of £0.123m reflect this.
54. The impact of the pandemic continues to put pressure on services and so £0.022m for education welfare officers funded from the latent demand reserve have been included in the MTFS for 2024/25 and 2025/26 financial years.
55. Demand for statutory SEN services has increased with requests for Education Health Care Plan (EHCP) assessments to access support increasing. Wiltshire continues to be slightly above the national average – the table below shows the year on year increase the impact of the pandemic whilst children were not in school and subsequent increase reflecting “catch up” and the impact of the pandemic on children’s needs.

	Number of EHCPs	Movement from prior year	% Movement from prior year
31 March 2022	4,371	253	6.1%
31 March 2023	4,762	391	8.2%
Forecast 31 March 2024	5,617	855	15.7%

56. It is for this reason that the £1.231m investment in statutory SEN is required. This service area is preparing for an inspection and the actions following the Peer Review include a further £0.362m investment to address the recommendations as well as improved performance data resource to support statutory SEN and school improvement, estimated at £0.261m for 2024/25 financial year.
57. The Council has been invited to take part in the DfE’s Safety Valve programme and has confirmed commitment to this work with funding from the £1.6m transformation reserve approved in 2022/23 financial year. Once a Safety Valve agreement is signed the DfE will commit to provide additional DSG to assist the historic deficit. It is expected that the Council will be required to contribute between £70m and £90m at the end of the 5 year plan and therefore a reserve to begin to support the Council’s contribution is being set up in this MTFS.
58. As a large rural authority school transport for children with SEN & disability is a risk on two fronts: firstly, the number of pupils eligible to take up the school transport offer is rising in line with the number of EHCPs and secondly the marketplace is insufficient to meet needs. This means that taxis for example, are a limited resource and unit prices for journeys are rising above inflation. Demand and inflation across the MTFS are estimated at £6.937m. A number of transformational schemes and route reviews are in place to achieve the savings of £0.691m across the MTFS.
59. Other savings include increases in traded income prices to reflect staff pay inflation, service reviews and removing vacant posts where possible to do so.

Families and Children - £71m annual net spend on services

Table 4 – Budget movement from 2023/24 to 2024/25

	£m
Base Budget 2023/24	64.224
Prior Year Pressure	3.498
Pay Inflation	1.339
Contract Inflation	1.688
Demand	1.367
Savings	(1.264)
Base Budget 2024/25	70.852

60. The recent Ofsted inspection in September 2023 recognised the impact that significant investment into prevention and new initiatives is having on positive outcomes for children and young people with us achieving an overall Outstanding grading.
61. Whilst many other local authorities have seen pressure on statutory services, the council’s preventative family support approach and quality practice has reduced and delayed this. Inevitably demand and cost pressures still exist; including an increase in the number of care experienced young people requiring our support for longer as well as numbers asylum seeking young people increasing. The funding councils receive from central government does not cover the full cost of unaccompanied young people’s care given the higher levels of inflation. There are also significant challenges for all care experienced young people post 18 with supported and independent living costs increasing.

62. As a result of national and local area demand increases, the care placement marketplace is saturated, and we are unable to provide in house foster carers for all children requiring this type of care provision. This means that in some cases more expensive placements need to be sourced, which are up to five times more expensive, taking us from hundreds of pounds per week to occasionally placements costing thousands. A consequence of the minimum wage, cost of living, energy and other price increases is that the average unit costs have significantly increased, and inflation is also estimated at higher rates than originally planned. In addition, higher numbers of children in our care have complex needs and these have to have been met with bespoke care arrangements to address risk and complexity.
63. Demand for children and young people services and inflation mirroring staff pay assumptions for in house schemes and from framework agreement contracts are included in the MTFS at £3.750m and £4.767m respectively for Children's Social Care placements and support. This is net of estimates of costs funded through the latent demand reserve.
64. Other inflation is seen in partnership contributions and the adoption west contract estimated at a total of £0.125m
65. Capital investment of £10.560m providing housing for 68 care experienced and asylum seeking young people and £1.6m providing four solo children's homes in Wiltshire is included – this will enable us to provide housing and commission providers at reduced rates. There is a national housing shortage specifically for one bedroom homes, and a capital bid has been agreed to purchase a number of properties for independent tenancies for care experienced young people to reduce costly demands on supported accommodation. Total savings of £1.685m are included across the period of this MTFS. The placement savings presented are linked to the service developments planned, the purchase of the new children's homes and young people's support and accommodation and housing with plans to commission providers offering local placements at a lower unit cost.
66. Other savings plans include funding existing services from the Public Health grant; £0.180m. A review of existing contractual arrangements by commissioning to ensure best value is achieved is expected to achieve £0.050m savings. The remaining £0.781m savings are focussed on staffing reviews, deletion of vacant posts and reductions in agency budgets which are linked to the 2023/24 market supplement investment.
67. When young people with SEN & disability social care needs reach 18 years old they transfer to the new Transitions service within adult social care – the budget associated with the young people turning 18 years is estimated at £0.297m – this is transferred out of children's social care and presented in Adults Services.
68. Other non placement demand included is in the third year of the MTFS, it is anticipated that the Canons House improvements and extension will be operational. The increased running costs included within the demand estimates for providing respite to more children is estimated at £0.526m.
69. The Data and Performance team for people services which is hosted within Families and Children's demand of £0.085m reflects the on-going resource

requirements to support the continued delivery of the Adults Payment to Provider project, which incorporates the Net to Gross project, the roll out of the Provider Portal and Payments on Account projects as part of the Adult Social Care Transformation Programme.

**Commissioning - £4m Annual spend on services**

	£m
Base Budget 2023/24	2.799
Prior Year Pressure	1.372
Pay Inflation	0.174
Contract Inflation	0.008
Demand	0.014
Savings	(0.060)
Base Budget 2024/25	4.306

70. This service is key to delivering best value in the Council's highest area of spend, people services; market sustainability work and strategy support ensures value for money in commissioning and procuring services for those who are most vulnerable in our communities. As such it is imperative to have sufficient staffing resource in place and some of these have previously been funded by grant. A rebasing exercise has taken place to ensure that the high level of service continues, and the investment required is £1.566m

**Resources - £42m annual spend on services**

**Assets- £18m annual net spend on services**

**Table 10 – Budget movement from 2023/24 to 2024/25**

	£m
Base Budget 2023/24	17.767
Prior Year Pressure	(0.042)
Pay Inflation	0.207
Contract Inflation	1.433
Demand	(0.711)
Savings	(0.457)
Base Budget 2024/25	18.197

71. Assets & Commercial Development service is responsible for managing the council's estate, which includes the 5,297 Council Housing Dwellings and 1,000 planned new properties from the Council House Build Programme under the Housing Revenue Account. The service is also responsible for the management of the Council's office, rural, investment and commercial estate.
72. Wiltshire Council takes a strategic and commercial approach to managing assets ensuring assets are well maintained, fit for purpose and that services can operate safely, efficiently, and effectively, thus ensuring the sustainability of the property estate. The council shares resources with other public services and uses technology, buildings, and other assets flexibly to maximise value and reduce costs. This all contributes to delivering the Business Plan by ensuring Wiltshire Council is an efficient and healthy organisation.
73. As seen nationally there have been significant increases in energy prices, increases are forecast for 2024/25 at 20% for electricity, and 5% for gas.

Increasing energy prices are a risk for the service. To ensure the council is operating as efficiently as possible savings are proposed through the property carbon reduction energy strategy for buildings and capital energy efficiency programme which delivers projects to reduce energy consumption and generate renewable electricity.

74. Maintenance contract budgets have been increased by £0.282m for 2024/25 (5%) to reflect increases in price inflation material costs and contractor terms.
75. The council pays Business Rates on its properties. Anticipated inflation on business rates for 2024/25 is 6.7% an increase of £0.364m.
76. Savings proposals focus on efficiency of asset operations and service efficiencies to reduce operating costs. Alongside this Income generation will be maximised wherever possible to do so by leasing vacant space and increasing prices on existing lettings some of which, particularly leasing vacant space in our 3 main office hub buildings has proved challenging in the current economic climate and therefore there is an element of risk to this target.

Transformation and Business Change - £0m net spend (£2.040m annual gross spend)

77. The Council's Business Plan sets out the priorities, outcomes, and aspirations it seeks to deliver over the next ten years and outlines how its progress towards achieving these will be measured and represented. Achieving many of these outcomes will need significant change or transformation of existing business models and delivery methods. This will require innovation in how we approach service design and planning, which should be supported by evidence and insights from the broadest range of data available to us.
78. For 2024/25 onwards, the service will be funded wholly from flexible use of capital receipts and the transformation reserve.
79. Maintaining good financial sustainability to deliver a balanced budget means the demand for transformation should be considered a continuous and required capability. This needs specific financial provision to ensure the right scale of skills and capacity are in place to support the delivery and management of change programmes arising across the complex range of services performed by the council. The council has allocated one-off funding via its transformation reserve to enable this, which is anticipated to be replenished in part through savings delivered by transformation projects. Funding for specific transformation projects will also be utilised through the Flexible Use of Capital Receipts where appropriate and desirable to do so.
80. Many of the recent savings' proposals put forward by services in response to the financial pressures and budget setting process for the next three years were predicated on having access to suitable change and transformation capacity. Services will require timely delivery of significant programmes of work to suppress demand or redesign services and process in areas such as waste and depot strategy and these are anticipating or requesting that provision of large parts of the change capacity and skills needed to support delivery of those programmes will come from the transformation team and associated enabling services. These must be delivered in addition to the existing in-progress strategic

programmes including Adult Social Care Transformation (ASCT), Families and Children Transformation (FACT), Customer Experience, Community Conversations and Evolve. It is important, therefore, to ensure that the flexibility to draw down against allocations of flexible funding sources such as the Transformation Reserve and Flexible Use of Capital Receipts remains in place for the full term of the MTFS.

**Place Services - £102m annual spend on services**

Highways & Transport - £43m annual net spend on services

Table 5 – Budget movement from 2023/24 to 2024/25

	£m
Base Budget 2023/24	40.177
Prior Year Pressure	(0.468)
Pay Inflation	0.502
Contract Inflation	1.372
Demand	1.718
Savings	(0.238)
Base Budget 2024/25	43.063

81. The main pressure facing the service is contract inflation for major contracts for Highways Maintenance and Design, Street Scene, Passenger Transport and energy for Street Lighting. These contracts support communities to get around easily and offer options for different modes of transport, delivering against the Empowering People, Resilient Society, Thriving Economy and Sustainable Environment priorities in the Business Plan. Increasing material prices, fuel prices and driver shortages continue to cause issues and risk for the service.
82. The Public Transport industry is still recovering from the impact of the pandemic with reduced patronage and increasing operating costs, particularly in relation to fuel increases and driver shortages.
83. The Council has been awarded a Bus Service Improvement Plan plus (BSIP plus) grant of £2.1m per year for both 2023/24 and 2024/25. This funding is to improve, enhance and support bus services and assist contractors facing commercial failure to ensure services are maintained.
84. A key condition of the grant is that the Council cannot reduce Public Transport budgets in this period, and delivery of the savings proposals for 2023/24 and 2024/25 will therefore be delayed until 2025/26. This will allow the Council to review its Public Transport policy and ensure a sustainable and financially viable network for 2025/26. The savings impacted for 2023/24 total £0.448m with a further £0.142m for 2024/25, relating to the review, repatterning and reduction of less well used bus services, out of area services and the removal of Saturdays from supported services timetable. The pressure from delaying the savings will be covered in 2023/24 and 2024/25 by the Extended Rights to Travel grant of £0.635m.
85. Additional funding of £1m for Highways preventative flood maintenance including surface repairs and drainage works is included within the revenue budget.
86. Highways & Transport’s budget is supported by income generated by services. The key areas for Highways & Transport are Car Parking and Streetworks income. These income streams are reliant on demand from the Public and Utility companies so can be volatile as demand is affected by changes in the economy

and in the community. For example Wiltshire based companies' policies changing to more working from home, whether communities feel safe and well to go shopping, the cost of living, the level of new development being undertaken, the level of employment and of retail opportunities.

Economy & Regeneration £3m annual net spend on services

Table 7 – Budget movement from 2023/24 to 2024/25

	£m
Base Budget 2023/24	2.520
Prior Year Pressure	0.015
Pay Inflation	0.069
Contract Inflation	-
Demand	0.130
Savings	(0.209)
Base Budget 2024/25	2.526

87. Director level leadership is included within the overall demand in this area, to provide greater leadership capacity, to raise the profile of the team and help to secure and deliver future opportunities and funding, as part of the business plan responsibility to deliver infrastructure to enable local communities to live, work and play locally, and to support businesses to invest and everyone to take responsibility for the environment.
88. The Wiltshire Towns Programme continues with £1m per annum in 2024/25, and will help create and support vibrant town centres and deliver new strategies for regeneration. Plans are in place to continue the delivery of projects using the funding set aside in the earmarked reserve through to 2025/26
89. The service will deliver the £5.8m UK Shared Prosperity Fund between 2022-2025 and achieve associated administrative costs, which will support local business and increase the proportion of Wiltshire's wealth that is spent in the local economy.
90. The service will also support the delivery of broadband across Wiltshire, providing assistance to the Government's 'Project GIGABIT' and other broadband capital programme, to maximise broadband connectivity across Wiltshire.
91. Following Government decision on 4 August 2023, the Economy and Regeneration service will be responsible for delivering the functions of Local Enterprise Partnerships (LEPs) for 2024/25. Details of the financial settlement are unconfirmed but at this stage a balanced position is assumed. As part of this transition guidance has been provided on production of an economic strategy.

Planning - £3m annual net spend on services

Table 6 – Budget movement from 2023/24 to 2024/25

	£m
Base Budget 2023/24	3.396
Prior Year Pressure	0.065
Pay Inflation	0.398
Contract Inflation	-
Demand	0.296
Savings	(1.347)
Base Budget 2024/25	2.808



92. The Planning service continues to have problems recruiting and retaining experienced and high calibre professional officers. Caseloads are 30% higher than the national average and planning appeal numbers are amongst the highest in the country, these issues are being tackled through the planning transformation project. To meet statutory responsibilities the service needs to complete the Local Plan Review and Gypsies and Travellers Plan as quickly as possible and to make significant progress to put in place new Plans for Minerals & Waste. These priorities will help deliver the needs of Wiltshire's growing communities from an economic, environmental and social perspective. This aligns with the four priorities in the Business Plan, Thriving Economy, Resilient Society, Sustainable Environment and Empowered People. The Local Plan is critical as it provides an effective policy framework for the sustainable growth of Wiltshire.
93. Planning application fees are set by Government and have been agreed at a 35% increase for Major Applications and 25% for all other applications from 6<sup>th</sup> December 2023 plus an annual indexation capped at 10% from 1<sup>st</sup> April 2025. The income budget has been increased to reflect this. This income is driven by demand and typically fluctuates according to the national housing market and economic situation. If the market slows there is a risk that the council's income will decrease. Fees tend to increase when the market is buoyant.
94. Building Control fees are set locally but must be set competitively to retain market share with the private sector. Fees are set in the upper quartile when benchmarked against other local authorities.
95. In 2023/24, as part of H M Land Registry, digitalisation Local Land Charges 1 searches will be undertaken by Land Registry. Wiltshire Council will therefore lose Income for this element. This has been assessed in conjunction with overall demand and the income budget rebased by £0.300m across the MTFs period, £0.150m falls into 2023/24

Environment £50m annual net spend on services

Table 8 – Budget movement from 2023/24 to 2024/25

	£m
Base Budget 2023/24	48.485
Prior Year Pressure	(0.317)
Pay Inflation	0.266
Contract Inflation	2.139
Demand	0.086
Savings	(1.125)
Base Budget 2024/25	49.534

96. The significant pressure in Environment services is for the Waste Services contracts for the collection and treatment of Waste. Contracts are focused on reducing the amount of Waste going to Landfill and increasing recycling to keep Wiltshire looking beautiful and taking responsibility for the Environment whilst delivering against the Sustainable Environment priority on the Business Plan. The majority of contracts are linked to CPI forecast at 3%.
97. Tonnage forecasts and waste treatment routes have been derived by looking at past years actuals and trends and have only been increased where there would

need to be an incremental change based on a 0.5% growth rate. Waste tonnages are a risk for the service as a small change in tonnage can have significant financial implications. The council have a minimum requirement to send 110K tonnes through the landfill diversion contracts to Lakeside Energy from Waste or Northacre MBT in Westbury, and failure to meet these requirements incurs compensation events.

98. Waste Services are forecast to generate £9.2m of Income from Green Waste, Bulky Waste and Recycling material. Recycling material income is notoriously volatile and has been particularly influenced through changing economic climate and this is therefore a risk for the service. Budgets for 2024/25 have been based on the 2023/24 performance as industry intelligence is that on average prices will continue in the short term, however some markets are seeing a slight decline. This is closely monitored on a monthly basis.
99. The Environment Act 2021 will require the Waste Service to undertake substantial changes over the next three years, however at this stage there are still significant details awaited from Government to fully evaluate the financial implications and impact on existing and future waste contracts, including long term landfill diversion contracts. The working assumption is that pressures arising from the Act will be covered by Government under New Burdens funding or via new funding streams as part of the proposed schemes.
100. There are three main changes from this legislation that will impact costs of future waste service provision:
  - i. Extended Producer Responsibility (EPR) where producers of packaging will be required to pay into a scheme based on the type and quantity of packaging placed on the market. The Scheme Administrator will be responsible for placing funds with local authorities involved in the collection and management of packaging waste (including litter placed in street litter bins). This is expected to come into force in 2024 and would see additional funding coming to Wiltshire Council. Further detail is required to understand the financial impact, however Wiltshire currently spends circa £8m per annum collecting and managing packaging waste. A modest income target of £0.200m has been built into the budget from 2025/26 for this. Confirmation of this funding will not be received until after April 2024.
  - ii. The Deposit Return Scheme (DRS) is where consumers will pay a deposit on in scope drinks containers which will be refunded through a national network of reverse vending machines at participating retailers and kiosks. This is also expected to be in force in 2024 and models suggest Wiltshire would see a loss of income of circa £0.9m due to a reduction in recyclable material collected via the kerbside services.
  - iii. The Act will require consistency in Recycling Collections which will stipulate that councils must provide separate, weekly food waste collections; fortnightly kerbside collection of recyclables, and fortnightly residual waste collections. Wiltshire Council does not currently provide a separate food waste collection, we have a mixed kerbside recycling collection which is then sorted at a Material Recycling Facility and we generate £5.6m income from chargeable garden waste service which

offsets costs of collection only. This will therefore have a significant financial and operational impact for Wiltshire’s existing contracts and future procurements. The long-term landfill diversion contracts will be at risk as this would lead to significant compensation events payable to the contactor as minimum tonnage levels would not be met. Technical advice is still awaited from Government, but Separate, weekly Food Waste collections have been referenced to come into force in 2025.

101. Additionally, the following legislative challenges are likely to impact waste services in the coming year:
- i. Following EA guidance on Persistent Organic Pollutants (POPs) found in upholstered domestic seating in 2023, the EA is looking at extending this to a wider variety of items that include these chemicals. There is likely to be additional revenue pressure which will be determined once further clarity has been obtained from the Environment Agency.
  - ii. There is a proposal to extend the Emissions Trading Scheme to include Energy from Waste plants. Energy from Waste plant operators would be required to buy credits to cover the fossil-based carbon emissions created by the plant. Wiltshire’s Lakeside contract would fall under this category and would be a cost born by the council due to change in law clauses within the contracts.
  - iii. Government is planning to tax commercial generators of electricity where excessive profits are made. At present Energy from Waste facilities are in scope. This could mean that the gate fees under the Lakeside Energy from Waste contract increase. Local authorities are lobbying Government to exclude Energy from Waste and AD facilities developed to deliver council contracts from being in scope.

Leisure Culture & Communities £5m annual net spend on services

Table 9 – Budget movement from 2023/24 to 2024/25

	£m
Base Budget 2023/24	6.580
Prior Year Pressure	(1.348)
Pay Inflation	0.838
Contract Inflation	0.027
Demand	-
Savings	(0.793)
Base Budget 2024/25	5.304

102. As part of the Business Plan priority to empower people and help people to stay physically and mentally active the council is committed to enabling communities to have access to quality leisure, sports and cultural opportunities, that include libraries.
103. Due to the change in VAT treatment Leisure Operations Income is now overachieving, enabling the saving proposal of £1.172m to be brought forward from 2025/26. The future income budgets are forecast to grow and fees to be increased, savings proposals are included for this which will increase income

budgets by £0.492m in 2024/25. There is a risk the cost of living pressures may impact future demand and income levels.

### **Capital Receipts Flexibilities**

104. The current direction for the Flexible Use of Capital Receipts covers the three financial years ending at March 2025 and was announced at the 2021/22 Final Settlement. The Provisional Settlement confirms that this directive is being extended until March 2030. The flexibility allows local authorities the freedom to use capital receipts from the sale of their own assets to help fund the revenue costs of transformation projects and release savings and/or improve efficiency. [Direction - Flexible use of capital assets \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
105. It is important that any council using this flexibility is transparent in reporting its plans and the individual projects that are to be funded or part funded, report on planned savings and/or service transformation that is planned to be delivered and report the previous years' activity and realisation of benefits.
106. During 2023/24 £1m of transformational activity was approved to be funded by use of this regulation. The costs being funded again in 2024/25 are the Transformation and Business Change team costs, which support the delivery of the different transformation programmes and projects across the council, and specifically projects that support delivering a more financially sustainable council. The prioritisation of the programmes and projects supported by the Transformation and Business Change team is agreed by CLT and/or the relevant Transformation Board and is reported as part of the quarterly budget monitoring process to ensure the requirement of transparent reporting is met.

### **Fees and Charges**

107. As part of budget setting, where the council has discretion on the setting of fees and charges and increases to these, it is recommended that the fees and charges to the public are increased by appropriate inflation rates to help support the delivery of a balanced budget. Other fees and charges will be based on statutory national levels (where set by statute) or individual agreements.
108. As part of the budget setting process for 2023/24 a 'stretch-target' for some fees and charges income in Place Services was set. During the year it has been forecast that some services are overachieving this target whilst other services are not meeting these targets. These budgets have been adjusted between service lines however overall, there is an achievement of these targets.
109. Detail of the fees and charges where the council has discretion on the setting of the fees and charges, as well as those statutorily set can be seen in Appendix 4.

### **Council Tax**

110. The level of Council Tax income for the council is driven by 2 main factors; the number of 'Band D' equivalent properties, known as the taxbase and the charge per 'Band D' equivalent property.
111. The council is required to set the Council Tax Base annually following regulations. For 2023/24 the taxbase was set at 193,142.94 Band D equivalent

properties and for 2024/25 the Council Tax Base has been set at 194,423.87 Band D equivalent properties, which is an overall increase of 0.66%, less than originally forecast (1.2%).

112. As part of the Provisional Local Government Finance Settlement the basic Council Tax referendum threshold of 3% was announced along with the maximum specific levy for Adult Social Care of 2%. Further detail is given in Appendix 1.

### **Reserves – General Fund and Earmarked**

113. Over the past few years a reserve strategy has been enacted to steadily increase the level of the Council's General Fund reserve to a level more in line with the financial risks the Council potentially faces. This has increased the financial resilience of the council in being able to deal with, and more importantly withstand, any financial risks or shocks that may materialise. The better than forecast outturn position in 2021/22 and the transfer of £7m from the Budget Equalisation reserve as part of the Quarter Three Budget Monitoring Report 2022/23 meant that additional funds were transferred into the reserve to meet the target level of that reserve earlier than planned.
114. For this budget setting cycle, the positive outcome of a continuation of a balanced budget, for the first 2 years of the MTF5 has a positive impact on the reserves and financial resilience of the council. It is vital that the General Fund reserve meets, or is at around, the level of financially assessed risk. For 2023/24 this was set at £31.9m and for 2024/25 this increased slightly to £34m.
115. The general fund reserve risk assessment is shown in annex 8 of appendix 1. This uses the estimates of key financial risks facing the authority in 2024/25 and it provides an estimated risk assessed level of reserves based on the specific complexities and activities unique to Wiltshire Council. This assessment is reviewed and refreshed every year to reflect the known financial risks in that year and provides an update on the financial resilience for the council.
116. The risk assessed level is a tool the Council's Section 151 officer uses to manage and context financial risks facing the authority and is not an exact science. It is key however in determining the financial resilience of the authority in terms of the level of reserves that should be held against the level of assessed and estimated financial risk.
117. The achievement of a balanced budget puts the Council in a strong and sustainable financial position with reserves now at a level to provide financial resilience.
118. In addition to the level of the general fund reserve, there are other reserves held against the financial risks facing the council. These reserves have been created to deal with risks around demand, volatility and risk. A review is undertaken at least annually of these earmarked reserves and the continued need to have funding set aside for the original purposes at the level set aside.
119. The Latent Demand reserve is held to specifically mitigate any unquantified risks facing the authority on social care, particularly children's social care. £3.2m is being drawn down from the reserve in 2023/24 and a further £2.6m is planned to

be utilised over the MTFs to offset increased costs in Children's Social Care and Adult Social Care. On-going budget pressures from latent demand and funded by this reserve have been built into future years of the MTFs and there is therefore no requirement to continue to hold any additional funding in this reserve and the balance of just over £2m has therefore been transferred to the Transformation reserve to support transformational activity across the council.

120. The Collection Fund Volatility reserve was set up to deal with any movement in the collection of Council Tax and Business Rates that fund services. Given the size of the Collection Fund, at £410m, any small variance can potentially have a significant impact on the Council's finances. This risk of loss of income on local taxation in any given year, along with the risk of deficits arising is a general financial risk and as such the Collection Fund Volatility Reserve has been transferred into the General Fund Reserve.
121. In setting the budget every year an assessment is made on the surplus or deficit of the Collection Fund. The volatility and Government support through the COVID pandemic have made forecasting, particularly on business rates, difficult to assess and the impact of the cost of living crisis and continued high levels of inflation during 2023/24 and impact on the economy has also led to complexity of forecasting. There is confidence now that the estimated deficit, of £1.5m can be declared and will require funding in 2024/25. These surpluses and deficits change annually and will be funded by the General Fund Reserve if these costs cannot be contained within the revenue budget in any given year, and this is reflected in the amount set aside in the General Fund Reserve.
122. The provisional settlement included no confirmation on any fair funding review or the re-set of the business rates mechanism, where changes to top-ups and tariffs and levies may apply only adds to the uncertainty in future years. The council could be exposed to significant changes in funding through any re-set and prudence has been applied to the budgets in these areas. If this funding income presents higher than the estimates that have been included in the budget every opportunity will be taken to set this aside to help manage the High Needs deficit and contribution that will be required from council funding should the statutory override not be extended.
123. The council overall has significantly improved its financial standing over the last couple of financial years through its sound and prudent financial management and continues to do so. There is now a significant level of reserve cover against the assessed financial risk in 2024/25. The General Fund reserve now stands at 7% of the Council's net revenue budget.

#### **MTFS 2024/25 to 2026/27**

124. A summary of the overall MTFs proposed budgets for 2024/25 can be seen in the below table at Corporate Leadership responsibility level. More detail can be seen in the Appendix 1, which show the changes to the service budgets from the revised 2024/25 budgets in greater detail.

<b>Wiltshire Council - Proposed Budgets</b>			
<b>Service</b>	<b>2024/25 Proposed Budget £m</b>	<b>2025/26 Proposed Budget £m</b>	<b>2026/27 Proposed Budget £m</b>
Corporate Director People	289.698	293.073	307.044
Corporate Director Resources	42.495	43.013	44.705
Corporate Director Place	103.235	102.977	108.174
Legal & Governance	10.380	9.922	10.236
Corporate Directors & Members	3.292	3.368	3.446
Corporate	36.671	48.630	55.292
<b>WILTSHIRE COUNCIL NET BUDGET</b>	<b>485.772</b>	<b>500.984</b>	<b>528.898</b>

125. The MTF5 sets out the forecast budget position for a 3-year period. The above table shows the proposed service budgets for 2024/25 to 2026/27, and the below table shows the movements in the Net Budget and Funding for the council and the overall financial position of the council. Overall, the budget is fully balanced in the first two years of the MTF5 3-year period, which is a continuation of the strong and sustainable financial basis the council sets out to deliver quality services to the public of Wiltshire.

	<b>2024/25 £m</b>	<b>2025/26 £m</b>	<b>2026/27 £m</b>
<b>Budget 2023/24</b>	<b>469.029</b>	<b>485.772</b>	<b>500.984</b>
Prior Year Adjustments for increased inflation	9.266	-	-
Funding Changes/ Technical Adjustments	(5.589)	(4.857)	0.948
Pay Award	7.788	4.433	4.635
Cabinet Investment	0.024	0.025	-
Contractual Inflation	16.732	11.465	13.127
Demand	8.194	18.299	10.704
Savings approved updated	(14.804)	(9.968)	(0.812)
Cost Containment Savings	(3.833)	(0.352)	(0.057)
New Savings	(1.036)	(3.832)	(0.631)
<b>Budget 2024/25</b>	<b>485.772</b>	<b>500.984</b>	<b>528.898</b>
<b>Funding 2023/24</b>	<b>(469.029)</b>	<b>(485.772)</b>	<b>(500.984)</b>
Council Tax Requirement	(12.201)	(10.566)	(10.886)
Social Care Levy	(6.687)	(3.546)	(3.688)
Rates Retention	(7.016)	(1.496)	-
Collection Fund (surplus) / deficit	8.353	(1.503)	-
Specific Grants	0.808	1.900	-
<b>Funding 2024/25</b>	<b>(485.772)</b>	<b>(500.984)</b>	<b>(515.558)</b>
<b>GAP</b>	<b>(0.000)</b>	<b>0.000</b>	<b>13.340</b>

126. New legislation that allows councils to implement a new second homes premium from 1 April 2025 has been enacted. The Government is introducing certain exemptions from premiums which were outlined in a consultation, provisions for which are included within the Levelling Up and Regeneration Act 2023. The approval for charging premium must be made 12 months in advance of the financial year in which those charges will apply. Detailed guidance on these regulations is expected and Cabinet will assess the impact where other councils have implemented premia charges on second homes. When evidence is available and impacts more certain Cabinet will consider this and an evidence

based proposal may be brought forward in the future. Additional income from this taxation has not been included in the budget figures presented above.

### Capital Programme 2024/25 to 2030/21

127. The Capital Programme is not tied to an annual setting process like the council's revenue budget, with projects and schemes being added on their own merits by the Cabinet during the year. As part of a new robust governance process for Capital Investment, all new Capital requests require a full business case to go through the Capital Investment Programme Board. This is to provide oversight across the programme and alignment with the Business Plan priorities. This governance also provides additional challenge to ensure all figures are validated and profiled realistically.

	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m	Total Budget £m
Approved Capital Programme	318.972	178.600	113.050	438.927	1,049.550
Bids Approved by Cabinet Previously	14.010	14.483	14.242	12.561	55.297
Budget Setting programme review and remove	-	(32.604)	-	-	(32.604)
Budget Setting review and reprofile	(81.973)	77.972	4.000	-	(0.001)
2024/25 Budget Setting New Capital Investment	4.657	12.099	8.540	23.906	49.203
<b>Total</b>	<b>255.667</b>	<b>250.550</b>	<b>139.833</b>	<b>475.395</b>	<b>1,121.445</b>

128. The Capital Programme is a key area of investment for the council and in 2024/25 will now stand at £255.667m for that year and over £1.1 billion in total over the 7 year period including HRA. The HRA Capital Programme detail is covered by the separate HRA budget paper being presented to Cabinet. As part of the ongoing review of the capital programme the scheme for the redevelopment of the Maltings. The original proposal is no longer an option and although dialogue continues with the current leaseholder, any new scheme and associated required commitment from the council will be considered in a future report.

### People Services

129. £8m has been added to the Schools Maintenance budget from 2024/25 to 2027/28 to manage the backlog maintenance and mitigate further decline across schools in the county,
130. An investment of £10m from 2024/25 to 2026/27 has been approved by Cabinet in December in lieu of any High Needs Places Allocation grant. This funding supports the proposals in the draft Safety Valve plan and delivery of the plan is dependent on the creation of additional places included in the proposal.
131. £3.500m investment has been added for an extension to Canons House respite Centre in Devizes, to develop a ground floor fully accessible annex for children and young people who are wheelchair users. Canons House is a respite children's home that supports families by providing overnight short breaks for children and young people with profound and multiple learning difficulties and complex health needs.



## Resources

132. £0.715m investment has been added to the programme for essential works to electrical supply and infrastructure at County Hall.
133. 2024/25 represents the last financial year for the existing approved ICT investment programme and a new six year investment programme, totalling over £35m, is being included in this budget. The investment programme will span 2025/26 to 2030/31 and will ensure the Councils ICS infrastructure is secure while delivering projects and transformation.
134. Around £16m of the investment over the 5 years will be on core ICT infrastructure, security improvements and a rolling programme of replacement equipment for the whole council e.g. laptops, smartphones and hybrid technology. Circa £15m of the investment will be the capitalisation of ICT staff directly involved in the delivery of schemes and projects, with the remaining spend, over £4m, being spent on upgrades or replacement of line of business applications e.g. revenues and benefits.

## Place Services

135. Investment of £9.203m has been added to the programme for the replacement of fleet vehicles from 2026/27 to 2029/30. This was approved by Cabinet in December for phase 2 and 3 of the Fleet Strategy. Engine types have been identified to ensure climate impacts are minimised, whilst delivering business continuity resilience and supporting the council's commitment to become a carbon neutral county.
136. Investment of £37.928m is required for delivery of a new central area strategic depot at Melksham while ensuring all remaining depots remain compliant. This will be funded by £1.870m capital receipts and £36.058m borrowing. This funding covers £32.619m for the depot and £5.309m to cover the immediate term requirements across central, south and north existing sites to cover health and safety, operational and resilience work. This allows for 10% contingency and inflationary uplifts. This was approved by Cabinet in December.
137. £0.872m has been added to the programme for Waste Near Term Vehicle Replacement for the replacement of waste vehicles. This is an increase to the existing programme to replace older vehicles.
138. Waste Services requires an additional investment of £0.479m for the purchase of specialist shredding equipment that will provide the necessary infrastructure to minimise the amount of residual waste currently sent to landfill.
139. Waste Services also requires investment for £0.149m to purchase specialist large (1,100 litre capacity) wheeled bins for mixed dry recycling collections from properties that use communal recycling bins. These new bins will reduce contamination in recycling and will improve the quantity and quality of materials collected.
140. Investment of £0.095m has been added to the programme for the provision of new real time monitoring equipment to improve data collection regarding emissions in Westbury.

## Dedicated Schools Grant

141. Dedicated Schools Grant (DSG) is a ring-fenced specific grant used in support of the Schools Budget as defined in the School and Early Years Finance (England) Regulations 2013. The DSG is made up of four blocks with minimal flexibility to move funding between blocks. The allocations for 2024/25 are as follows:

	<b>2023/24 Allocation £m</b>	<b>2024/25 Allocation £m</b>	<b>Increase £m</b>	<b>% Increase</b>
Early Years	32.485	52.886	20.401	62.80%
Schools	346.293	364.468	18.175	5.25%
Central	2.6	2.644	0.044	1.68%
High Needs*	70.918	73.465	2.547	3.59%
<b>TOTAL</b>	<b>452.296</b>	<b>493.461</b>	<b>41.165</b>	<b>9.10%</b>

142. The allocations are driven by the school and early years census data multiplied by specific funding levels and factors in each block and include nationally announced increases from the Autumn 2023 statement and the increases in the Spring Budget 2023 Childcare expansion extending entitlements to working parents of 9 months to 2 year olds and 2 year olds.
143. The Local Authority and Schools Forum set the budget for all blocks. Schools and High Needs blocks are top sliced by the ESFA and funds re-directed to academies and colleges, and maintained school funding is passported via the local authority.
144. **Schools Block** – it is the responsibility of the council to propose and make recommendations to Schools Forum to decide any changes to the formula which is used to allocate schools block DSG to all primary and secondary schools. Wiltshire Schools formula aligns itself as closely as possible to the national funding formula (NFF) in preparation for the hard formula, when the DfE remove or at least limit, local formula flexibility. For 2024/25, schools forum has agreed in principle to transfer £2m from schools block to support high needs pupils which is above the 0.5% they have powers to transfer and therefore a disapplication of the regulations request to the Secretary of State will be submitted.
145. **Early Years Block** – this block is subject to a significant increase in 2024/25 with the additional funding available to working parents of 9 month to 2 year old and 2 year old children. In addition to this the scope of support to children with additional needs from the age of 9 months must proportionately increase. The local authority must passport a minimum of 95% of the funding they receive for the 9 month to 2 year old and 2 year old children working parent entitlement, disadvantaged 2 year olds, universal and additional working parents entitlement for 3 and 4 year olds directly to early years settings. This means up to 5% can be retained by the council to fund the early years central functions and special educational needs inclusion fund. It is the responsibility of the local authority to propose and decide the allocation of early years funding – the schools forum and early years providers are consulted annually to give their view on the local authority proposal. The local authority is consulting on passporting the full DfE funding hourly rate for disadvantaged 2 year olds and reduced rates for the remaining categories to fund required central expenditure.

146. **High Needs Block** – this supports provision for children and young people with special educational needs and disabilities (SEND). The block provides resources for specialist place funding, top up funding and external provision as well as funding high need services including statutory delivered by the local authority. It is the responsibility of the local authority to propose and decide the allocation of high needs block funding – the schools forum is consulted on any proposed changes. The current and forecast demand in this area exceeds the funding from the DfE and as such a drawdown from the DSG reserve will be required. The proposed high needs budget for 2024/25 is in line with year 1 of the draft Safety Valve plan and will result in an increase in the deficit of £28.2m.
147. **Central School Services block** – this provides funding for the local authority to provide central, statutory functions on behalf of pupils in both maintained schools and academies. Services are split, copyright licences for all schools, on-going and historic responsibilities. For 2024/25, the DfE are still in negotiations with the copyright licencing agency and the final allocation will be notified in due course. Funding for historic responsibilities is reduced by 20% year on year. The local authority proposes the spending allocations funded from the Central School Services Block but the final decision is made by the Schools Forum.
148. In the event of an underspend or overspend on the annual grant, the balance transfers to a DSG reserve at the end of each financial year. The 2023/24 quarter 3 figures to be reported to Cabinet in February show an in year overspend of £4.386m, after a planned transfer from the reserve of £16.648m, which leads to a forecast cumulative DSG deficit reserve balance of £56.247m. at the end of the current financial year. The Council has submitted a draft Safety Valve plan to the Department for Education (DfE) presenting proposals to reduce the in year deficit to a balanced position in 5 years. Within that plan the in year deficit is expected to continue to grow for the first two years of the plan and then begin to reduce in the final years of the plan as the mitigations take effect. At the end of the plan the residual cumulative deficit is projected to be approximately £135m and it is expected that the Council will need to contribution between £70m and £90m to write off the deficit at that stage. This remains a significant financial risk to the Council.
149. Final decision making takes place at the Schools Forum meeting on 18 January 2023 however agreements in principle were made at the December meeting and no major deviances are anticipated.

### **Overview and Scrutiny Engagement**

150. Regular reports are taken to Overview & Scrutiny relating to the council's financial position and the budget report will be subject to review by the council's Financial Planning Task Group during January 2024.
151. In addition to reviews by elected members through the scrutiny process, the budget proposals will also be subject to review and scrutiny by a range of stakeholders, including Trade Unions and Business through meetings with them and Schools Forum consideration of the Dedicated Schools Grant changes.

## **Safeguarding Implications**

152. Safeguarding remains a key priority for the council and this report outlines investment in services, in particular Adult Social Care and Children's Services, that reflects the commitment to safeguarding.

## **Public Health Implications**

153. Funding for Public Health services has not been confirmed for 2024/25 and is less certain across the MTFS period, which given the inflationary pressures seen brings risk. With the on-going cost of living crisis, that impacts on the most vulnerable and who often need the support from the services the council provides, it may become more difficult to deliver efficiencies that are required. Currently plans are in place to manage the delivery of Public Health services within the resources available, from the grant and planned use of the ring-fenced Public Health earmarked reserve, although plans may need to be changed should the final grant allocation differ from current assumptions.

## **Procurement Implications**

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

## **Equalities Impact of the Proposal**

155. The council's budget planning framework is supported by the development of Equality Impact Assessments (EIAs) for the budget proposals, identifying possible disproportionate impact in relation to the protected characteristics as described within the Equality Act 2010. The EIAs will also identify potential mitigation where applicable.
156. The council maintains its strong commitment to equality, believing that all groups and individuals within the community and its workforce have equal opportunity to benefit from the services and employment it provides. EIAs help the council to arrive at informed decisions and to make the best judgements about how to target resources.
157. As part of the implementation of savings, once they are approved the Executive Office will support services in undertaking an Equality Impact Assessment for those individual saving proposals to assess whether the proposals are positive or negative for a protected group will be undertaken before the proposal is implemented.
158. In consideration of the overall budget and balancing the gap, Cabinet in putting forward its proposals were keen to ensure that investment and growth were directed to prevention and early help services so that this will have an overall positive impact on communities and service users, particularly children, older people and disabled people. This is in line with its commitments in the Business Plan 2022 – 2032.
159. As part of the corporate planning cycle, during Service Plan reviews in Spring 2024, the Equalities Impact of all service proposals (including their design) will be challenged, with scrutiny welcomed.

## **Environmental and Climate Change Considerations**

160. The business plan and budget that funds it have been developed to support strong, resilient communities in Wiltshire. The budget includes the continued resourcing of the Carbon Reduction Team, formed during 2020/21, and funding within the capital programme for specific schemes aimed at reducing the council's carbon footprint.

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

161. There is a statutory requirement to set a balanced budget. This report sets out the services delivered by the council and the financial implications of the budget proposed. Previous budget monitoring reports have included updates on the MTFs and this report provides more visibility on the base assumptions on which the budget is built and sets out how the budget gap is to be addressed to deliver a balanced budget.

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

162. The risks around the ongoing implications of the high rates of inflation and cost of living crisis on the council and council services are not fully known with the risk of the increased pressures in costs for the council and future economic forecasts uncertain and increased requirements on services needed to support the residents of Wiltshire, and this risk will remain for 2024/25 and even into future years.
163. Assumptions on risks the council is exposed to have been factored into the council's risk assessment when assessing the level of general fund reserves the council should be holding.
164. The level of uncertainty has always been a risk, in terms of demand on services and with the ongoing higher levels of inflation there is an increased variability of the risk. The council has therefore tried to mitigate this through the increased level of growth assumptions within the MTFs and continues to hold specific reserves to manage some risks, such as latent demand to deal with any demand that outstrips those assumptions, particularly around children's social care as well as holding increased level of General Fund Reserve.
165. Risks associated with the uncertainty on levels of funding from government, specifically in latter two years of the MTFs and changes to the distribution of funding and mechanisms for allocating funding such as Business Rates are mitigated by setting assumptions based on prudence and experience, ensuring that increases in funding are included where indicative increases have been announced, otherwise funding is assumed to remain constant.
166. Risks associated with the savings proposals and service delivery have been assessed and as savings are implemented these risks will continue to be reviewed and monitored through the service and corporate risk management processes.

## **Financial Implications – S.151 Commentary including Section 25 Report**

167. Under Section 25 of the Local Government Finance Act 2003 there is a statutory duty on the Section 151 Officer to report to Council at the time the budget is considered and the Council Tax set, an opinion on the robustness of the budget estimates and the adequacy of financial reserves.
168. There is also a legal requirement under the Local Government Act 1992, section 32 and 43 to set a balanced budget. Critically the 2024/25 budget is balanced, it has no reliance on the use of one off funding i.e. reserves for on-going activity and has a full scheduled savings plan proposed for 2024/25 to achieve this position.
169. Cabinet and the Extended Leadership Team have worked collaboratively and effectively to contain costs, protect preventative and early help services and put forward proposed savings plans to support a balanced position over the first 2 years of the MTFS.
170. With the starting budget position of a fully balanced budget set last year over the MTFS period 2023/24-2025/26 the council started the budget setting cycle for 2024/25 in a good position, with a strong foundation on which to continue financial sustainability. With saving proposals put forward that, together with the proposed increases in funding some of which will be subject to annual decisions on Council Tax, sees the Council continue to have a balanced budget for the coming year, and also for the second year of the MTFS period. Critically this is achieved without the need to draw on reserves to balance and fund on-going services; the Council continues to operate within its financial means and maintains a strong financial management position.
171. Although there are risks in the budget in relation to demand led budgets, in particular Social Care, the level of savings requiring to be delivered remains a key risk, with over £19m in the first financial year (2024/25) and £35m over the three years of the MTFS. The monitoring, tracking and delivery of the Councils planned savings has been reported regularly through to Cabinet during the budget monitoring cycle, as of quarter 3 the Council is forecast to achieve nearly 86% of the savings for 2023/24, 84% for 2024/25 and 87% for 2025/26. This demonstrates the continued tight financial management that is now operating within the performance management framework that operates within services. It is imperative that this continues or where known issues arise these are flagged so that management action can be taken.
172. The risk of changes in funding for the council from both government and local taxation remains, with no certainty on grant funding past the first year of the MTFS and uncertainty on the timing and scale of changes ahead, such as fair funding reviews and any funding reset, particularly in the Business Rates scheme.
173. The most significant risk for the council is the increasing deficit on High Needs Block of the Dedicated Schools Grant, with the position by the end of the MTFS period forecast to be a £141m overall DSG deficit position. There is no certainty of the current statutory override which is in place until 2026 being extended and the financial commitments that are crystallised if an agreement is reached with

the Department of Education (DfE) as part of the Safety Value programme are significant.

174. The council is exposed to cost pressures arising from changing demographics and a growing, ageing population. These lead to increased demand for adult and children services, as well as other services across the Council. These pressures have been built into the budget and will continue to be reviewed to ensure the assumptions remain robust and financial impacts can be reported, and management action taken if necessary, however risk remains on the ability to manage this pressure.
175. The construction of the budget for 2024/25 and examination and validation of the budget proposals has been subject to challenge by the Extended Leadership Team, Heads of Finance and where relevant Heads of Service. Further scrutiny of the MTFS and budget proposals will be undertaken by the Financial Planning Task Group, which will report to the Overview and Scrutiny Management Committee, who will also consider and scrutinise the proposals.
176. For this budget cycle Business Rates assumptions have been significantly revised upwards across retained rates and the S31 grant given to the council mainly to compensate for statutory reliefs and exemptions. In addition the provisional settlement confirmed that Councils would continue to be fully compensated for the freeze in the Business Rates multiplier. With a revision upwards to take into account increased growth, overall there is a total uplift in Business Rates funding of circa £12m.
177. The assumptions on income from Council Tax have been reviewed and reflect the current dynamic with respect to those in receipt of local council tax support, and overall the Council Tax collection rates have held. The Council Tax tax base, the growth in the number of properties, has been less than anticipated, reflecting the increase numbers of working age households in receipt of Council Tax Reduction, and fewer new houses built, resulting in a reduction in the amount generated from Council Tax than that previously forecast.
178. The Consumer Price Index (CPI) has been used as the set standard to forecast increases for contractual inflation. It is intended to move the Council over to this standard for all future contractual negotiations, where possible, to aid financial planning and budget and contract management. The forecast from the BoE is for inflation to continue to fall during 2024 and future year assumptions are predicated on this materialising.
179. Following the 2023/24 pay award the assumption on pay inflation has been adjusted to reflect a likely increased pay award for the 2024/25 financial year. It should be noted that given the current national picture around pay disputes that there is a level of uncertainty and volatility in this area, and this has been reflected in the increase financial risk assessment.
180. The finance settlement only provides certainty for the next year, and therefore there remains considerable uncertainty around what awaits in the following years, which will be covered by a new comprehensive spending review, and any funding reforms to Local Government. These are long overdue and promised. With a general election predicted during 2024 uncertainty increases as to any significant changes in funding in the period of the MTFS.

181. As part of the budget setting process, the levels of balances and reserves is reviewed and determined ensuring that the level is justifiable in the context of local circumstances. The Section 151 officer has reviewed the level in order to ensure a prudent level of balances that reflects a full risk assessment commensurate with the risks that the Council faces and the context within which the authority operates.
182. The risk assessment, as detailed in Annex 8 of Appendix 1, has put context around the level of reserves held compared to a calculated risk adjusted assessment.
183. The forecast levels of earmarked reserves are set out in the appendix and forecast balances for future years over the period of the MTFs are shown. As can be seen although the level of reserves held against risk remains relatively constant the overall level of earmarked reserves is reducing. Although pressures such as demand, and demography are built into the revenue budget there is a continue need to fund transformational activity to ensure the council remains financially sustainable and the transformational reserve that was established to assist in this activity remains important.
184. A significant amount of funding has been set aside in previous and the current financial year in the Collection Fund Volatility reserve. The risk assessment undertaken to ensure prudent levels of reserves are held to mitigate the risks that the council faces considers the risk on the Collection Fund and this reserve need not be held separately. Transferring the appropriate balance to the General Fund reserve to meet the risk assessed level allows for some balance to be transferred to other reserves to mitigate other risks and provide funding for known pressures in future years, such as Insurance, PFI contractual arrangements and the High Needs deficit.
185. As part of the reserves approach all opportunities must be taken to maximise setting aside funding to manage the High Needs DSG deficit, with a positive step taken in 2023/24 to set aside additional Business Rates funding and an element of the Collection Fund Volatility reserve totalling in excess of £11m into a specific reserve and adding £7m to this new reserve as part of the setting of the revenue budget in 2024/25.
186. On the basis of the above, the Section 151 Officer's advice is that the level of reserves, following the prudent management and containment of costs during 2023/24 and the achieving of the objective of the strategic approach to increase the general fund reserve to provide increased reserve coverage of key financial risks is sufficient. The financial standing of the Council is sound and continues to improve in the context of those key risks and that the proposed budget is robust and achievable.

### **Legal Implications**

187. The Monitoring Officer considers that the proposals, together with this report, fulfil the statutory requirements set out below with regard to setting the amount of Council Tax for the forthcoming year and to set a balanced budget:



- Section 30(6) Local Government Finance Act 1992 ('the 1992 Act') requires that Council Tax must be set before 11 March, in the financial year preceding that for which it is set.
- Section 32 of the 1992 Act sets out the calculations to be made in determining the budget requirements, including contingencies and financial reserves.
- Section 33 of the 1992 Act requires the Council to set a balanced budget.
- Section 25(1) Local Government Act 2003 ('the 2003 Act') requires the Chief Finance Officer of the Council to report to it on (a) the robustness of the estimates made for the purposes of the calculations; and (b) the adequacy of the proposed financial reserves.
- Section 25(2) the 2003 Act requires that when the Council is considering calculations under Section 32, it must have regard to a report of the Chief Finance Officer concerning the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves.
- The Local Authorities (Functions & Responsibilities) (England) Regulations 2000 (as amended) set out the respective functions of Council and of the Cabinet. With regard to the setting of the budget and Council Tax for the forthcoming year, the Regulations provide that the Cabinet formulates the plan or strategy (in relation to the control of the Council's borrowing or capital expenditure) and the preparation of estimates of the amounts to be aggregated in making the calculations under Section 32 of the 1992 Act. However, the adoption of any such plan or strategy/calculations is the responsibility of full Council.
- Sections 30 to 36 of the Local Government Finance Act 1992 require that the Council sets a budget and Council Tax by 11 March each year and in doing so make a number of statutory calculations incorporated by resolution. The Localism Act 2011 has amended some of the terms and definitions to accommodate the introduction of powers to call local referendums for excessive Council Tax increase. The Council is now required to make a calculation of the Council Tax Requirement (Section 31A), excluding Parish precepts. The Act (Section 36) further prescribes that a calculation of the basic amount of Council Tax be presented together with an analysis of the Council Tax across the area and by valuation band. These calculations are required to be presented in a prescribed format and be subject to formal resolution by the Council.
- Section 12(2) of the Local Government Finance Act 2012 and The Council Tax (Administration and Enforcement) (Amendment) (No.2) (England) Regulations 2012 gave billing authorities the discretion to levy an empty homes premium of up to 50% on council tax payable in respect of dwellings that have been left empty and unfurnished for two years or more, resulting in a council tax rate for long-term empty properties of up to 150% of the normal liability.
- The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 provided billing authorities with discretion to charge

an additional premium where a property has remained empty and unfurnished for a period in excess of two years. 17.4 The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 as amended by the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 provided an authority with discretion to change the discount in respect of empty and unfurnished properties. Any change to the premium/discount in place needs to be published, as a public notice, within 21 days of the Council adopting any new premium/discount.

- The Local Authorities (Standing Orders)(England) Regulations 2001 deal, amongst other things, with the process of approving the budget. Under the constitution the adoption of the budget and the setting of the Council Tax are matters reserved for the Council upon recommendation from Cabinet.
- Council budget: In reaching their decisions, Members and officers must act reasonably, taking into account all relevant considerations and ignoring irrelevant ones. There is a need to ensure that when making budget decisions the result is not one which is irrational in the Wednesbury sense (i.e. one which no reasonable local authority could have made). The Council's overriding duty is to make a lawful budget and this is the touchstone against which other considerations must be tested.
- The Council must have regard to its public sector equality duties when making decisions. This includes the requirement to undertake a Diversity Impact Assessment in relation to all significant changes to policies, procedures or practice, and to pay 'due regard' to the need to eliminate discrimination and promote equality with regards to race, disability and gender. An overarching Equalities Impact Assessment has been included as an addendum report.
- Appropriate consultation will take place before decisions proposed in this report are made, where required by law or otherwise.
- Legal Obligations: Local authorities provide services pursuant to statutory duties (a mandatory requirement to provide services), and statutory powers, (where the Council has a discretion whether or not to provide services). Where the Council has a legal duty then it still has discretion in determining the manner in which those services are provided, so long as the level of quality of service provision is sufficient to fulfil the statutory duty. The decision to implement budget reductions must not focus solely on financial considerations. Members and officers must address the core question of individual service users' needs. Case law has held that resources may be a relevant consideration in making a decision relating to the manner of service provision, so long as the individual's assessed needs are met.
- Charges for services: In considering charges for services, Members and officers should also try to achieve a fair balance between the interests of the users of council services and Council Tax payers. Where charges are being increased, Members need to bear in mind the scale and extent of the charges, and may need in some cases to have regard to the costs of service provision, associated with the power to charge.

- Members' responsibility to make a personal decision: In Council, Members must make a personal decision on how to vote on the budget proposals. Members' overriding duty is to the whole community. Members have a special duty to their constituents, including those who did not vote for them. Whilst Members may be strongly influenced by the views of others, and of their party in particular, it is their responsibility alone to determine what view to take when deciding upon budget questions. He/she should not follow party loyalty and party policy to the exclusion of other considerations.
- Members need to balance the cost to Council Tax payers of any budget reductions, against the need for the benefits of services of the particular nature, range and quality, under consideration. If having taken into account all relevant (and disregarding all irrelevant) considerations, Members are satisfied that it is financially prudent and reasonable to make the proposed budget reductions and adopt the recommendations then they may properly and reasonably decide to do so.
- Capping: The Localism Act 2011 has superseded the previous capping legislation and dictates that should a council propose an increase in Council Tax which would be deemed to be excessive in accordance with principles and levels designated by the minister, then a local referendum on the proposal would be required. This would necessitate the drafting of an alternative proposal that would meet ministerial requirements to be put to the electorate alongside the 'excessive' proposition. Since this proposed budget is below the 'excessive' threshold this does not apply.
- The Local Authorities (Standing Orders (England) (Amendment) Regulations 2014) require that a recorded vote shall be held on the substantive motion at any Budget Council Meeting.

### **Workforce Implications**

188. Proposals around how the budget gap will be bridged will look at all avenues open to the council and this includes looking at the service the council provides from a statutory and discretionary level as well as the costs that fall within those services most notably third party spend and staffing. Changes to workforce will be minimised in so far as they can be with mitigations such as holding vacancies where possible and steps to mitigate the need for redundancies will be taken.
189. As in the previous year staffing savings have been identified across the MTF5 period and steps to deliver these savings will include the deletion of some vacant posts, holding other vacancies temporarily to deliver the vacancy factor of 6.5%, and reviewing service structures to ensure they have the most effective and efficient staffing models. In addition, a freeze on incremental pay progression remains, as agreed last year with the recognised trade unions.
190. Where savings do impact on the workforce the council has in place robust policies and procedures to support this.

## **Options Considered**

191. There is a statutory requirement to set a balanced budget. Other options to close the gap have been considered, however those options have been considered as damaging to the overall delivery of the new business plan and have therefore been discounted.

## **Conclusions**

192. The report supports effective decision making and allows the council to set a balanced revenue budget for 2024/25 and set Council Tax levels. It also ensures that the council has an MTFS to support long-term financial sustainability and aligns the budget to the council's Business Plan.

**Andy Brown - Corporate Director of Resources & Deputy Chief Executive**  
**Lizzie Watkin - Director of Finance & Procurement (S151 Officer)**

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## **Appendices:**

Appendix 1 – Council Budget 2024/25 & Medium-Term Financial Strategy  
2024/25 to 2026/27

Appendix 2 – Capital Strategy 2024/25 to 2030/31

Appendix 3 – Schools Capital Programme

Appendix 4 – Fees and Charges 2024/25

## **Background Papers**

None

# **Council Budget 2024/25**

## **and**

# **Medium Term Financial Strategy**

## **2024/25 to 2026/27**

This document sets out the council's Budget 2024/25 and Medium Term Financial Strategy (MTFS) to 2026/27.

It maps out in financial terms the council's journey for the 2024/25 budget and the following two years, building on the sound balanced base budget set last year and setting the delivery of the council's Business Plan.

The budget is refreshed annually to take account of any local or national changes and provides for a three year financial plan. Any review or refresh of the council's new Business Plan in subsequent years will also be reflected, incorporating any resulting financial changes. It will also be updated for changes in national and local funding assumptions, local income projections, spending pressures and any changes in savings plans.

Finally, the document sets out in detail the proposed saving plans and the estimates and assumptions used in developing the Budget and the MTFS. Those assumptions will be reviewed on a continued basis and, if necessary, amended for future years as more data and evidence on service demands and funding becomes available.

As such, whilst the budget estimates for 2024/25 have been proposed and are set, budgets for the ensuing years 2025/26 – 2026/27 are indicative only and are likely to change before the final budgets for those years are approved as part of the annual cycle. The final year of the financial plan follows the local elections and therefore any decisions for savings to manage the budget gap are not set out in this planning cycle as they will be for any new administration to direct and set.

## FUNDING ASSUMPTIONS

The Council receives its funding to deliver services in the main from local taxes, Council Tax and Business Rates. It also receives funding from Government in the form of grant. Where this grant is either ringfenced or service specific e.g. Public Health, it is budgeted for against the service it relates too. All other grants are considered core funding and are held 'below the line' in the council's 'funding' to fund the spending on services.

This section will go through the assumptions and data being used to estimate the level of funding being received for those three main funding sources.

### Council Tax

The forecast for Council Tax income is driven by two main factors:

a) The number of Band D equivalent properties, known as the 'taxbase'.

The taxbase for 2024/25 is estimated 194,423.87 Band D equivalents. Going forward, the council has assumed a collection rate of 98.9% and annual 'growth' of around 1% p.a. It is forecast that, by 2026/27, the taxbase will be 198,331.79 Band D equivalents.

b) The charge per Band D equivalent property.

The Council Tax charge 2024/25 is £1,805.73, a general rise of 2.99%, plus a further 2% levy for Adult Social Care. A total 4.99% increase on the 2023/24 charge.

Forecasts for later years of the MTFs for financial planning purposes only are based on a further general rise of 1.99% p.a. in each year from 2025/26 and 2026/27, plus the Adult Social Care levy at 1% in 2025/26 and 2026/27.

The current Government Council Tax Referendum prescribed limit of 3% for 2024/25 was announced in the provisional settlement. For 2025/26 onwards there is no confirmation of the core Council Tax referendum principles.

Also, in the settlement an Adult Social Care levy of 2% for 2024/25 was permissible for those Councils who have social care responsibilities. This must be spent wholly on Adult Social Services. No confirmation was given for 2025/26 onwards.

The table below sets out the detail on the Council Tax assumptions over the MTFs, with 2024/25 the basis of the council tax setting and future years for financial planning purposes only.

	2023/24	2024/25	2025/26	2026/27
<b>Taxbase (Band D Equivalents)</b>	193,142.94	194,423.87	196,368.11	198,331.79
Increase in properties		1,280.93	1,944.24	1,963.68
% increase		0.66%	1.00%	1.00%
<b>Band D Charge (£p)</b>	1,719.90	1,805.73	1,859.72	1,915.32
Increase in £p		85.83	53.99	55.60
Price % increase		4.99%	2.99%	2.99%
<b>Total Council Tax revenue (£m)</b>	332.19	351.08	365.19	379.87
Increase £m		18.89	14.11	14.68
Revenue % increase		5.69%	4.02%	4.02%

The council runs a Council Tax Reduction Scheme, which supports low income households with the cost of council tax. Currently 25,600 households are supported through reductions in their council tax. This scheme has grown in importance during the cost of living crisis as it provides a gateway to other methods of financial support.

The council tax reduction scheme for those of working age is a locally designed scheme and following a review and consultation process there are no planned changes to the way the scheme is delivered in 2024/25. The council is however obliged to confirm local arrangements are publicised and that the council will continue to disregard war widow, war widower pensions and war disablement pensions for the purposes of calculating both council tax reduction and housing benefit in 2024/25.

### Business Rates

National Non Domestic Rates (NNDR) are charged on non-domestic properties such as shops, offices and factories. They are calculated using the rateable value (RV) of an eligible property and multiplying it by the appropriate multiplier. The RV is set by the Valuations Office Agency (VOA).

For the financial year 2023/24 the RV that were previously based on property market figures from 1 April 2015 were updated to reflect the property market as at 1 April 2021. The government have a package of support for businesses including a transitional relief scheme which will adjust rateable values for those businesses seeing the largest changes in their bills. It is expected that these transitional arrangements will be in place for 3 years. Government have confirmed that councils will be fully compensated for these reliefs.

The council bills all registered properties and under the current national 50:50 business rate retention scheme, the council retain 49%, the Fire Authority 1% and 50% of the business rates collected is paid over to the Government.

When the 50:50 business rate retention system was introduced in 2013/14, as part of wide changing reforms to Local Government Funding, the Government also introduced a tariff and top up redistribution system based on the overall funding baseline that was set to ensure no Council lost out or indeed profited from the new Local Government funding system.

The level of tariff following the revaluation is estimated at circa £21.5m and is taken off at source as part of the business rate mechanism, when you take this into the rate retention mechanism, the Council retains around 36% of the distributable business rates within Wiltshire.

The Government announced in the spending review that it would freeze the increase in the multiplier rate again for 2024/25 to provide continuing support to businesses. Consequently, the Government announced in the provisional settlement that it would compensate Local Government for the loss of business rates because of the freeze. It is estimated therefore that Wiltshire will receive around £12.2m in funding through a section 31 grant in 2024/25. In future years it is assumed that the multiplier rate will increase or government will continue to compensate councils for the loss of additional business rates due to any subsequent freezes.

### **Collection Fund Surplus/Deficit**

Over the past few years the Collection Fund has seen significant changes due to the economic impact of COVID-19 and the steps taken by government to support businesses and households during that period and more recently the impact of the cost of living crisis and impacts of high levels of inflation on the economy and households. Due to the mechanism and regulations significant volatility has been seen in business rates, with s31 grant funding received to compensate councils where significant deficits arise.

The declared position of the overall Collection Fund administered by the council for 2023/24 is a surplus for Council Tax of £2.666m and a deficit for Business Rates of £7.669m. The council's share of these balances is £2.256m and £3.759m respectively, resulting in an overall deficit of £1.503m. Due to the accounting regulation for the Collection Fund this deficit is funded and paid by the council during the 2024/25 financial year. Significant risk remains due to the uncertainty with the Collection Fund, particularly associated with the on-going economic impact of the cost of living crisis and continued high interest rates, any reset of the Business Rates distribution scheme and the impact of any transitional relief schemes.

The previous deficit that was funded by the monies set aside in the Collection Fund Volatility reserve over the 3 year period 2021/22-2023/24 is now fully funded and unwound, with the timing of the financial impact across the 3 years set out in the regulations set by government.

Significant risk remains with the income from local taxation, with lower than expected growth in new homes, the on-going support from government and the risk of future Collection Fund deficits and to support the mitigation of this risk for the council is transferring the balance of the Collection Fund Volatility reserve that was created in 2020/21 with the General Fund reserve which is set aside to mitigate all financial shocks, whatever they may be.

### **Provisional Local Government Settlement**

Last year, in early December 2022, the Department for Levelling Up, Housing and Communities (DLUHC), published a policy statement which included some broad



indications for the 2024/25 Settlement, but left some funding areas unknown. On 5 December 2023, DLUHC published a second policy statement which contained more indications of the 2024/25 settlement and what it would include. These statements are intended to assist local authorities with their planning, especially when Provisional Settlements are announced so late in the year.

On the 18 December 2023 the Secretary of State for Levelling Up, Housing and Communities announced the Provisional Local Government Finance Settlement for 2024/25 which provided details on the grant allocations to Councils, together with other measures aimed at supporting Council finances. The provisional settlement set out that Local Government Core Spending Power was increasing by an average of 6.5% (9.2% in 2023/24), made up mostly of increased council tax flexibilities and additional grant. Also announced was the continuation of the 3% funding guarantee, to ensure all councils saw an increase of at least 3% in their Core Spending Power.

The settlement was announced for one year only and in the main confirmed funding already announced in previous statements and also confirmed that the Council Tax referendum thresholds and Adult Social Care levy limits would remain the same for 2024/25.

Revenue Support Grant (RSG) was confirmed to increase in line with CPI inflation. The council will therefore now receive £0.606m RSG, an increase of £0.040m.

Services Grant was announced to continue however this grant has seen a significant reduction. In 2022/23 the Services Grant was £822m and in 2023/24 it was £483m. For 2024/25 the provisional settlement announcement indicates the grant is falling further to just £77m, which is reduction of £406m (84%). For the council this is a reduction from £2.342m in 2023/24 to £0.368m in 2024/25. The council has also seen a reduction in New Homes Bonus grant of £0.512m.

New funding nationally worth £1bn in 2023/24 and £1.7bn in 2024/25 was announced last year as additional funding for social care. Of that £600m and £1bn for each year respectively is distributed through the Better Care Fund, referred to as the Discharge Fund. The council is set to receive £2.393m in 2024/25 from this funding.

The remaining £683m in 2024/25 is being combined with the £162m Market Sustainability. The council is set to receive £7.976m of this Market Sustainability and Improvement Fund.

Additional funding for social care was included in Autumn Budget Statement 2022, with Local Government continuing to be allocated the funding that was intended to pay for the ASC reforms amounting nationally to £1.265bn in 2023/24 and £1.877bn in 2024/25. The provisional settlement confirmed that the council will receive in total £28.377m in 2024/25 (including the Independent Living Fund grant), which is an increase of £4.041m in line with the increase expected. These new monies have been allocated to councils through the existing ASC Relative Needs Formula equalised for the Adult Social Care levy, however the council does not receive any funding from the Adult Social Care equalisation owing to its Council Tax base position compared to other authorities.

The Rural Services Delivery Grant has been confirmed to continue with the same quantum and basis of allocation, which for the council is £3.889m.

The Council also received funding for specific service delivery from Government and these are budgeted for within the services net budget. The significant grants are detailed in the table below.

<b>Specific Grants held in the Services Net Budget Total</b>	<b>2024/25 £ m</b>	<b>2025/26 £ m</b>	<b>2026/27 £ m</b>
Public Health Grant	18.718	18.718	18.718
NNDR Admin Grant	0.644	0.644	0.644
Housing Benefit Admin subsidy	0.927	0.850	0.800
Homelessness Prevention Grant	1.036	1.036	1.036
Local Authority Bus Subsidy (BSOG)	0.985	0.985	0.985
Bus Service Improvement Plan (BSIP)	2.100	-	-
Extended Rights to Home to School Transport	0.695	0.695	0.695
Holiday Activity Fund (HAF)	1.099		
Dedicated Schools Grant (incl academy schools funding, later issued through ESFA)	452.296	493.461	493.461
Pupil Premium for LAC Grant	0.784	0.784	0.784
Supporting Families Grant	1.317	1.317	1.317
Unaccompanied Asylum Seeking Children & Young People	1.879	1.879	1.879
Youth Justice Board Grant	0.404	0.404	0.404
Adult Education Board	0.562	0.562	0.562
Other smaller childrens services grants	0.542	0.542	0.542
ASC Market Sustainability & Improvement Fund (incl. Workforce)	7.976	7.976	7.976
ASC Discharge Fund	2.393	2.393	2.393
<b>Specific Grants In the Services</b>	<b>494.357</b>	<b>532.246</b>	<b>532.196</b>

Wiltshire Council receives the Better Care Fund contribution from the ICB (Integrated Care Board). In 2023/24 this minimum contribution was £38.175m. This will be uplifted in 2024/25, the schemes that this will be allocated to will be approved by the Wiltshire ICA Partnership Committee.

### Summary Forecast Resources

Based on the above assumptions the total core funding available for the Council to deliver services in 2024/25 is £486m.

Going forward in the MTFs it is anticipated that Government grant will remain, mainly for social care, however a level of uncertainty remains around the assumption on other government grants and quantum of funding, particularly as the settlement has confirmed funding for 2024/25 only. The additional income from council tax will see the overall resources continue to increase to £515m by 2026/27.

	2024/25 £m	2025/26 £m	2026/27 £m
Council Tax	302.623	313.190	324.076
Social Care Levy	48.453	51.999	55.687
Business Rates	56.460	57.956	57.956
Collection Fund surplus	- 1.503	-	-
Specific Grants	79.740	77.840	77.840
<b>Total Funding</b>	<b>485.772</b>	<b>500.984</b>	<b>515.558</b>

This will form the basis of the Councils Net Revenue Budget and fund service spending plans over the next three years.

## SERVICE SPENDING PLANS

### Service Spending Pressures

As for any other organisation, the council experiences budget pressures as a result of inflation e.g. contractual and national staff pay awards, increasing demand for service provision and changes in legislation. The council has considered and made provision for spending pressures that are likely to materialise, totalling over £104m by 2026/27.

Some of these pressures have been reported during the budget monitoring of the current 2023/24 financial year and require base budget funding so are built into the budget as prior year inflation pressures. The vast majority of these pressures are expected to arise based on the current assumptions and estimates including nearly £17m of contractual inflation and £7.8m of pay inflation, and additional demand of just over £7m in 2024/25.

### Pay inflation

Pay inflation includes the national pay award. In 2024/25 £7.8m has been budgeted for the pay award for 2024/25, which is current estimated as a 4.5% increase. The following two years pay awards have been estimated at 2.5%.

In line with the budget assumptions in 2023/24 a 6.5% vacancy factor continues to be applied to all services and included within the 2024/25 base budget.

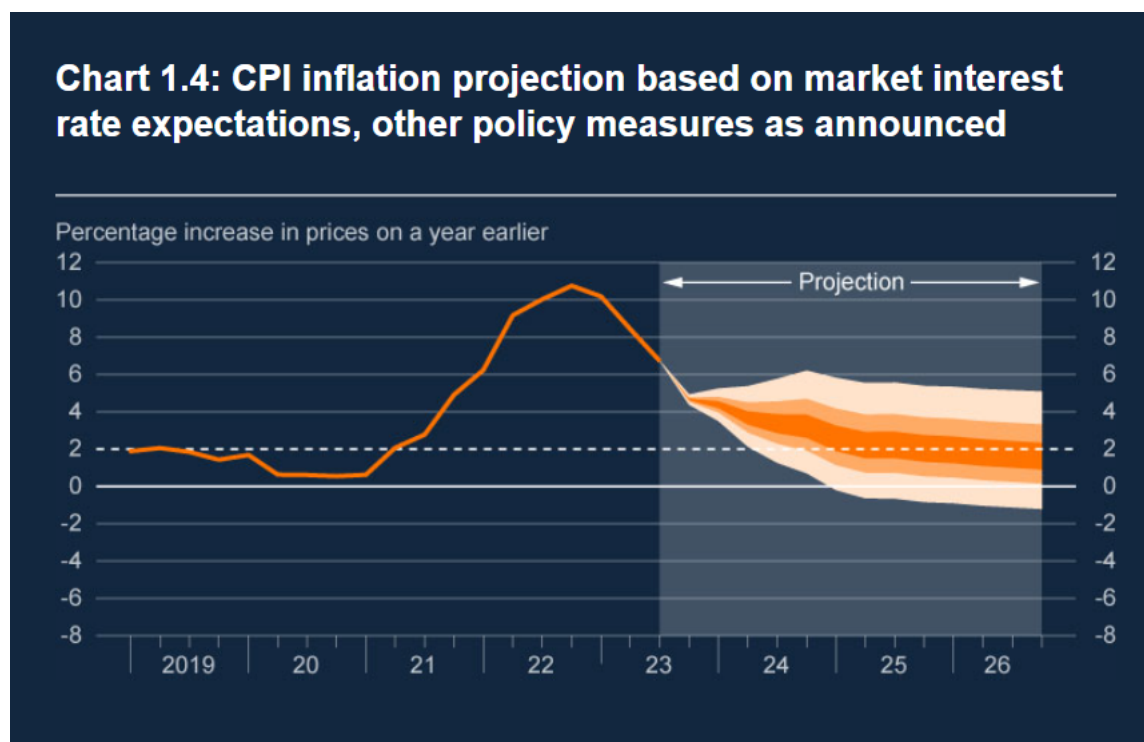
### Contractual inflation

The total contract inflation arising over the next three years is estimated to be circa £41.3m, with £16.7m estimated in 2024/25.

The Council budgets for inflation based on the indices that those supplies and services are contractually linked to. For strategic budget planning purposes, we look to hold this to Consumer Price Index (CPI) but specific contracts will have different indices aligned to them, and as the approach towards inflation management within contracts varies across the organisation, actual pressures identified by services uses those inflation indices identified.

The majority of contracts are linked to CPI and the council uses the Bank of England (BoE) forecast issued in November of the preceding year to estimate the CPI rate. The

chart below is an extract of the CPI inflation forecast issued by the BoE in the November 2023 MPC report.



Given the continued high levels of inflation above that anticipated, the significant level of uplifts already applied in the previous and current year and the forecast provided above the average CPI that is being used in 2024/25 for contractual inflation is 3%, and this will fall back down to 2% from 2025/26 onwards. There are outliers for forecasts on inflation, most notably these remain around energy prices.

### **Demand for Services**

Demand for services the council provides is driven dependent on a specific service, for Waste Management it is driven through the number of households and the total tonnage of Waste produced, for Adult Social Care the number of residents requiring packages of care or placements. For the latter an ageing demographic will have a significant impact on the amount of demand predicted to arise.

The base budget is set assuming a level of demand for services using the current financial year forecasts and based on latest evidence and trends. For 2024/25 revisions have been made to the base budget to accurately revise the level of base budget to reflect current demands in some services, with the most significant increases seen in Adults Services, Children's Social Care and SEND and SEND Transport.

### **SAVINGS**

Savings were identified as part of last year's budget setting process that included savings across the MTFs period 2023/24-2025/26 to enable business plan priorities to be delivered and also for the Councils finances to be managed and move to a sustainable footing. Some of the savings to be delivered in 2024/25 have been

assessed as not being able to be delivered or the timing of delivery has been assessed as being different from that originally expected.

The cost containment approach that has been taken identified £4.243m of savings and additional saving proposals have been put forward that total £5.498m over the MTFS.

The detail proposal for savings by each service are shown in annex 7 of this appendix.

## CAPITAL PROGRAMME

The Capital Programme is detailed in annex 9, and a summary is provided below.

	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m	Total Budget £m
Corporate Director - People	46.046	47.621	15.636	25.855	135.158
Corporate Director - Resources	71.697	57.085	14.321	31.574	174.677
Corporate Director - Place	92.265	88.068	71.071	290.432	541.836
<b>Total General Fund</b>	<b>210.008</b>	<b>192.774</b>	<b>101.028</b>	<b>347.861</b>	<b>851.671</b>
Housing Revenue Account	45.659	57.776	38.805	127.534	269.774
<b>Total Capital Programme</b>	<b>255.667</b>	<b>250.550</b>	<b>139.833</b>	<b>475.395</b>	<b>1,121.445</b>

Grants	82.846	71.114	51.779	255.113	460.852
Other Contributions	0.986	-	-	32.090	33.076
S106 Contributions	2.323	4.004	-	-	6.327
CIL Contributions	5.927	12.412	4.703	4.917	27.959
HRA	45.659	57.776	38.804	127.534	269.773
Capital Receipts	2.532	0.250	0.250	0.750	3.782
Stone Circle Loans	18.335	16.519	4.119	0.612	39.585
Borrowing Funded by Revenue Savings	9.180	-	-	-	9.180
Borrowing	87.879	88.475	40.178	54.379	270.911
<b>Total Funding</b>	<b>255.667</b>	<b>250.550</b>	<b>139.833</b>	<b>475.395</b>	<b>1,121.445</b>

New schemes totalling £106m will be added to the Capital Programme, £49m new schemes and £57m new schemes approved by Cabinet in November and December 2023. The schemes are detailed in the tables below.

The revenue financing of new schemes that are funded from borrowing has been factored in the pressures of the MTFS.

Scheme Name	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m	Total Budget £m
Education - Schools Backlog Maintenance	2.000	2.000	2.000	2.000	8.000
FM Operational Estate	0.357	0.357			0.715
Public Protection - Westbury Air Quality Equipment	0.095				0.095
Waste - Near Term Vehicle Replacement	0.872				0.872
Waste Shredder - Landfill Diversion	0.479				0.479
Waste - Communal Waste Bins	0.104	0.009	0.009	0.027	0.149
Children's Services - Canon's House Annex	0.750	2.650	0.100		3.500
ICT Stay Well Programme		7.083	6.431	21.879	35.393
<b>Total</b>	<b>4.657</b>	<b>12.099</b>	<b>8.540</b>	<b>23.906</b>	<b>49.203</b>

Scheme Name	2023/24 Budget £m	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m	Total Budget £m
SEND - High Needs		4.000	4.000	2.000		10.000
Depot Strategy	1.835	10.010	10.483	11.143	4.457	37.928
Fleet Strategy				1.099	8.104	9.203
<b>Total Bids Approved by Cabinet previously</b>	<b>1.835</b>	<b>14.010</b>	<b>14.483</b>	<b>14.242</b>	<b>12.561</b>	<b>57.131</b>

## RESERVES

The Council holds reserves to either undertake planned one off investment/spending or to deal with financial shocks/risk that face the authority in its operations.

The Cabinet has continued to be more transparent on the reporting of reserves held and has moved the Council to holding reserves that are commensurate with the level of financial risk being faced and to take opportunities as they present to ensure adequate monies are set aside to mitigate risks so that plans and priorities can be delivered.

The General Fund Reserve is the Council's reserve held to deal with all financial shocks, whatever they may be. The table below shows the estimated opening balance and the forecast future year balances as a result of taking opportunities as they arise, balances have increased to bring the reserve up to the risk assessed level, and there is no current plan to continue to increase the balance on this reserve.

### General Fund Reserve Forecast

Year Ended 31 March	2023/24 £m	2024/25 £m	2025/26 £m	2025/26 £m
Opening Balance	28.056	34.056	34.056	34.056
Transfer from Collection Fund Volatility	6.000	-	-	-
Closing Balance	34.056	34.056	34.056	34.056

Annex 8 provides the full detail on the general fund risk assessment. The residual balance of the Collection Fund Volatility Reserve has been amalgamated with General Fund Reserve and transfers will be recommended during the 2023/24 financial year financial reporting so that the risk on this local taxation income and the risk of future deficits will be managed as a general financial risk. With part of this balance increasing the balance held in General Fund Reserve the risk assessment value is now met by the General Fund Reserve with residual amounts in the Latent Demand and Collection Fund Volatility reserve.

## Reserves Held Against Assessed Financial Risk

Year Ended 31 March	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m
General Fund	28.056	34.056	34.056	34.056
Collection Fund Volatility	9.470	0.220	0.575	-
Latent Demand	7.794	2.570	0.123	(0.000)
Opening Balance	45.320	36.846	34.754	34.056
Net Movement on General Fund	6.000	-	-	-
Planned transfers of Collection Fund	(9.250)	0.355	(0.575)	-
Estimated use of Latent Demand	(5.224)	(2.447)	(0.123)	-
Closing Balance	36.846	34.754	34.056	34.056
Represented By:				
General Fund	34.056	34.056	34.056	34.056
Collection Fund Volatility	0.220	0.575	-	-
Latent Demand	2.570	0.123	(0.000)	(0.000)
Closing Balance	36.846	34.754	34.056	34.056
Risk Assessed Balance*	31.880	33.990	33.990	33.990
Cover	136%	102%	100%	100%

The Council also holds Earmarked Reserves to deliver on planned or ringfenced spending. The table below provides details on the total level of reserves held by the Council, including Earmarked Reserves as well as Dedicated Schools Grant (DSG) and school balances.

Reserve	Projected Closing Balance 2023/24 £'m	Projected Closing Balance 2024/25 £'m	Projected Closing Balance 2025/26 £'m	Projected Closing Balance 2026/27 £'m
<b>General Fund</b>	<b>34.056</b>	<b>34.056</b>	<b>34.056</b>	<b>34.056</b>
Latent Demand	2.570	0.123	-	-
Collection Fund Volatility	0.220	0.575	-	-
Public Health	5.554	4.852	4.278	3.692
Homes for Ukraine	6.604	-	-	-
Transformation	10.588	8.588	7.888	7.888
Business Plan Priority	2.039	0.771	-	-
Pay Award	0.700	0.700	0.700	0.700
PFI's	4.432	3.748	3.063	2.347
Insurance	8.049	7.023	6.523	6.023
Accommodation Needs	9.550	5.188	3.188	1.188
High Needs	11.474	18.445	18.445	18.445
Other Earmarked	15.531	11.272	8.287	6.464
<b>Total Earmarked</b>	<b>77.313</b>	<b>61.284</b>	<b>52.371</b>	<b>46.747</b>
<b>Schools Balances</b>	12.225	9.225	6.225	3.225
<b>DSG</b>	(56.247)	(84.011)	(112.360)	(140.709)
<b>TOTAL</b>	<b>67.346</b>	<b>20.554</b>	<b>(19.708)</b>	<b>(56.682)</b>

## Annexes

Annex 1 – Service Budget Targets 2024/25

Annex 2 – MTFs Service Totals 2024/25 to 2026/27

Annex 3 – Detail by Service on Prior Year Budget Changes

Annex 4 – Detail by Service on Funding, Technical and Other Adjustments. Pay Award & Investment

Annex 5 – Detail by Service on Contractual Inflation

Annex 6 – Detail by Service on Demand Changes

Annex 7 – Detail by Service on Saving Proposals

Annex 8 – General Fund Reserve Risk Assessment 2024/25

Annex 9 – Capital Programme 2023/24 to 2029/30



Wiltshire Council - MTFS Model 2024-25 to 2026-27  
Annex 1 - Service Budget Summary 2024/25

## Analysis of Movement in the 2023-24 Budget to the Proposed 2024-25 Budget

Service	2023/24 Budget £m	Funding Changes £m	Technical Adjustments £m	Pay Award £m	Prior Year Pressures £m	Contractual Inflation £m	Demand £m	2024/25 Savings Proposals £m	2024/25 Budget £m	Change in Budget £m
Adults Services total	180.537	-	(7.042)	1.464	3.572	9.226	1.402	(9.721)	179.437	(1.100)
Public Health Total	-	-	-	-	-	-	-	-	-	-
Education & Skills Total	29.278	-	-	0.993	1.498	0.452	3.569	(0.687)	35.103	5.825
Families & Children Services Total	64.224	-	-	1.339	3.499	1.688	1.367	(1.264)	70.852	6.628
Commissioning Total	2.799	-	-	0.174	1.372	0.008	0.014	(0.060)	4.306	1.507
<b>Corporate Director People Total</b>	<b>276.838</b>	<b>-</b>	<b>(7.042)</b>	<b>3.970</b>	<b>9.940</b>	<b>11.374</b>	<b>6.351</b>	<b>(11.733)</b>	<b>289.698</b>	<b>12.861</b>
Finance Total	6.458	-	-	0.391	0.469	0.018	0.335	(0.049)	7.622	1.164
Assets Total	17.767	-	-	0.207	(0.042)	1.433	(0.711)	(0.457)	18.197	0.430
Information Services Total	11.903	-	-	0.174	0.036	0.179	0.586	(0.495)	12.383	0.480
HR & OD Total	4.101	-	-	0.247	0.061	-	0.051	(0.167)	4.293	0.193
Transformation & Business Change Total	0.560	-	-	0.106	0.374	-	-	(1.040)	-	(0.560)
<b>Corporate Director Resources Total</b>	<b>40.789</b>	<b>-</b>	<b>-</b>	<b>1.125</b>	<b>0.898</b>	<b>1.631</b>	<b>0.261</b>	<b>(2.209)</b>	<b>42.495</b>	<b>1.706</b>
Highways & Transport Total	40.177	-	-	0.502	(0.468)	1.372	1.718	(0.238)	43.063	2.887
Economy & Regeneration Total	2.520	-	-	0.069	0.015	-	0.130	(0.209)	2.526	0.006
Planning Total	3.396	-	-	0.398	0.065	-	0.296	(1.347)	2.808	(0.588)
Environment Total	48.485	-	-	0.266	(0.317)	2.139	0.086	(1.125)	49.534	1.048
Leisure Culture & Communities Total	6.580	-	-	0.838	(1.348)	0.027	-	(0.793)	5.304	(1.276)
<b>Corporate Director Place Total</b>	<b>101.158</b>	<b>-</b>	<b>-</b>	<b>2.073</b>	<b>(2.053)</b>	<b>3.538</b>	<b>2.230</b>	<b>(3.711)</b>	<b>103.235</b>	<b>2.077</b>
Legal & Governance Total	10.168	-	-	0.513	0.400	0.008	(0.117)	(0.593)	10.380	0.212
Corporate Directors & Members Total	3.147	-	-	0.132	0.014	-	-	-	3.292	0.146
<b>Chief Executive Directorates Total</b>	<b>13.315</b>	<b>-</b>	<b>-</b>	<b>0.645</b>	<b>0.414</b>	<b>0.008</b>	<b>(0.117)</b>	<b>(0.593)</b>	<b>13.672</b>	<b>0.358</b>
Movement on Reserves Total	2.457	1.453	-	-	-	-	-	-	3.910	1.453
Finance & Investment Income & Expense	24.945	-	-	-	0.198	0.054	0.589	-	25.786	0.841
Corporate Costs Total	5.434	-	-	-	(0.036)	0.061	(0.620)	(1.428)	3.411	(2.023)
Corporate Levies Total	4.093	-	-	-	(0.095)	0.066	(0.500)	-	3.564	(0.529)
<b>Corporate Total</b>	<b>36.929</b>	<b>1.453</b>	<b>-</b>	<b>-</b>	<b>0.067</b>	<b>0.182</b>	<b>(0.531)</b>	<b>(1.428)</b>	<b>36.671</b>	<b>(0.258)</b>
<b>Grand Total</b>	<b>469.029</b>	<b>1.453</b>	<b>(7.042)</b>	<b>7.812</b>	<b>9.266</b>	<b>16.732</b>	<b>8.194</b>	<b>(19.673)</b>	<b>485.772</b>	<b>16.743</b>
Council Tax Requirement	(290.422)	(12.201)	-	-	-	-	-	-	(302.623)	(12.201)
Social Care Levy	(41.765)	(6.687)	-	-	-	-	-	-	(48.453)	(6.687)
Rates Retention	(49.444)	(7.016)	-	-	-	-	-	-	(56.460)	(7.016)
Collection Fund (surplus) / deficit	(6.850)	8.353	-	-	-	-	-	-	1.503	8.353
Specific Grants	(80.548)	(6.234)	7.042	-	-	-	-	-	(79.740)	0.808
<b>Income/Funding Total</b>	<b>(469.029)</b>	<b>(23.785)</b>	<b>7.042</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(485.772)</b>	<b>(16.743)</b>
<b>Funding GAP</b>									<b>(0.000)</b>	

Wiltshire Council - MTFS Model 2024-25 to 2026-27  
Annex 2 - Service Budget Totals 2024/25 to 2026/27

Service	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m
Adults Services total	179.437	178.147	185.473
Public Health Total	-	-	-
Education & Skills Total	35.103	37.354	40.367
Families & Children Services Total	70.852	73.155	76.682
Commissioning Total	4.306	4.417	4.522
<b>Corporate Director People Total</b>	<b>289.698</b>	<b>293.073</b>	<b>307.044</b>
Finance Total	7.622	7.816	8.077
Assets Total	18.197	18.623	19.680
Information Services Total	12.383	12.267	12.499
HR & OD Total	4.293	4.307	4.449
Transformation & Business Change Total	-	-	-
<b>Corporate Director Resources Total</b>	<b>42.495</b>	<b>43.013</b>	<b>44.705</b>
Highways & Transport Total	43.063	43.045	46.282
Economy & Regeneration Total	2.526	1.569	1.614
Planning Total	2.808	2.728	2.560
Environment Total	49.534	50.485	52.058
Leisure Culture & Communities Total	5.304	5.150	5.661
<b>Corporate Director Place Total</b>	<b>103.235</b>	<b>102.977</b>	<b>108.174</b>
Legal & Governance Total	10.380	9.922	10.236
Corporate Directors & Members Total	3.292	3.368	3.446
<b>Chief Executive Directorates Total</b>	<b>13.672</b>	<b>13.290</b>	<b>13.682</b>
Movement on Reserves Total	3.910	(0.948)	-
Finance & Investment Income & Expense	25.786	41.089	46.689
Corporate Costs Total	3.411	4.855	4.896
Corporate Levies Total	3.564	3.634	3.707
<b>Corporate Total</b>	<b>36.671</b>	<b>48.630</b>	<b>55.292</b>
<b>Grand Total</b>	<b>485.772</b>	<b>500.984</b>	<b>528.898</b>
Council Tax Requirement	(302.623)	(313.190)	(324.076)
Social Care Levy	(48.453)	(51.999)	(55.687)
Rates Retention	(56.460)	(57.956)	(57.956)
Collection Fund (surplus) / deficit	1.503	-	-
Specific Grants	(79.740)	(77.840)	(77.840)
<b>Income/Funding Total</b>	<b>(485.772)</b>	<b>(500.984)</b>	<b>(515.558)</b>
<b>Funding GAP</b>	<b>(0.000)</b>	<b>0.000</b>	<b>13.340</b>

Wiltshire Council Budget 2024/25 and Medium Term Financial Strategy 2024/25 to 2026/27  
Annex 3 – Detail by service on Prior Year Base Budget Changes

Corporate Directorate	Service	Description	2024/25 £m
All	All	Impact of 2023/24 agreed Pay Award	1.638
Corporate Director People	Adult Services	2023/24 Inflation and Demand Impacts	3.208
Corporate Director People	Education & Skills	Price inflation of 2023/24 financial year across SEN Transport contracts	1.600
Corporate Director People	Families & Children's Services	This is the on-going resource requirements to support the continued delivery of the Adults Payment to Provider project, which incorporates the Net to Gross project, the roll out of the Provider Portal and Payments on Account projects as part of the Adult Social Care Transformation Programme	0.208
Corporate Director People	Families & Children's Services	Care Leavers whilst the statutory duty to 25 years is unchanged, post pandemic, more Care Leavers are receiving support for longer periods .	0.164
Corporate Director People	Families & Children's Services	Price inflation of 2023/24 financial year across childrens social care placements needs to be reflected in the 2024/25 MTFS base	1.284
Corporate Director People	Families & Children's Services	2023/24 Demand for Services for 16-25 Support and Accommodation needs to be reflected in the 2024/25 MTFS base	1.492
Corporate Director People	Families & Children's Services	Revised estimate of 23/24 demand - SEN social care placements	(0.210)
Corporate Director People	Families & Children's Services	2023/24 Demand for Services for Asylum Seeking Children and Young People above Home Office Grant levels needs to be reflected in the 2024/25 MTFS base	0.333
Corporate Director People	Commissioning	This is the on-going resource requirements to support the continued delivery of the Adults Payment to Provider project, which incorporates the Net to Gross project, the roll out of the Provider Portal and Payments on Account projects as part of the Adult Social Care Transformation Programme	0.040
Corporate Director People	Commissioning	Commissioning Rebase to ensure sufficient service levels in place to support People services	1.253
Corporate Director Resources	Finance	This is the on-going resource requirements to support the continued delivery of the Adults Payment to Provider project, which incorporates the Net to Gross project, the roll out of the Provider Portal and Payments on Account projects as part of the Adult Social Care Transformation Programme	0.283
Corporate Director Resources	Finance	Contractual uplift to the Revenues & Benefits Postage contract	0.008
Corporate Director Resources	Transformation & Business Change	Removal of a prior year saving - Expansion of the corporate Business Insights Hub and maximising the alternative funding opportunities for this activity as no sustainable options have been identified	0.363
Corporate Director Place	Highways & Transport	Pressure form reprofiling saving into 2025/26 to enable the Council to secure BSIP plus Grant £4.2m - Saving - To review and repattern those bus services that are less well used, following a permanent change in travel habits, post covid. WAS 'Services with a £7.00 per passenger subsidy or above - To review and repattern these services in a different way, in order to continue providing some sort of service to most - The general public will not like some of the changes and a proportion would be left with no service'	0.140
Corporate Director Place	Highways & Transport	Pressure from reprofiling saving into 2025/26 to enable the Council to secure BSIP plus Grant £4.2m - Saving - Service bus's carrying out of county / non designated / non-essential shoppers - A reduction / repatterning and in some cases cessation of services that have the least impact upon public transport users - There will be resistance to this from the public, but there will in most cases be a viable alternative. There may be an environmental impact as more cars will be driven to schools.	0.208
Corporate Director Place	Highways & Transport	Pressure from reprofiling saving into 2025/26 to enable the Council to secure BSIP plus Grant £4.2m - Saving - Remove Saturdays from supported services timetables	0.100

Wiltshire Council Budget 2024/25 and Medium Term Financial Strategy 2024/25 to 2026/27  
Annex 3 – Detail by service on Prior Year Base Budget Changes

Corporate Directorate	Service	Description	2024/25 £m
Corporate Director Place	Highways & Transport	BSIP Grant Spend	(2.100)
Corporate Director Place	Highways & Transport	BSIP Grant Spend	1.652
Corporate Director Place	Highways & Transport	Extended Right Grant in Passenger Transport not previously budgeted	(0.635)
Corporate Director Place	Environment	Contractual uplifts for Waste contracts based on rebased tonnages 23/24 Qtr 2 average 4.15%, 2.04%, 1.52%, Lakeside/MBT 4%, 4%, 4%	(1.001)
Corporate Director Place	Environment	Rebase Income Budget by 50% of 2023/24 forecast underachievement	0.500
Corporate Director Place	Environment	Remove 202/23 Saving for HRCs -Phase 1 Charging for non-Household Waste items (Orphaned gas canisters, tyres and asbestos ) due to change in government legislation preventing charging at HRCs	0.100
Corporate Director Place	Leisure Culture & Communities	Rebase Leisure income	(0.500)
Corporate Director Place	Leisure Culture & Communities	Pressure from reprofiling Saving from 2025/26 to 2023/24 as HMRC changes position - Saving Leisure Operations VAT changes with HMRC for Fees & Charges	(1.172)
Chief Executive Directorates	Legal & Governance	Inflationary Impact in 2023/24 on contracts	0.001
Chief Executive Directorates	Legal & Governance	Increase in costs as a result of insourcing the body removal services	0.192
Chief Executive Directorates	Legal & Governance	Unachievable 2023/24 Saving - Amalgamate 'communications' activity across the council (CEX-LEG-7)	0.050
Corporate	Finance & Investment Income & Expense	Monkton Park Barclays market loan, increase for 2023/24 then RPI Nov 16 plus 1%, 2.91%	0.198
Corporate	Corporate Costs	Contractual uplift for SWAP 3% per year, Insurance Premium CPI 2.82%, 1.65% and 1.46%	(0.036)
Corporate	Corporate Levies	Pensions deficit lump sum payment, align with 23/24 forecast	0.205
Corporate	Corporate Levies	Care leavers discretionary support scheme, align with 2023/24 forecast	0.200
Corporate	Corporate Levies	Renewable Energy BR increased income, align with 2023/24 forecast	(0.500)
<b>Prior Year Base Changes Total</b>			<b>9.266</b>

## Wiltshire Council Budget 2024/25 and Medium Term Financial Strategy 2024/25 to 2026/27

## Annex 4 – Detail by service on Funding Changes and Technical and other Adjustments in the Service

Corporate Directorate	Service	Description	2024/25 £m	2025/26 £m	2026/27 £m
Corporate Director People	Adult Services	ASC Market Sustainability & Improvement Fund - Move income into Service	(7.042)		
<b>Funding and Technical Adjustment Changes Total</b>			<b>(7.042)</b>	<b>-</b>	<b>-</b>

## Wiltshire Council Budget 2024/25 and Medium Term Financial Strategy 2024/25 to 2026/27

## Annex 4 – Detail by service on Pay Award Changes

Corporate Directorate	Service	Description	2024/25 £m	2025/26 £m	2026/27 £m
All	All	Pay Award at 4.5% for 2024/25, 2.5% for 2025/26 and 2026/27	7.788	4.433	4.635
Corporate Director People	Families & Children Services	Reflects the pay award element of the 2023/24 MTFS investment in social worker market plussages	0.011	0.011	-
Corporate Director Resources	Transformation & Business Change	Reflects the pay award element of the 2023/24 MTFS investment in the Business Insights function	0.013	0.013	-
<b>Pay Award Total</b>			<b>7.812</b>	<b>4.457</b>	<b>4.635</b>

Wiltshire Council Budget 2024/25 and Medium Term Financial Strategy 2024/25 to 2026/27  
Annex 5 – Detail by service on Contractual Inflation

Corporate Directorate	Service	Description	2024/25 £m	2025/26 £m	2026/27 £m
Corporate Director People	Adult Services	Adult Services contractual uplifts in line with contractual arrangements.	8.730	4.961	4.773
Corporate Director People	Adult Services	Inflationary pressures in Learning Disabilities budgets required to stabilise the market	0.496	0.994	0.825
Corporate Director People	Education & Skills	Inflation on SEND school transport routes as per contractual arrangements at 3%, 2% and 2%	0.452	0.360	0.401
Corporate Director People	Families & Children's Services	Reflects the partnership contribution increase required to fund pay inflation at Council estimates for the Youth Offending Partnership (4.5%, 2%, 2%)	0.015	0.012	0.012
Corporate Director People	Families & Children's Services	Contractual Inflation for the Adoption West Contract (4.5%, 2%, 2%)	0.042	0.019	0.020
Corporate Director People	Families & Children's Services	For internal carer and permanence arrangement payments, staff pay awards are mirrored as an inflation assumption at 4.5%, 2.5% & 2.5%	0.376	0.362	0.372
Corporate Director People	Families & Children's Services	Reflects existing framework agreements allowing a max claim of 2.5% with a range of inflation rates for off framework and spot purchases for independent fostering agency placements	0.800	0.817	0.842
Corporate Director People	Families & Children's Services	16-25 Support & Accommodation - contractual Inflation in line with contractual arrangements for block places. Spot placement assumption at CPI.	0.130	0.102	0.123
Corporate Director People	Families & Children's Services	Reflects inflation estimates for Support and Accommodation and other arrangements for Asylum Seeking Children and Young People	0.111	0.131	0.147
Corporate Director People	Families & Children's Services	Reflects inflation estimates for social care support and accommodation, domiciliary care and direct payments for young people with SEND	0.213	0.123	0.119
Corporate Director People	Families & Children's Services	Contractual Inflation for Safeguarding (SVPP) Partnership (4.5%, 2%, 2%)	0.002	0.001	0.001
Corporate Director People	Commissioning	Contract under ASC Commissioning - Citizens Advice 2.82%, 1.65%, 1.46%	0.008	0.012	0.001
Corporate Director Place	Highways & Transport	Gritter Lease renewal increase	0.070	-	-
Corporate Director Place	Highways & Transport	Fees & Charges CPI increase	(0.070)	(0.070)	(0.070)
Corporate Director Place	Highways & Transport	Contractual uplifts Ringway/Atkin 4% 2%, 2%, Other 3%, 2%, 2% , Fuel 10%, 10%, 10%	1.127	0.675	0.714
Corporate Director Place	Highways & Transport	Public Transport inflation 26/27	-	-	0.280
Corporate Director Place	Highways & Transport	Public Transport inflation 24/25 & 25/26 previously covered by BSIP Plus grant	-	-	1.602
Corporate Director Place	Highways & Transport	Passenger Transport - Revised based on updated CPI 3%, 2%, 2%. Mainstream Only	0.240	0.254	0.271
Corporate Director Place	Highways & Transport	Car Parking Cash collection contract - 4%, 2%, 2%	0.005	0.003	0.003
Corporate Director Place	Environment	Contractual uplifts for Waste contracts based on rebased tonnages 23/24 Qtr 2 average 4.15%, 2.04%, 1.52%, Lakeside/MBT 4%, 4%, 4%	2.147	1.578	1.519
Corporate Director Place	Environment	Fees & Charges CPI increase	(0.010)	(0.010)	(0.010)
Corporate Director Place	Environment	Contractual uplifts for Public Protection contracts CPI 3%, 2%, 2%	0.002	0.001	0.001
Corporate Director Place	Leisure Culture & Communities	Contractual uplifts for Leisure contracts, chemicals, cleaning products based on updated CPI 3%, 2%, 2%	0.027	0.018	0.019
Corporate Director Resources	Finance	Contractual uplifts Revenues & Benefits Postage contract.	0.018	0.007	0.007
Corporate Director Resources	Assets	Contractual uplift for Electricity costs 20%, 10%, 10%	0.623	0.349	0.383
Corporate Director Resources	Assets	Contractual uplift for Gas costs 5%, 3%, 2%	0.060	0.038	0.026
Corporate Director Resources	Assets	Contractual uplift for Biomass Fuel costs 0%, 3%, 2%	-	0.022	0.015
Corporate Director Resources	Assets	Contractual uplift Maintenance 5%, 3%, 2%	0.282	0.178	0.122
Corporate Director Resources	Assets	Contractual uplift Other Utility costs and contracts at varying rates	0.106	0.047	0.189
Corporate Director Resources	Assets	Business Rates anticipated increases 6.7%, 3%, 2%	0.364	0.174	0.119
Corporate Director Resources	Information Services	Contractual uplifts for Applications, Phones and Network Support Contracts and Licences.	0.179	0.132	0.125
Chief Executive Directorates	Legal & Governance	Contractual uplift for Coroner contract	0.008	0.005	0.004
Corporate	Finance & Investment Income & Expenditure	Monkton Park Barclays, increase for 2023/24 then RPI Nov 16 plus 1%, 2.91%	0.054	0.056	0.057
Corporate	Corporate Costs	Contractual uplift for SWAP 3% per year, Insurance Premium CPI 2.82%, 1.65% and 1.46%	0.061	0.044	0.041
Corporate	Corporate Levies	Contractual uplift for Apprenticeship and Flood Defence Levy	0.066	0.070	0.073
<b>Contractual Inflation Total</b>			<b>16.734</b>	<b>11.465</b>	<b>13.126</b>

**APPENDIX 1**

**Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26**  
**Annex 6 – Detail by service on Service Demand changes**

<b>Corporate Directorate</b>	<b>Service</b>	<b>Description</b>	<b>2024/25 £m</b>	<b>2025/26 £m</b>	<b>2026/27 £m</b>
Corporate Director People	Adult Services	Adults increase in level of demand using POPPI & PANSI population projections	0.654	1.571	1.533
Corporate Director People	Adult Services	Adults pressures to be funded from latent demand reserve - Reversal of last years funding	(0.592)	-	-
Corporate Director People	Adult Services	Young People with SEN Social Care Needs - Transition to adults	0.297	-	-
Corporate Director People	Adult Services	Adults pressures to be funded from latent demand earmarked reserve	1.043	(1.043)	-
Corporate Director People	Education & Skills	Revised estimate of SEN transport demand based on increase in specialist planned places in special schools and resource bases in both primary and secondary mainstream schools	2.392	1.653	1.680
Corporate Director People	Education & Skills	Recommendations arising from the Peer Review of SEN & Inclusion	0.345	0.009	0.009
Corporate Director People	Education & Skills	Increase in Data and Performance staffing to reflect requirements in Education & Skills, statutory SEN and school effectiveness	0.244	0.011	0.006
Corporate Director People	Education & Skills	Inclusion & SEND - Planned increase in statutory service staffing over the MTFs to align to increase in demand plus recruitment strategy impact	0.578	0.275	0.379
Corporate Director People	Education & Skills	Pay inflation on the 2023/24 MTFs investment in targeted education - Pressures for Latent Demand Ear Marked Reserve arising from statutory changes	0.011	0.011	-
Corporate Director People	Families & Children's Services	Pressures of Latent Demand Ear Marked Reserve Childrens Social Care Placements	0.157	(1.083)	-
Corporate Director People	Families & Children's Services	Pressures for Latent Demand Ear Marked Reserve for Families & Children	0.005	(0.201)	-
Corporate Director People	Families & Children's Services	This is the on-going resource requirements to support the continued delivery of the Adults Payment to Provider project, which incorporates the Net to Gross project, the roll out of the Provider Portal and Payments on Account projects as part of the Adult Social Care Transformation Programme	0.071	0.007	0.007
Corporate Director People	Families & Children's Services	Care Leavers statutory duty to 25 years continues however more Care Leavers are receiving support for longer periods	0.025	0.028	-
Corporate Director People	Families & Children's Services	Children in Care - demand for internal care placements including in house foster carers; Special Guardianship Orders and Adoption Allowances	0.188	0.223	0.294
Corporate Director People	Families & Children's Services	Children in Care - demand for external care placements; independent foster carers and external residential care placements (within the overall numbers in care)	0.104	1.103	(0.009)
Corporate Director People	Families & Children's Services	Reflects estimates for Support and Accommodation and other arrangements for asylum seeking children and young people	0.856	0.465	0.352
Corporate Director People	Families & Children's Services	Unaccompanied Asylum Seeking Children and Young People Grant income estimate	0.050	(0.077)	(0.103)
Corporate Director People	Families & Children's Services	Young People with SEN Social Care Needs - Transition to adults	(0.297)	-	-
Corporate Director People	Families & Children's Services	Reflects estimates for Support and Accommodation and other arrangements for Care Leavers	0.280	0.559	0.720
Corporate Director People	Families & Children's Services	Canons House - revenue costs of extended property	-	-	0.526
Corporate Director People	Families & Children's Services	Reflects estimates for social care support and accommodation, domiciliary care and direct payments for young people with SEND	(0.070)	(0.006)	(0.304)
Corporate Director People	Commisioning	This is the on-going resource requirements to support the continued delivery of the Adults Payment to Provider project, which incorporates the Net to Gross project, the roll out of the Provider Portal and Payments on Account projects as part of the Adult Social Care Transformation Programme	0.014	0.001	0.001
Corporate Director Resources	Finance	This is the on-going resource requirements to support the continued delivery of the Adults Payment to Provider project, which incorporates the Net to Gross project, the roll out of the Provider Portal and Payments on Account projects as part of the Adult Social Care Transformation Programme	0.245	0.013	0.014
Corporate Director Resources	Finance	Move budget from Corporate to Finance to support restructure	0.051	-	-
Corporate Director Resources	Finance	Change of responsibility Director of Finance - Section 151	0.038	0.001	0.001

## Wiltshire Council Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26

## Annex 6 – Detail by service on Service Demand changes

Corporate Directorate	Service	Description	2024/25 £m	2025/26 £m	2026/27 £m
Corporate Director Resources	Assets	Changes in demand estimates for; energy	(0.818)	-	-
Corporate Director Resources	Assets	Changes in demand estimates for; business rates	(0.254)	-	-
Corporate Director Resources	Assets	Changes in demand estimates for; other property running costs	(0.213)	-	-
Corporate Director Resources	Assets	Changes in demand estimates for; maintenance	0.230	0.012	0.080
Corporate Director Resources	Assets	2023/24 income target from County Hall leasing not achieved	0.344	-	-
Corporate Director Resources	Information Services	Oracle Licencing and Support costs, net increase over current system costs	0.068	(0.029)	-
Corporate Director Resources	Information Services	Move budget from Corporate to ICT for restructure	0.518	-	-
Corporate Director Resources	HR & OD	Move budget from Corporate to HROD to support restructure	0.051	-	-
Corporate Director Place	Highways & Transport	Sustainable Transport Staffing Growth to manage capacity issues	-	(0.215)	-
Corporate Director Place	Highways & Transport	Passenger Transport investment previously offset by grant	-	-	0.241
Corporate Director Place	Highways & Transport	BSIP Grant reversal	-	2.100	-
Corporate Director Place	Highways & Transport	BSIP Grant spend reversal	-	(1.510)	-
Corporate Director Place	Highways & Transport	Highways & Flooding Prevention	1.000	-	-
Corporate Director Place	Highways & Transport	Local Highways Pressures to be funded from Business Priority Reserve	0.568	(0.568)	-
Corporate Director Place	Highways & Transport	Highways Operations Pressures to be funded from Business Priority Reserve	0.150	(0.150)	-
Corporate Director Place	Economy & Regeneration	Director of Economy	0.130	0.003	0.003
Corporate Director Place	Planning	Development Management Pressures to be funded from Business Priority Reserve	0.250	-	(0.140)
Corporate Director Place	Planning	Land Charges Gov changes for HMLR digitalisation and loss of Income	0.150	-	-
Corporate Director Place	Planning	Development Management increase in appeals	-	(0.200)	(0.170)
Corporate Director Place	Planning	Spatial Planning Neighbourhood Planning demand	(0.104)	-	-
Corporate Director Place	Environment	2 new members of staff to cover additional demand for climate consultation on planning policies	0.047	0.048	-
Corporate Director Place	Environment	Waste Tonnes growth at 0.5%	0.039	0.041	0.042
Chief Executive Directorates	Legal & Governance	Legal staffing growth to manage capacity issues in relation to Planning and SEND (reversal of 2023/24 one off Pressure)	(0.117)	-	-
Corporate	Finance & Investment Income & Expense	Capital Financing increase based on 2022/23 Q3 Capital Programme profile and approved new capital BIDS, covers MRP and Interest	0.589	15.248	5.542
Corporate	Corporate Costs	Budget realignment from Corporate to ICT for restructure	(0.620)	-	-
Corporate	Corporate Levies	Increase in Renewables Income	(0.500)	-	-
<b>Demand Total</b>			<b>8.197</b>	<b>18.300</b>	<b>10.704</b>



Wiltshire Council Budget 2024/25 and Medium Term Financial Strategy 2024/25 to 2026/27

Annex 7 – Detail by service on Savings Proposals - proposals included in last years budget setting process updated to reflect known issues with deliverability and timing changes

Corporate Directorate	Service	Saving Proposal Description	2024/25 £m	2025/26 £m	2026/27 £m	TOTAL £m
Corporate Director People	Adult Services	Help to Live at Home (homecare) Alliance - Introduction of a flexible Home Care framework to introduce a new home care model with more effective demand management achieved through additional zones of delivery (from 3 to 15), reducing overall costs and supporting provision in hard to source areas and complex Packages of Care, increase sufficiency, improve quality and improve market sustainability/price.	(0.150)	(0.150)	-	(0.300)
Corporate Director People	Adult Services	Spot to Block placement conversions - Older People - Move from Spot to Block beds.	(0.250)	-	-	(0.250)
Corporate Director People	Adult Services	Day Services utility - The current day services are under utilised despite efforts to encourage use. A review and variation of the contract will release savings.	(0.120)	-	-	(0.120)
Corporate Director People	Adult Services	Market Intervention into Home Care - Review of existing packages of care to utilise opportunities for VCS services and increasing the use of Self Directed Support.	(0.500)	(1.000)	-	(1.500)
Corporate Director People	Adult Services	Reablement Stretch Savings - Using the reablement model to deliver a community reablement approach which delays/prevents the requirement for long term care, and that the higher dependency customers are filtered through a different part of the service, therefore using the reablement resource more effectively and efficiently.	(0.300)	(0.100)	-	(0.400)
Corporate Director People	Adult Services	The Technology Enabled Care project will work with Wiltshire Residents to deliver the new TEC strategy which will provide efficiencies and innovation and improve outcomes for our residents. Developing a TEC strategy and rolling this out across Adult Social Care will offer opportunities for cost avoidance and savings against the care budget.	(0.075)	(0.075)	-	(0.150)
Corporate Director People	Adult Services	Maximise Continuing Health Care funding decisions - Working and adhering to principles of Personalised care and the NHS Long Term Plan to ensure that vulnerable customer in Wiltshire benefit from a personal health budget by 2023/24, so they can control their own care, improve their life experiences, and achieve better value for money.	(0.350)	(0.350)	-	(0.700)
Corporate Director People	Adult Services	Working with people whose capital has depleted to adult care threshold - Work more effectively to respond quickly to referrals for those who are close to reaching the financial threshold when their capital has depleted to enable us to respond more quickly to these referrals, so people's care and financial situation are resolved more quickly.	(0.050)	(0.050)	-	(0.100)
Corporate Director People	Adult Services	Direct Payment Reviews - Ensuring Direct Payments are reviewed annually to identify whether people's needs have changed and if their Direct Payment therefore remains appropriate. This will also identify any surpluses to be returned to Wiltshire Council.	(0.250)	-	-	(0.250)
Corporate Director People	Adult Services	In accordance with the Care Act (2014), a local authority must carry out an assessment of needs where it appears an adult may have needs for care and support. If there are eligible needs the Council must consider how these needs will be met through care and support planning. The cost to the Council of meeting eligible needs will form the basis of an individual's personal budget. Within this process the Council can give consideration to achieving value for money. This means that although the Council cannot set arbitrary limits on what it is willing to pay to meet needs, it can through the care and support planning process make decisions on a case-by-case basis which weigh up the total costs of different potential options for meeting needs, and include the cost as a relevant factor in deciding between suitable alternative options. This does not mean choosing the cheapest option; but the one which delivers the outcomes desired for the best value. This option may not be the person's first choice of support.	(0.500)	(0.500)	-	(1.000)
Corporate Director People	Adult Services	Undertaking Strength Based Reviews - There are a large number of reviews outstanding. Annual reviews are part of our statutory requirement and are an opportunity for people to share with us what is working and what is not working. When people come to us for an assessment, we now have a strong strength based and preventative 'offer' at our 'front door' which is helping people achieve outcomes and remain independent of formal services and support which improves people's overall wellbeing. We want to extend that offer to people already in receipt of formal care and support to ensure that they are achieving the outcomes they want to achieve and are having as much community and other support and contact as they would like and that is available. As well as therefore improving people's wellbeing, a reduction on formal care and support services will achieve savings for the council.	(0.100)	(0.100)	-	(0.200)
Corporate Director People	Adult Services	Joint funding policy implementation with ICB - Working and adhering to principles of personalised care and the NHS Long Term Plan to ensure that vulnerable customers in Wiltshire benefit from a personal health budget by 2023/24, so they can control their own care, improve their life experiences, and achieve better value for money. Jointly develop care plans that reduce avoidable hospital admissions.	(0.075)	(0.075)	-	(0.150)
Corporate Director People	Adult Services	Taking a preventative approach - The Prevention and Wellbeing Team sits at the front door of Adult Care and enables a different conversation with people that contact us for care and support. They work in a strength-based way, with an approach that seeks to maximise people's use of personal and community assets and improve people's connectedness to their community and other networks. The team builds strong relationships with people to enable them to find their own solutions and flourish within their communities. The team supports people to remain independent of, or reduce dependence on, formal care and support services. Savings will be achieved by supporting to make use of personal and community assets instead of formal care and support.	(0.100)	(0.100)	-	(0.200)

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**Wiltshire Council Budget 2024/25 and Medium Term Financial Strategy 2024/25 to 2026/27**

**Annex 7 – Detail by service on Savings Proposals - proposals included in last years budget setting process updated to reflect known issues with deliverability and timing changes**

Corporate Directorate	Service	Saving Proposal Description	2024/25 £m	2025/26 £m	2026/27 £m	TOTAL £m
Corporate Director People	Adult Services	Increase Occupational Therapy Assistant activity to support adaptations and subsequent Package of Care reductions.	(0.040)	-	-	(0.040)
Corporate Director People	Adult Services	Fixed Term Tenancy Support Roles - Additional resource was required short term due to the increasing demand on housing solutions during 2022 to help increase prevention work to work with clients presenting as homeless. This will no longer be required in 2024/25	(0.150)	-	-	(0.150)
Corporate Director People	Adult Services	Discontinue Kingsbury Square Refurbishment programme in 2024/25.	(0.050)	-	-	(0.050)
Corporate Director People	Adult Services	Client Contributions Increased Income - Client Contributions - increase income from the government annual increase to the amount payable to care packages by users	(1.549)	(0.494)	(0.507)	(2.550)
Corporate Director People	Adult Services	Brokerage Efficiency - negotiating Spot provision to achieve a 5% reduction on current rates for half of packages.	(0.036)	(0.037)	-	(0.073)
Corporate Director People	Adult Services	Transformation of Community Support - Partnership working to transform the community Support offer.	(0.400)	-	-	(0.400)
Corporate Director People	Adult Services	Learning Disabilities/Mental Health Placements - Working with the market in an outcome focused way to ensure flow through services to independent living and ensuring people are appropriately placed.	(1.200)	(1.400)	-	(2.600)
Corporate Director People	Adult Services	Review of Day Opportunities	(0.050)	(0.050)	-	(0.100)
Corporate Director People	Adult Services	Market Intervention - A change in operational practice, ensuring that we are outcome focussed. Exploring the Voluntary and Community sector organisations and Individual service funds as an alternative way to meeting need.	-	(0.500)	-	(0.500)
Corporate Director People	Adult Services	CHC/S.117 - Wiltshire Council are working with the Integrated Care Board to improve this and ensure that people who are eligible for Continuing Health Care funding receive it.	(0.500)	(0.500)	-	(1.000)
Corporate Director People	Adult Services	Increased Use of Shared Lives which promotes supportive shared living. The Shared Lives service in Wiltshire helps people to live as part of a family, within the carers home, where they receive support, care and companionship. Shared Lives is a person centred and cost-effective way to support people to fulfilled lives and represents best value.	(0.150)	(0.150)	-	(0.300)
Corporate Director People	Adult Services	The development of an outreach enablement model and pathway maximises independence for people with complex needs. The service works in collaboration with people, encouraging independence and reducing reliance on paid for care and support for people with a Mental Health condition, a Learning Disability or Autism. The service will work with the individual and provide time limited support in order to achieve outcomes focused on independent living.	(0.150)	(0.150)	-	(0.300)
Corporate Director People	Adult Services	The Technology Enabled Care (TEC) project will work with Wiltshire Residents to deliver the new TEC strategy. The innovative use of Technology will improve outcomes for our residents and provide greater opportunity for flexible and innovative solutions.	(0.050)	(0.050)	-	(0.100)
Corporate Director People	Adult Services	Transitions Service - Ensuring that young adults are supported to move from children's to adult's services is vital to them having independent, happy lives. The new transitions service will ensure that this happens. It will work closely to bridge the gap between adult's and children's services and will work in partnership with SEND, children's social care, adult's social as well as voluntary and community sector services.	(0.500)	(0.850)	-	(1.350)
Corporate Director People	Adult Services	Client Contributions Increased Income - Client Contributions - increase income from the government annual increase to the amount payable to care packages by users	(0.506)	(0.161)	(0.165)	(0.832)
Corporate Director People	Education & Skills	SEND Transport Delivery Board to develop independence for more children and young people with SEND, provide a wider range of options, and improve service delivery and efficiency.	(0.121)	(0.121)	-	(0.242)
Corporate Director People	Education & Skills	Deletion of a post which will be vacant during 2023 - service areas will be re-assigned to other service leads	(0.068)	-	-	(0.068)
Corporate Director People	Education & Skills	Review of school improvement delivery	(0.123)	-	-	(0.123)
Corporate Director People	Education & Skills	Traded prices reflect the MTFs pay estimates which need to be covered 4.5%, 2.5% & 2.5%	(0.014)	(0.022)	-	(0.036)
Corporate Director People	Education & Skills	Reductions following a review of existing service delivery model	(0.049)	-	-	(0.049)
Corporate Director People	Families & Children's Services	Ongoing review of existing placements where children and young people's needs may be better met in a family setting.	(0.100)	-	-	(0.100)
Corporate Director People	Families & Children's Services	Purchase of residential houses using matched DfE grant to create childrens homes. Commissioning for a block contract at reduced weekly placement fee rates.	(0.150)	-	-	(0.150)
Corporate Director People	Families & Children's Services	An invest to save approach to increase in-house fostering provision which will reduce demand and thus achieve savings on purchasing from the market	(0.150)	-	-	(0.150)

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Corporate Directorate	Service	Saving Proposal Description	2024/25 £m	2025/26 £m	2026/27 £m	TOTAL £m
Corporate Director People	Families & Children's Services	A review of existing contractual arrangements by commissioning to ensure best value is achieved.	(0.050)	-	-	(0.050)
Corporate Director People	Families & Children's Services	Staffing efficiencies are anticipated pending service reviews.	(0.160)	-	-	(0.160)
Corporate Director People	Families & Children's Services	Domestic Abuse contract contribution re-direction. The Families and Children's Services contribution to the Domestic Abuse contract will be provided by Public Health via appropriate grant funding.	(0.180)	-	-	(0.180)
Corporate Director People	Families & Children's Services	Reduce agency budget in 24/25 by 42%. This saving is directly linked to the market supplement investment for social workers. Agency social workers are more costly than our own workforce.	(0.200)	-	-	(0.200)
Corporate Director People	Families & Children's Services	The is a Placement Sufficiency Programme of work underway between finance, commissioning and operational teams which will be responsible for making this saving, linked to more children placed with in house foster cares, with connected carers or in Independent Fostering Agency placements.	-	(0.350)	-	(0.350)
Corporate Director People	Commissioning	The Community Housing Support contract will not be re-tendered and the activity will be undertaken in house	(0.060)	-	-	(0.060)
Corporate Director Resources	Finance	The implementation of an e-billing solution for Revenues & Benefits and seeking other digital efficiencies	(0.038)	(0.044)	-	(0.082)
Corporate Director Resources	Assets	Continued investment in energy efficiency projects to public buildings to reduce energy consumption, generate renewable electricity, deliver savings and carbon emission reductions.	(0.250)	(0.250)	-	(0.500)
Corporate Director Resources	Assets	Service efficiencies to reduce costs have been identified and will be implemented following the sale of Melbourne House.	(0.017)	-	-	(0.017)
Corporate Director Resources	Assets	New lettings of council assets and an increase in Police service charges in line with Council 3rd party lettings policy	(0.018)	-	-	(0.018)
Corporate Director Resources	Assets	Steamroom and sauna closures trial - multiple leisure sites	(0.070)	-	-	(0.070)
Corporate Director Resources	Assets	Children Services service delivery changes - Salisbury Family Resource Centre	-	(0.010)	-	(0.010)
Corporate Director Resources	Assets	Through asset transfer various opportunities to enable communities to use local assets in a way that suits their needs, includes Wilton Windmill	(0.009)	-	-	(0.009)
Corporate Director Resources	Assets	Opportunity to generate additional income from leasing vacant office space within Old County Hall and County Hall	(0.050)	(0.250)	-	(0.300)
Corporate Director Resources	Information Services	Azure Rationalisation, change in provision of cloud solutions to reduce costs	(0.010)	(0.010)	-	(0.020)
Corporate Director Resources	Information Services	Citrix Rationalisation	(0.003)	(0.031)	-	(0.034)
Corporate Director Resources	Information Services	Retire 0300 Numbers and Revert to Standard Geographic Phones Numbers	(0.030)	(0.030)	-	(0.060)
Corporate Director Resources	Information Services	Reduce Microsoft Licensing	(0.150)	-	-	(0.150)
Corporate Director Resources	HR & OD	Increase traded income. HR&OD currently trades a number of key services to schools and businesses, and there is an opportunity to retain and grow these activities to provide further income for the organisation.	(0.034)	(0.034)	-	(0.068)
Corporate Director Resources	HR & OD	Staffing savings from removal of vacant posts and restructure	(0.057)	(0.092)	-	(0.149)
Corporate Director Place	Highways & Transport	Remove 20 cash machines from car parks. Moving extremely low use car parks to MiPermit and removing machines. Reduction of the number of machines in car parks with the removal of multiple machines, to just one near the blue badge bays. Number will be dependant on access to blue badge holders.	(0.016)	-	-	(0.016)
Corporate Director Place	Highways & Transport	Fleet Strategy and vehicle modernisation and travel savings	(0.025)	(0.114)	-	(0.139)
Corporate Director Place	Highways & Transport	Covering the cost of school transport for Ukrainian refugees from allocated Grant funding	0.180	-	-	0.180
Corporate Director Place	Highways & Transport	Increase in charges for spare seats (school transport) by 30%	(0.004)	-	-	(0.004)
Corporate Director Place	Highways & Transport	Maximise use of Rural Mobility Fund	(0.025)	0.100	-	0.075
Corporate Director Place	Highways & Transport	Renegotiate the contract with Community First for Link Scheme & Community Transport Support	(0.015)	-	-	(0.015)
Corporate Director Place	Highways & Transport	Capital Bid for Dunns Lane Car Park, Castle Combe to increase car parking capacity	(0.030)	-	-	(0.030)
Corporate Director Place	Highways & Transport	Reprofile Saving from 2023/24 and 2024/25 into 2025/26 to enable BSIP plus grant to be claimed - A reduction / repatterning and in some cases cessation of services that have the least impact upon public transport users due to them being out of county, non-essential shopping journeys or being out of catchment school pupils	-	(0.250)	-	(0.250)

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Corporate Directorate	Service	Saving Proposal Description	2024/25 £m	2025/26 £m	2026/27 £m	TOTAL £m
Corporate Director Place	Highways & Transport	Establish S106 Travel Plan Monitoring and introduce new charge	(0.020)	-	-	(0.020)
Corporate Director Place	Highways & Transport	Review post 16 transport policy and working with FE providers for effective, efficient and sustainable future transport services	(0.173)	(0.125)	-	(0.298)
Corporate Director Place	Highways & Transport	Reprofile Saving from 2023/24 into 2025/26 to enable BSIP plus Grant to be claimed - Review of public transport network supported services to maintain an effective, efficient and sustainable network	-	(0.200)	-	(0.200)
Corporate Director Place	Highways & Transport	Reprofile Saving from 2023/24 into 2025/26 to enable BSIP plus Grant to be claimed - To review and repattern those bus services that are less well used, following a permanent change in travel habits, post covid. WAS 'Services with a £7.00 per passenger subsidy or above - To review and repattern these services in a different way, in order to continue providing some sort of service to most - The general public will not like some of the changes and a proportion would be left with no service'	-	(0.140)	-	(0.140)
Corporate Director Place	Economy & Regeneration	Ceasing the Wiltshire Towns Funding Programme	-	(1.000)	-	(1.000)
Corporate Director Place	Economy & Regeneration	Ceasing support for VisitWiltshire	(0.150)	-	-	(0.150)
Corporate Director Place	Planning	Increase planning pre application advice fees by 40%	(0.015)	-	-	(0.015)
Corporate Director Place	Planning	Increase S106 Monitoring fees	(0.030)	-	-	(0.030)
Corporate Director Place	Planning	Increase to nationally set planning application fees, Government have indicated that the fees will be increased on major applications by 35% and minor and others by 25% in 2024/25. Confirmed to take effect from 6th Dec 23. Can increase by inflation from April 25	(1.176)	-	-	(1.176)
Corporate Director Place	Environment	New and or Review Service Level Agreements related to Archaeology advice to ensure that charges are increased inline with inflation and increased running costs	(0.010)	-	-	(0.010)
Corporate Director Place	Environment	Introduce charges for Non-Household Waste items at Household Recycling Centres phase two. Items that fall into this category and will be subject to a charge will include: •Soil and rubble •Tyres •Plasterboard •Asbestos •Large and unbranded gas bottles The charges will cover the costs of disposal and administration of the system and are not intended to be profit-making. - AMENDED - Due to Gov Legislation about not charging at HRCs	-	(0.100)	-	(0.100)
Corporate Director Place	Environment	Modest increase in charges for garden waste collection service, Reflects updated income forecasts for 24/25 and price increase.	(0.352)	(0.040)	(0.040)	(0.432)
Corporate Director Place	Environment	Re-introduce van and trailer Household Recycling Centre permits, and apply an admin fee.	(0.173)	-	-	(0.173)
Corporate Director Place	Environment	Increase recycling at Household Recycling Centres through waste sorting	(0.200)	(0.090)	-	(0.290)
Corporate Director Place	Environment	Remove extended summer opening hours at Household Recycling Centres - AMENDED - due to Gov Legislation about not charging at HRCs	-	(0.200)	-	(0.200)
Corporate Director Place	Environment	Increase in income generated by the pest control service	(0.009)	-	-	(0.009)
Corporate Director Place	Environment	Review the Bulky Household Waste Collection service for efficiencies. The council has a statutory duty to provide a collection service for bulky household waste items. It may apply a reasonable charge for collection, but not for disposal or treatment costs.	(0.140)	-	-	(0.140)
Corporate Director Place	Environment	Staffing savings from removal of vacant posts and restructure	(0.071)	-	-	(0.071)
Corporate Director Place	Environment	Review of current waste contracts to achieve efficiency savings	-	-	(0.100)	(0.100)
Corporate Director Place	Environment	Increase Income by providing an enhanced Ecology Advice Service	(0.008)	-	-	(0.008)
Corporate Director Place	Environment	Apply charge for Household Recycling Centre visits by non-Wiltshire residents. Under Section 51 of the Environmental Protection Act 1991, Waste Disposal Authorities have to provide places for residents to dispose of their household waste free of charge, but may apply charges to accept non-household waste, or waste from people who do not reside in the authority area.	-	(0.120)	-	(0.120)

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Corporate Directorate	Service	Saving Proposal Description	2024/25 £m	2025/26 £m	2026/27 £m	TOTAL £m
Corporate Director Place	Leisure Culture & Communities	Review of History Centre operations to improve services for our customers and create a more efficient use of our building and resources	(0.023)	-	-	(0.023)
Corporate Director Place	Leisure Culture & Communities	Leisure Operations Income growth. Increased growth on income target	(0.347)	(0.357)	-	(0.704)
Corporate Director Place	Leisure Culture & Communities	Leisure Fees and Charges increases	(0.145)	(0.145)	-	(0.290)
Corporate Director Place	Leisure Culture & Communities	Downton Sports Centre to move to a self sustaining model	(0.035)	-	-	(0.035)
Corporate Director Place	Leisure Culture & Communities	Review opening hours at Trowbridge Library to ensure they are in line with other libraries of a similar size	(0.002)	-	-	(0.002)
Chief Executive Directorates	Legal & Governance	Amalgamate 'customer services' activity across the council	(0.050)	(0.100)	-	(0.150)
Chief Executive Directorates	Legal & Governance	Introduce full cost recovery for elections	-	(0.400)	-	(0.400)
Corporate	Corporate Costs	Saving on internal Audit fees through contract negotiations	(0.028)	-	-	(0.028)
Corporate	Corporate Costs	Triennial valuation, reduction in existing employers contribution rate proposed to actuary: 2023/24 reduce by 1%, 2024/25 reduce by 2%, 2025/26 reduce by 1%	(1.400)	1.400	-	-
<b>Savings Total</b>			<b>(14.804)</b>	<b>(9.967)</b>	<b>(0.812)</b>	<b>(25.583)</b>

### Wiltshire Council Budget 2024/25 and Medium Term Financial Strategy 2024/25 to 2026/27

#### Annex 7 – Detail by service on Savings Proposals - cost containment proposals

Corporate Directorate	Service	Saving Proposal Description	2024/25 £m	2025/26 £m	2026/27 £m	TOTAL £m
ALL	ALL	Staff Savings to cover 2023/24 pay award cumulative impact	(2.121)	(0.029)	-	(2.150)
Corporate Director People	Adult Services	Increased fees & charges for advertising income - Housing	(0.004)	(0.003)	(0.003)	(0.010)
Corporate Director People	Adult Services	Reduction in 12 hour block domiciliary care	(0.380)	-	-	(0.380)
Corporate Director People	Families & Children's Services	Removal of two vacant posts in the social work teams	(0.118)	-	-	(0.118)
Chief Executive Directorates	Legal & Governance	Staff Savings	(0.280)	(0.250)	-	(0.530)
Corporate Director Resources	Transformation & Business Change	Financing from flexible capital receipts and transformation reserve to allow budget saving	(0.930)	(0.070)	(0.054)	(1.055)
<b>Savings Total</b>			<b>(3.833)</b>	<b>(0.352)</b>	<b>(0.057)</b>	<b>(4.243)</b>

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Wiltshire Council Budget 2024/25 and Medium Term Financial Strategy 2024/25 to 2026/27  
Annex 7 – Detail by service on Savings Proposals - new proposals

Corporate Directorate	Service	Saving Proposal Description	2024/25 £m	2025/26 £m	2026/27 £m	TOTAL £m
Corporate Director People	Adult Services	Review of Learning Disability / Mental Health & Domestic Care Packages	(0.770)	(1.030)	-	(1.800)
Corporate Director People	Adult Services	Review of Day Opportunities	-	(0.750)	-	(0.750)
Corporate Director People	Families & Children's Services	Removal of two vacant posts in the social work teams	-	(0.118)	-	(0.118)
Corporate Director People	Families & Children's Services	The purchase of housing in Wiltshire will facilitate improved commissioning opportunities for placements for children and young people, including independence options for care experienced and asylum seeking young people	-	(0.557)	(0.378)	(0.935)
Corporate Director People	Education & Skills	SEND Transport Delivery Board to develop independence for more children and young people with SEND, provide a wider range of options, and improve service delivery and efficiency.	-	(0.449)	-	(0.449)
Corporate Director People	Education & Skills	Service Restructure and deletion of vacant post	(0.166)	-	-	(0.166)
Corporate Director People	Education & Skills	Traded income - inflationary review at 4.5%, 2.5% & 2.5%	(0.069)	(0.037)	(0.049)	(0.154)
Corporate Director Resources	Information Services	Synergies and efficiencies across the range of contracts managed within the service	-	(0.251)	-	(0.251)
Corporate Director Place	Highways & Transport	Service Redesign	-	-	(0.100)	(0.100)
Corporate Director Place	Highways & Transport	Various maintenance and operational reviews to seek efficiencies and reductions	-	(0.080)	-	(0.080)
Corporate Director Place	Planning	Indexation increase to nationally set planning application fees from 1st April 2025	-	(0.102)	(0.104)	(0.206)
Corporate Director Place	Environment	Reduce commitment to World Heritage sites	-	(0.010)	-	(0.010)
Corporate Director Place	Environment	Service Restructure	-	(0.048)	-	(0.048)
Corporate Director Place	Environment	Modest income target for Extended Producer Responsibility (EPR) income. Awaiting details from Government, confirmation of funding not received until after April 2024.	-	(0.200)	-	(0.200)
Corporate Director Place	Environment	Garden waste collection fee additional increase	(0.031)	(0.050)	-	(0.081)
Corporate Director Place	Leisure Culture & Communities	Increased growth on income target	-	(0.150)	-	(0.150)
<b>Savings Total</b>			<b>(1.036)</b>	<b>(3.832)</b>	<b>(0.631)</b>	<b>(5.498)</b>

## ANNEX 8 - GENERAL FUND RESERVE - RISK ASSESSED BALANCE

Key Financial Risks (Weighted Impact)

Risk	Quantification	ASSESSED FOR 2024/25		
		Potential Magnitude £m	Likelihood %	Weighted Magnitude £m
Non Delivery of Savings	Level of 2024/25 savings built into the budget - potential for an element of non delivery during the year based on previous years delivery rates	19.673	20%	3.930
Drop in demand for key income streams for services	Current levels to meet estimated income levels fluctuate beyond expected market conditions & customer behavioural trends	50.000	10%	5.000
Insurance Claim	Claims over and above the self insured level that are also in excess of the insurance reserve held to cover off claims. Specific reference to Emliostha claims	20.000	5%	1.000
Adult Social Care Contractual Costs & Care Provider Market	A number of factors may impact upon price inflation for commissioned care costs. One of the most significant being insufficient supply of workforce resulting in wage inflation and therefore higher costs of services. The lack of capacity in some sectors of the care market, as well as changing behaviour and need as a result of the pandemic, creates challenges around market shaping, market growth, and ultimately competitive commissioning rates. Based upon gross commissioned care expenditure of circa £175m per annum, a price inflation of 10% (above budgeted assumptions) driven by lack of capacity would equate to a cost pressure of £17.5m.	17.500	20%	3.500
Risk of adverse weather conditions	Extreme weather instances are increasing, coupled with reduced budgets	15.000	15%	2.250
Impact of key Adult Social Care large homecare contractor and/or care home going into administration / liquidation	Would require a new provider to carry out the service	20.000	10%	2.000
Realisation of future 'Accountable Body' liabilities	Financial exposure on funding being directed through projects where the Council acts as the Accountable body and the residual liabilities from the unwinding of SWLEP	50.000	1%	0.500
Collection Fund Volatility	Volatility in Collection Fund on collection rates, bad debts - assume 1% of total Collection Fund collectable for Wiltshire Council	410.000	1.0%	4.100
Collection Fund Deficits	Collection Fund deficits are funded the year following in which they arise, and occur where base assumptions are incorrect. Deficits are more likely to occur where economic conditions are worse than forecast - assume 2% of total Collection Fund with a 25% likelihood	8.200	25%	2.050
Children's Social Care increased demand for services above that built into the MTFS	Increased pressured on child in care placements, this is also a national concern & heightened given the recent high profile cases in relation to social care. Wiltshire placements have increased significantly in the last two years, there is a risk this trajectory could continue beyond preventative measures. A 10% increase in the gross expenditure of Children Social Care would be circa £7m. This is the equivalent of 14 high-cost agency residential placements.	7.000	25%	1.750
Adult Social Care reduction in the level of income received.	The move to gross payments to care providers, client debt recovery has/is become the responsibility of the Council, may increase the council's risk of irrecoverable debt.	12.000	25%	3.000
Universal Credit reducing the level of housing subsidy reclaimable from DWP as well as increasing demand for services & cost through Local Council Tax Support	The level of Universal Credit claimants has not reduced to pre-pandemic levels. This results in potential for increased overpayment recoveries from DWP as a result of the introduction of Universal Credit, and an increased demand for services and reduced level of Council Tax receipts	10.000	10%	1.000
Potential non-delivery of capital receipts to fund the capital programme and Transformation activity	Subject to property market and asset rationalisation programme / devolution	10.000	5%	0.500
Investment Loss	Based on an assessment of risk within the Council's General Fund Treasury Cash Investment Portfolio and level of default history in the sector.	200.000	0.5%	1.000
Adult Social Care increased demand for services above that built into the MTFS	Increased demand / demographic - with increasing demand for services nationally, and an ageing population being an acute pressure in Wiltshire, this could be higher.	5.000	15%	0.750
2024/25 national pay deal to be negotiated with the Unions	The pay deal negotiations for 2024/25 will need to take place but this risk is based on being 1.5% of pay over & above budgeted assumption of 4.5% in 2024/25, given the level of inflation uncertainty & national picture in respect of ongoing pay deal negotiations.	2.633	25%	0.660
Loss of VAT Partial Exemption	Total impact of losing exemption.	3.800	10%	0.380
Abortive Costs on Capital Programme	Approved Capital Programme £199m - assumed 3% default on loans to Stone Circle due to schemes not being successful and 2% abortive costs on remainder being mainly fees on schemes that prove not to be viable.	4.810	5%	0.240
Planning Appeals	Estimated cost to the Council of successful planning appeals, no longer mitigated through other reserves.	1.500	25%	0.380
<b>Total</b>				<b>33.990</b>

## Annex 9 – Capital Programme 2024/25 to 2030/31

Scheme name	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m
<b>Adults</b>				
Sensory Stimulation & Development Play Equipment	0.000	0.015	0.000	0.000
Disabled Facilities Grants	4.197	6.414	3.472	9.000
<b>Adults Total</b>	<b>4.197</b>	<b>6.429</b>	<b>3.472</b>	<b>9.000</b>
<b>Education &amp; Skills</b>				
Access and Inclusion	0.165	0.100	0.100	0.300
Basic Need	13.469	12.991	0.400	1.200
Stonehenge School Replacement of Lower Block	0.303	0.000	0.000	0.000
Devolved Formula Capital	0.500	0.500	0.500	1.500
Schools Maintenance & Modernisation	7.099	9.655	6.805	11.855
BID backlog Maintenance	2.000	2.000	2.000	2.000
Early Years & Childcare	1.212	0.000	0.000	0.000
Early Years Buildings	0.468	0.330	0.210	0.000
BID Canons House	0.750	2.650	0.100	0.000
Silverwood Special School	9.103	2.235	0.049	0.000
BID SEND - High Needs	4.000	4.000	2.000	0.000
High Needs Provision Capital Allowance	1.700	6.615	0.000	0.000
<b>Education &amp; Skills Total</b>	<b>40.769</b>	<b>41.076</b>	<b>12.164</b>	<b>16.855</b>
<b>Families &amp; Children's Service</b>				
Childrens Homes	1.080	0.116	0.000	0.000
<b>Families &amp; Children's Total</b>	<b>1.080</b>	<b>0.116</b>	<b>0.000</b>	<b>0.000</b>
<b>PEOPLE TOTAL</b>	<b>46.046</b>	<b>47.621</b>	<b>15.636</b>	<b>25.855</b>
<b>Finance</b>				
Evolve Project	2.637	0.000	0.000	0.000
<b>Finance Total</b>	<b>2.637</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Assets</b>				
Capital Receipt Enhancement	0.587	0.000	0.000	0.000
Depot & Office Strategy	3.061	0.000	0.000	0.000
Facilities Management Operational Estate	3.885	4.135	2.778	8.333
Gypsies and Travellers Projects	0.600	0.600	0.000	0.000
Porton Science Park	0.487	0.000	0.000	0.000
Health and Wellbeing Centres - Live Schemes	1.638	0.000	0.000	0.000
Property Carbon Reduction Programme	2.965	2.000	0.000	0.000
Park & Ride Solar Panel Canopies	1.467	1.467	0.000	0.000
Facilities Management Investment Estate	0.500	0.250	0.250	0.750
Social Care Infrastructure & Strategy	0.000	0.634	0.000	0.000
Salisbury Resource Centre	0.825	0.000	0.000	0.000
South Chippenham	0.300	0.050	0.000	0.000
Housing Acquisitions	21.426	17.754	0.000	0.000
Short Term Depot Provision	2.067	1.700	0.000	0.000
<b>Assets &amp; Commercial Development Total</b>	<b>39.808</b>	<b>28.590</b>	<b>3.028</b>	<b>9.083</b>
<b>Capital Loans</b>				
Stone Circle Housing Company Loan	13.335	11.519	0.119	0.612
Stone Circle Development Company Loan	5.000	5.000	4.000	0.000
<b>Capital Loans Total</b>	<b>18.335</b>	<b>16.519</b>	<b>4.119</b>	<b>0.612</b>
<b>Information Services</b>				
ICT Applications	5.021	2.181	0.000	0.000
ICT Business as Usual	1.465	1.442	0.342	0.000
ICT Other Infrastructure	0.647	0.545	0.201	0.000
ICT Get Well	3.746	0.725	0.200	0.000
BID ICT Stay Well	0.000	7.083	6.431	21.879
Microsoft Cloud Navigator	0.038	0.000	0.000	0.000
<b>Information Services Total</b>	<b>10.917</b>	<b>11.976</b>	<b>7.174</b>	<b>21.879</b>
<b>RESOURCES TOTAL</b>	<b>71.697</b>	<b>57.085</b>	<b>14.321</b>	<b>31.574</b>



## Annex 9 – Capital Programme 2024/25 to 2030/31

Scheme name	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m
<b>Highways &amp; Transport</b>				
Churchyards & Cemeteries	0.000	0.028	0.000	0.000
Parking Contactless Machines	0.260	0.120	0.000	0.000
Fleet Vehicles	2.780	2.221	1.599	9.604
Highway flooding prevention and Land Drainage schemes	0.000	0.000	0.000	0.000
Integrated Transport	2.508	1.781	1.781	5.343
Local Highways and Footpath Improvement Groups	1.441	0.800	0.800	2.400
Structural Maintenance & Bridges	20.727	16.139	16.139	48.417
Drainage Improvements	0.815	0.000	0.000	0.000
Major Road Network M4 Junction 17	1.600	1.547	24.214	0.000
A338 Salisbury Junction Improvements MRN	1.915	0.000	0.000	0.000
A350 Chippenham Bypass (Ph 4&5) MRN	14.999	12.487	0.000	0.000
A3250 Melksham Bypass LLM - Full Scheme	3.186	9.526	6.516	216.609
Safer Roads Fund - A3102	4.450	1.730	0.000	0.000
Highway Investment Plan	7.000	3.000	0.000	0.000
Central Area Depot & Strategy	6.243	10.483	11.144	4.457
<b>Highways &amp; Transport Total</b>	<b>67.924</b>	<b>59.862</b>	<b>62.193</b>	<b>286.830</b>
<b>Economy &amp; Regeneration</b>				
Chippenham Station HUB	0.000	0.109	0.000	0.000
Corsham Mansion House	0.000	0.047	0.000	0.000
River Park	0.000	0.000	0.000	0.000
Salisbury Future High Streets	5.781	0.000	0.000	0.000
Trowbridge Future High Streets	5.322	0.764	0.000	0.000
UK Shared Prosperity Fund Projects	1.512	1.500	0.000	0.000
Carbon Reduction Projects	0.009	0.009	0.009	0.000
Wiltshire Ultrafast Broadband	1.010	0.000	0.000	0.000
Wiltshire Online	0.128	0.097	0.000	0.000
<b>Economy &amp; Regeneration Total</b>	<b>13.762</b>	<b>2.526</b>	<b>0.009</b>	<b>0.000</b>
<b>Environment</b>				
Waste Services	1.765	1.684	0.684	1.317
BID AIR QUALITY EQT	0.095	0.000	0.000	0.000
HUG 2 Grant	3.088	0.000	0.000	0.000
<b>Environment Total</b>	<b>4.948</b>	<b>1.684</b>	<b>0.684</b>	<b>1.317</b>
<b>Leisure Culture &amp; Communities</b>				
Area Boards Grants	0.400	0.400	0.400	1.200
Community Projects	0.000	0.400	0.000	0.000
Fitness Equipment for Leisure Centres	1.070	0.760	0.485	0.085
Libraries - Self Service	0.250	0.169	0.000	0.000
Trowbridge Leisure Centre	0.800	15.170	7.300	1.000
Leisure Requirements	3.041	7.097	0.000	0.000
History Centre Reception and Performing Arts Library	0.070	0.000	0.000	0.000
<b>Leisure Culture &amp; Communities Total</b>	<b>5.631</b>	<b>23.996</b>	<b>8.185</b>	<b>2.285</b>
<b>PLACE TOTAL</b>	<b>92.265</b>	<b>88.068</b>	<b>71.071</b>	<b>290.432</b>
<b>Capital Programme General Fund Total</b>	<b>210.008</b>	<b>192.774</b>	<b>101.028</b>	<b>347.861</b>
<b>Housing Revenue Account</b>				
HRA - Council House Build Programme (Phase 2)	0.234	0.000	0.000	0.000
HRA - Council House Build Programme (Phase 3.1)	3.940	3.940	0.000	0.000
HRA - Council House Build Programme (Phase 3.2)	5.070	3.154	0.000	0.000
HRA - Council House Build Programme (Phase 3.3)	7.951	6.494	0.000	0.000
HRA - Council House Build Programme (Phase 3.4)	8.612	8.418	0.000	0.000
HRA - Council House Build Programme (Phase 3.5)	0.000	16.595	23.473	60.676
HRA - Council House Build Programme (Phase 3.6)	0.000	2.443	0.000	0.000
HRA - Refurbishment of Council Stock	19.302	16.192	14.832	64.258
HRA - Highways Road Adoptions	0.550	0.540	0.500	2.600
<b>Housing Revenue Account Total</b>	<b>45.659</b>	<b>57.776</b>	<b>38.805</b>	<b>127.534</b>
<b>Capital Programme General Fund and Housing Revenue Account Total</b>	<b>255.667</b>	<b>250.550</b>	<b>139.833</b>	<b>475.395</b>

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## **Appendix 2 – Capital Strategy 2024/25**

1. This report presents the Capital Strategy for 2024/25 which sets out the proposed Capital Programme for 2024/25 with future years projected to 2030/31.
2. The Capital Strategy is an annual requirement that must be approved by Full Council.
3. The purpose of the Capital Strategy is to clearly set out the priorities and framework within which Wiltshire Council determines its resourcing priorities for capital investment, decides the level of borrowing, the affordability of the borrowing and sets the level of the risk appetite.

### **BACKGROUND**

4. The Prudential Code for Capital Finance in Local Authorities (2017) introduced a new requirement for Local Authorities to prepare an annual Capital Strategy to be authorised by Full Council.
5. The purpose of the Capital Strategy is to clearly set out the priorities and framework within which Wiltshire Council determines its resourcing priorities for capital investment, decides the level of borrowing, the affordability of the borrowing and sets the level of the risk appetite.
6. The Prudential Code sets out that the Capital Strategy is intended to give a high level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services along with an overview of how associated risk is managed and the implications for future sustainability.
7. The Capital Strategy does not duplicate more detailed policies, procedures or plans; it is intended to sit above and reference these to allow those seeking more detail to know where to find it.
8. Capital Expenditure is defined within the Chartered Institute of Public Finance and Accountancy's (CIPFA) Accounting Code of Practice as; Expenditure that results in the acquisition, construction, or the enhancement of non-current assets (tangible or intangible) in accordance with proper practices. All other expenditure must be accounted for as revenue expenditure unless specifically directed by the Secretary of State.

### **CAPITAL EXPENDITURE**

#### **Capital Programme**

9. The Capital Programme is approved by Full Council. The proposed Capital Programme 2024/25 to 2030/31 is attached in Appendix 1, annex 9, and totals £1,121.445m. A summary position is set out in the tables below for both the capital spend and how it is planned to be financed.

10. The Capital Programme sets out the capital projects that the council plans to invest in over the next 7 years from 2024/25 to 2030/31; the amount of budget per project per year and the indicative sources of funding.

	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m	Total Budget £m
Corporate Director - People	46.046	47.621	15.636	25.855	135.158
Corporate Director - Resources	71.697	57.085	14.321	31.574	174.677
Corporate Director - Place	92.265	88.068	71.071	290.432	541.836
<b>Total General Fund</b>	<b>210.008</b>	<b>192.774</b>	<b>101.028</b>	<b>347.861</b>	<b>851.671</b>
Housing Revenue Account	45.659	57.776	38.805	127.534	269.774
<b>Total Capital Programme</b>	<b>255.667</b>	<b>250.550</b>	<b>139.833</b>	<b>475.395</b>	<b>1,121.445</b>

Grants	82.846	71.114	51.779	255.113	460.852
Other Contributions	0.986	-	-	32.090	33.076
S106 Contributions	2.323	4.004	-	-	6.327
CIL Contributions	5.927	12.412	4.703	4.917	27.959
HRA	45.659	57.776	38.804	127.534	269.773
Capital Receipts	2.532	0.250	0.250	0.750	3.782
Stone Circle Loans	18.335	16.519	4.119	0.612	39.585
Borrowing Funded by Revenue Savings	9.180	-	-	-	9.180
Borrowing	87.879	88.475	40.178	54.379	270.911
<b>Total Funding</b>	<b>255.667</b>	<b>250.550</b>	<b>139.833</b>	<b>475.395</b>	<b>1,121.445</b>

11. The Capital Programme has been reviewed by the Capital Investment Programme Board. This officer governance process provides oversight across the programme and alignment with the Business Plan priorities. This governance also provides additional challenge to ensure all figures are validated and profiled realistically, in consultation with Capital Project leads where necessary, as the council has seen over-confidence with the deliverability of the scale of the programme that has been set previously in any given year. Profiling of the programme is critical not only to ensure deliverability but also due to the funding assumptions for those that impact revenue are realistic.
12. The revenue impact of financing capital investments are twofold; external interest payable and Minimum Revenue Provision (MRP). For the proposed capital programme 2024/25 to 2030/31 these have been factored into the 2024/25 revenue budget setting process and MTFS.
13. In setting the Capital Programme, the council will consider projects that can generate new or additional future on-going income revenues to replace reducing grant funding and enable services that are required by the community to be provided. Opportunities will also be explored to develop new ways of relieving future pressures. These projects will meet wider council priorities for example support economic activity, development or regeneration so will not be purely for yield.
14. The council will look to maximise opportunities to secure external funds and work with partners, both private and other government agencies, to increase the overall level of investment within Wiltshire to support priorities and economic development.

## People (£135.158m in the period 2024/25-2030/31)

Scheme name	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m
<b>Adults</b>				
Sensory Stimulation & Development Play Equipment	0.000	0.015	0.000	0.000
Disabled Facilities Grants	4.197	6.414	3.472	9.000
<b>Adults Total</b>	<b>4.197</b>	<b>6.429</b>	<b>3.472</b>	<b>9.000</b>
<b>Education &amp; Skills</b>				
Access and Inclusion	0.165	0.100	0.100	0.300
Basic Need	13.469	12.991	0.400	1.200
Stonehenge School Replacement of Lower Block	0.303	0.000	0.000	0.000
Devolved Formula Capital	0.500	0.500	0.500	1.500
Schools Maintenance & Modernisation	7.099	9.655	6.805	11.855
BID backlog Maintenance	2.000	2.000	2.000	2.000
Early Years & Childcare	1.212	0.000	0.000	0.000
Early Years Buildings	0.468	0.330	0.210	0.000
BID Canons House	0.750	2.650	0.100	0.000
Silverwood Special School	9.103	2.235	0.049	0.000
BID SEND - High Needs	4.000	4.000	2.000	0.000
High Needs Provision Capital Allowance	1.700	6.615	0.000	0.000
<b>Education &amp; Skills Total</b>	<b>40.769</b>	<b>41.076</b>	<b>12.164</b>	<b>16.855</b>
<b>Families &amp; Children's Service</b>				
Childrens Homes	1.080	0.116	0.000	0.000
<b>Families &amp; Children's Total</b>	<b>1.080</b>	<b>0.116</b>	<b>0.000</b>	<b>0.000</b>
<b>PEOPLE TOTAL</b>	<b>46.046</b>	<b>47.621</b>	<b>15.636</b>	<b>25.855</b>

15. The Disabled Facility programme is funded by government grant and is forecast to be £23.083m across this capital programme period. This programme enables vulnerable individuals to remain in their homes through means tested adaptations.
16. We want to give the children of Wiltshire the best start in life as it is a fundamental part of improving their long-term life chances and affords them the best opportunity to live long, full and healthy lives as well as supporting the Business Plan priority principle of Empowering People. Wiltshire invests in Early Years and Schools to ensure places are available, offering choice and inclusivity and ensuring buildings are in a good condition and provide the right environment for learning and to keep children safe.
17. Included within the programme are significant schemes that cover the planned maintenance of Wiltshire schools from roof replacements to heating systems, that help support the council's commitment to carbon neutrality. Other schemes provide for expansions and new schools as well as ensuring facilities are accessible for pupils with additional needs. Schools Basic Need ensures that there are enough school places for children in their local area.
18. As part of 2024/25 budget setting additional investment of £8m has been added to the programme. This additional funding is to manage backlog maintenance and mitigate further decline.
19. The Budget Report 2024/25 Appendix 3 provides the full detail of the projects included under the Schools Capital programme.

20. The Silverwood and SEND Special School capacity and alternative provision programmes builds upon the success in 2022/23 when 132 Resource Base and Special School places were created. The programme team will deliver significant additional places from September 2023 for learners with SEND. A new school building will be delivered at the Silverwood Rowde campus near Devizes.
21. In recognition of rising national need for specialist places, the Department for Education (DfE) have provided annual High Need capital grants – of varying amounts since 2018/19 to facilitate creation and expansion of Special School and Resource Base provision. An additional £10m from 2024/25 to 2026/27 in lieu of any Higher Needs Places Allocation grant. This was approved by Cabinet in December 2023. This funding supports the proposals in the draft Safety Valve plan and delivery of the plan is dependent on the creation of additional places included in the proposal.
22. An additional £3.500m for an extension to Canons House respite Centre in Devizes has been included to develop a ground floor fully accessible annex for children and young people who are wheelchair users. Canons House is a respite childrens home that supports families by providing overnight short breaks for children and young people with profound and multiple learning difficulties and complex health needs.

## Resources (£174.677m in the period 2024/25-2030/31)

Scheme name	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m
<b>Finance</b>				
Evolve Project	2.637	0.000	0.000	0.000
<b>Finance Total</b>	<b>2.637</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Assets</b>				
Capital Receipt Enhancement	0.587	0.000	0.000	0.000
Depot & Office Strategy	3.061	0.000	0.000	0.000
Facilities Management Operational Estate	3.885	4.135	2.778	8.333
Gypsies and Travellers Projects	0.600	0.600	0.000	0.000
Porton Science Park	0.487	0.000	0.000	0.000
Health and Wellbeing Centres - Live Schemes	1.638	0.000	0.000	0.000
Property Carbon Reduction Programme	2.965	2.000	0.000	0.000
Park & Ride Solar Panel Canopies	1.467	1.467	0.000	0.000
Facilities Management Investment Estate	0.500	0.250	0.250	0.750
Social Care Infrastructure & Strategy	0.000	0.634	0.000	0.000
Salisbury Resource Centre	0.825	0.000	0.000	0.000
South Chippenham	0.300	0.050	0.000	0.000
Housing Acquisitions	21.426	17.754	0.000	0.000
Short Term Depot Provision	2.067	1.700	0.000	0.000
<b>Assets &amp; Commercial Development Total</b>	<b>39.808</b>	<b>28.590</b>	<b>3.028</b>	<b>9.083</b>
<b>Capital Loans</b>				
Stone Circle Housing Company Loan	13.335	11.519	0.119	0.612
Stone Circle Development Company Loan	5.000	5.000	4.000	0.000
<b>Capital Loans Total</b>	<b>18.335</b>	<b>16.519</b>	<b>4.119</b>	<b>0.612</b>
<b>Information Services</b>				
ICT Applications	5.021	2.181	0.000	0.000
ICT Business as Usual	1.465	1.442	0.342	0.000
ICT Other Infrastructure	0.647	0.545	0.201	0.000
ICT Get Well	3.746	0.725	0.200	0.000
BID ICT Stay Well	0.000	7.083	6.431	21.879
Microsoft Cloud Navigator	0.038	0.000	0.000	0.000
<b>Information Services Total</b>	<b>10.917</b>	<b>11.976</b>	<b>7.174</b>	<b>21.879</b>
<b>RESOURCES TOTAL</b>	<b>71.697</b>	<b>57.085</b>	<b>14.321</b>	<b>31.574</b>

23. The council's Asset Management Plans set out the approach to managing the council's land and property assets. The council has asset management policy frameworks which support the overall approach of managing assets by portfolio and include areas such as disposals and acquisitions, as well as active management of the council's operational, commercial, and rural estate. These assets support all 4 Business Plan priorities.
24. The council continues to focus on the most efficient use of its buildings, which includes sharing space. The council is moving to a market rent position for its tenants and has implemented a third party charging policy.
25. Wiltshire Council is on the path to meet its carbon neutral commitment and included within the programme are schemes and projects for the estate that will assist with this. These projects include lighting upgrades, PV installations, upgraded air handling units and installation of air source heat pumps.

26. £0.715m investment has been added to the programme for essential works to electrical supply and infrastructure at County Hall.
27. 2024/25 represents the last financial year for the existing approved ICT investment programme and a new six year investment programme, totalling over £35m, is being included in this budget. The investment programme will span 2025/26 to 2030/31 and will ensure the Councils ICS infrastructure is secure while delivering projects and transformation.
28. Around £16m of the investment over the 5 years will be on core ICT infrastructure, security improvements and a rolling programme of replacement equipment for the whole council e.g. laptops, smartphones and hybrid technology. Circa £15m of the investment will be the capitalisation of ICT staff directly involved in the delivery of schemes and projects, with the remaining spend, over £4m, being spent on upgrades or replacement of line of business applications e.g. revenues and benefits.
29. Stone Circle Housing and Development companies were established in 2019 to meet a range of Wiltshire's strategic housing needs and undertake residential development, predominantly on council owned land to ensure these needs are met while increasing the potential return to the council.
30. The aim of Stone Circle Housing Company is to meet a range of strategic housing needs facing the council that cannot easily be addressed by the council's current approaches. Accommodation to meet the needs of specific vulnerable households in a timely manner from the existing housing stock in Wiltshire is not a priority for the council's registered provider partners. The council procures accommodation for homeless households that is costly and the quality and cost could be improved by private rented sector accommodation provided by a local housing company. The Stone Circle Business Plan aims to purchase 250 properties by 2025. Stone Circle is also able to provide other accommodation to meet specific council service need.
31. The council has a successful programme of asset disposal. Over the next three years the council estimates that it may be able to offer to the market sites capable of residential development which, subject to planning permission could deliver over 500 units of accommodation. The council has established Stone Circle Development Company to enable the strategic housing needs across the county to be better met while increasing the potential return that could be generated from the developments.
32. Improving housing supply is critical for ensuring people can live and work locally and play an active part in their community. We want to ensure that residents have easy access to high quality and affordable housing that's close to their family, that's right for them and in beautiful places.
33. The total budget for these schemes across this capital programme period is £39.585m and will be financed by external borrowing which will be funded by returns from the Stone Circle Housing and Development companies.



## Place (£541.836m in the period 2024/25-2030/31)

Scheme name	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m
<b>Highways &amp; Transport</b>				
Churchyards & Cemeteries	0.000	0.028	0.000	0.000
Parking Contactless Machines	0.260	0.120	0.000	0.000
Fleet Vehicles	2.780	2.221	1.599	9.604
Highway flooding prevention and Land Drainage schemes	0.000	0.000	0.000	0.000
Integrated Transport	2.508	1.781	1.781	5.343
Local Highways and Footpath Improvement Groups	1.441	0.800	0.800	2.400
Structural Maintenance & Bridges	20.727	16.139	16.139	48.417
Drainage Improvements	0.815	0.000	0.000	0.000
Major Road Network M4 Junction 17	1.600	1.547	24.214	0.000
A338 Salisbury Junction Improvements MRN	1.915	0.000	0.000	0.000
A350 Chippenham Bypass (Ph 4&5) MRN	14.999	12.487	0.000	0.000
A3250 Melksham Bypass LLM - Full Scheme	3.186	9.526	6.516	216.609
Safer Roads Fund - A3102	4.450	1.730	0.000	0.000
Highway Investment Plan	7.000	3.000	0.000	0.000
Central Area Depot & Strategy	6.243	10.483	11.144	4.457
<b>Highways &amp; Transport Total</b>	<b>67.924</b>	<b>59.862</b>	<b>62.193</b>	<b>286.830</b>
<b>Economy &amp; Regeneration</b>				
Chippenham Station HUB	0.000	0.109	0.000	0.000
Corsham Mansion House	0.000	0.047	0.000	0.000
River Park	0.000	0.000	0.000	0.000
Salisbury Future High Streets	5.781	0.000	0.000	0.000
Trowbridge Future High Streets	5.322	0.764	0.000	0.000
UK Shared Prosperity Fund Projects	1.512	1.500	0.000	0.000
Carbon Reduction Projects	0.009	0.009	0.009	0.000
Wiltshire Ultrafast Broadband	1.010	0.000	0.000	0.000
Wiltshire Online	0.128	0.097	0.000	0.000
<b>Economy &amp; Regeneration Total</b>	<b>13.762</b>	<b>2.526</b>	<b>0.009</b>	<b>0.000</b>
<b>Environment</b>				
Waste Services	1.765	1.684	0.684	1.317
BID Air Quality Eq	0.095	0.000	0.000	0.000
HUG 2 Grant	3.088	0.000	0.000	0.000
<b>Environment Total</b>	<b>4.948</b>	<b>1.684</b>	<b>0.684</b>	<b>1.317</b>
<b>Leisure Culture &amp; Communities</b>				
Area Boards Grants	0.400	0.400	0.400	1.200
Community Projects	0.000	0.400	0.000	0.000
Fitness Equipment for Leisure Centres	1.070	0.760	0.485	0.085
Libraries - Self Service	0.250	0.169	0.000	0.000
Trowbridge Leisure Centre	0.800	15.170	7.300	1.000
Leisure Requirements	3.041	7.097	0.000	0.000
History Centre Reception and Performing Arts Library	0.070	0.000	0.000	0.000
<b>Leisure Culture &amp; Communities Total</b>	<b>5.631</b>	<b>23.996</b>	<b>8.185</b>	<b>2.285</b>
<b>PLACE TOTAL</b>	<b>92.265</b>	<b>88.068</b>	<b>71.071</b>	<b>290.432</b>

34. Wiltshire invests in its infrastructure. This includes the resurfacing of roads, reactive patching, surface dressing, drainage and pothole repairs and Real Time Passenger Information. This is funded by a combination of external grants from central government, borrowing and developer contributions.
35. An additional investment of £9.203m has been included for the replacement of fleet vehicles from 2026/27 to 2029/30. This was recommended by cabinet earlier this financial year to be approved by Full Council for phase 2 and 3. Engine types have

been identified to ensure climate impacts are minimised, whilst delivering business continuity resilience.

36. In addition Waste Near Term Vehicle Replacement £0.872m has been added to the programme for the replacement of waste vehicles. This is an increase to the existing programme to replace older vehicles.
37. An additional investment of £37.928m for delivery of a new central area strategic depot at Melksham while ensuring all remaining depots remain compliant. This will be funded by £1.870m capital receipts and £36.058m borrowing. This funding covers £32.619m for the depot and £5.309m to cover the immediate term requirements across central, south and north existing sites to cover health and safety, operational and resilience work. This allows for a 10% contingency and inflationary uplifts.
38. The council secured Department for Levelling Up, Housing and Communities (DLUHC) grant funding in 2022/23 for Future High Streets and combined with a local contribution will deliver projects in Trowbridge and Salisbury.
39. Salisbury Future High Streets budget of £5.781m for this period will focus on the Station Forecourt and Fisherton Street in Salisbury. This will enhance the public realm and improve accessibility to make it easier, safer, and more convenient to travel into the city centre.
40. Trowbridge Future High Streets budget of £6.086m, will deliver a range of projects aiming to strengthen the sustainability of Trowbridge Town centre by creating a more diverse offer and increasing footfall. Ensuring this long-term sustainability involves maximising the use of some key buildings, bringing vacant retail units back into use, as well as improving connectivity, the public realm and active travel opportunities within the town centre.
41. Waste Services requires an addition investment of £0.479m for the purchase of specialist shredding equipment that will provide the necessary infrastructure to minimise the amount of residual waste currently sent to landfill.
42. Waste Services also requires investment for £0.149m to purchase specialist large (1,100 litre capacity) wheeled bins for mixed dry recycling collections from properties that use communal recycling bins. These new bins will reduce contamination in recycling and will improve the quantity and quality of materials collected.
43. An additional investment of £0.095m is required for the provision of new real time monitoring equipment to improve data collection regarding emissions in Westbury.
44. In February 2022 there was a major landslip which resulted in the B4069 Lyneham Banks being severely damaged and having to be temporarily closed to traffic. It has had to remain closed because of the extensive damage. A total of £5.000m capital funding has been agreed to allow Wiltshire council to meet its duty as Highway Authority to repair the road. The design of the scheme is being finalised and going out to tender and it is intended that the outcome of the procurement exercise will go to cabinet in April 2024 with works to be completed late 2024/early 2025.

## Housing Revenue Account (£269.774m in the period 2024/25-2030/31)

Scheme name	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m
<b>Housing Revenue Account</b>				
HRA - Council House Build Programme (Phase 2)	0.234	0.000	0.000	0.000
HRA - Council House Build Programme (Phase 3.1)	3.940	3.940	0.000	0.000
HRA - Council House Build Programme (Phase 3.2)	5.070	3.154	0.000	0.000
HRA - Council House Build Programme (Phase 3.3)	7.951	6.494	0.000	0.000
HRA - Council House Build Programme (Phase 3.4)	8.612	8.418	0.000	0.000
HRA - Council House Build Programme (Phase 3.5)	0.000	16.595	23.473	60.676
HRA - Council House Build Programme (Phase 3.6)	0.000	2.443	0.000	0.000
HRA - Refurbishment of Council Stock	19.302	16.192	14.832	64.258
HRA - Highways Road Adoptions	0.550	0.540	0.500	2.600
<b>Housing Revenue Account Total</b>	<b>45.659</b>	<b>57.776</b>	<b>38.805</b>	<b>127.534</b>

45. The Housing Revenue Account is overseen by the Housing Board. The Board is responsible for setting the vision and strategic direction of the service. It is appointed to by the Service and the term of office is linked to the local government cycle. The board has to be reappointed every 4 years at a minimum. The Wiltshire Housing Board is a 9-person board comprising 3 independent members, 3 resident members and 3 councillor members. Officers report regularly to the board to provide assurance on the adequacy and effectiveness of running the service. There is a separate HRA budget report for 2024/25 financial year detailing the HRA capital programme.
46. The Council House Build Programme is aligned to the remodelled Housing Revenue Account (HRA) business plan 2021-2051 that was approved by Cabinet in January 2021. The 30-year business plan aims to deliver a substantial increase in the amount of money available to be invested in capital works on existing dwellings and to deliver new housing to replace properties that have been sold under the Government's Right to Buy scheme and to address housing need. This Business Plan is reported, approved, and monitored through the Housing Board. A revised plan will be brought to Cabinet in 2023/24 for approval to reflect the significant changes in inflation and report on the financial implications of these changes.
47. The total budget for the New Build programme over the period is £151.000m and will be funded by a mixture of grants & contributions, HRA capital receipts or by the HRA, either directly or via external borrowing (funded by the HRA). The aim of the Business Plan is to deliver carbon zero new builds and investment in all existing stock to achieve energy performance rating B.
48. The Refurbishment of Council Stock programme is for the cyclical repairs and maintenance on the council's housing stock e.g. bathrooms, kitchens, roofs boilers etc. This also includes the work to improve the Energy Efficiency of the Council's Housing Stock. The total budget for this scheme over the period is £114.584m.

## Capital Financing

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

Funding	2024/25 Budget £m	2025/26 Budget £m	2026/27 Budget £m	Future Years Budgets £m	Total Budget £m
Grants	82.846	71.114	51.779	255.113	460.852
Other Contributions	0.986	-	-	32.090	33.076
S106 Contributions	2.323	4.004	-	-	6.327
CIL Contributions	5.927	12.412	4.703	4.917	27.959
HRA	45.659	57.776	38.804	127.534	269.773
Capital Receipts	2.532	0.250	0.250	0.750	3.782
Stone Circle Loans	18.335	16.519	4.119	0.612	39.585
Borrowing Funded by Revenue Savings	9.180	-	-	-	9.180
Borrowing	87.879	88.475	40.178	54.379	270.911
<b>Total Funding</b>	<b>255.667</b>	<b>250.550</b>	<b>139.833</b>	<b>475.395</b>	<b>1,121.445</b>

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

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

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

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

54. **Borrowing (funded by revenue savings in service)** – This is where a scheme is in the Capital Programme to be funded by borrowing but it is anticipated that revenue savings or income generation arising from the capital investment will be utilised to fund the costs of borrowing.

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

### **Capitalisation**

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

### **KNOWLEDGE AND SKILLS**

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

#### **Consultants**

61. The council will use external consultancy services where there is a requirement to do so. A contract is in place for Treasury Management advice which includes advice on borrowing.

## **Training**

62. In order to ensure that members and Statutory Officers have appropriate capacity and skills regarding their involvement in the investment decision making the following steps are required:
- Training given to Members in all aspects of the Statutory Guidance, the assessment of individual investments and risk.
  - Technical training given to Statutory Officers and those officers negotiating commercial deals in the technical fields of investment evaluation and requirements of the statutory guidance and prudential code.
  - Briefings to members of the relevant committees in advance of any investment decision making prior to a decision being brought forward to the committee covering all aspects of the assessment as well as the strategic fit.
63. The Corporate Governance arrangements around decisions on non-financial investments will follow the rigour of our normal committee arrangements. The relevant Cabinet Members will be fully briefed in terms of the full details of the assessment including external advisor reports. Scrutiny will review all such individual decisions in advance of a Cabinet decision.

## **Financial Implications**

64. These have been examined and are implicit throughout the report.
65. The revenue implications (Minimum Revenue Provision and External Interest) of funding the capital programme have been estimated and have been included in the council's 2024/2025 revenue budget setting report as well as in the Medium-Term Financial Strategy.

## **Workforce Implications**

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

1. This appendix sets out investment to improve the condition of maintained schools and expansion of mainstream schools. Investment in special school places and resource bases is not included here.
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 military moves. The Council also has responsibilities for the effective management and maintenance of the Councils schools' estate (community, foundation and voluntary controlled schools only). Schools need to be fit for purpose and safe for all site users.

### Background

3. The Council receives annual capital funding allocations from the Department for Education (DfE) for basic need (new places) and condition (school 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)). All other day to day maintenance works and low level cost works are the schools' responsibility funded from their delegated or devolved funds.

It should be noted that the LA has not yet received confirmation of DfE maintenance funding for 2024/25 onwards. We are therefore assuming that funding for 2024/25 onwards will be consistent with this years' allocation.

The figures shown in Table 1 below, include the estimated DfE allocations and slippage from previous years on current schemes. Since 2020/21 the Council has been funding an additional £1m per year of capital funding to supplement the DfE grant for school maintenance. A capital bid has been submitted to increase this to £3m per year from 2024/25. This appendix assumes that the bid will be approved. This additional funding is essential to stem the decline of the school building stock and enable some of the historical backlog of works to be addressed.

Full Council in Feb 2020 also approved £100k a year over the next ten years to support the admission of pupils with disabilities to schools. This will fund ramps, handrails, accessible toilets and similar works to mainstream schools to support inclusion.

**Table 1 – Capital Funding for Schools (£m)**

Description	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	2028/29 £m	2029/30 £m	Total £m
Basic Need	13.469	12.991	0.400	0.400	0.400	0.400	<b>28.060</b>
Maintenance and Modernisation *	9.099	11.655	8.805	8.805	2.550	2.500	<b>43.414</b>
Replacement of Lower School, Stonehenge	0.303	0.000	0.000	0.000	0.000	0.000	<b>0.303</b>
Access and Inclusion	0.165	0.100	0.100	0.100	0.100	0.100	<b>0.665</b>
<b>Total £m</b>	<b>23.036</b>	<b>24.746</b>	<b>9.305</b>	<b>9.305</b>	<b>3.050</b>	<b>3.000</b>	<b>72.442</b>

\*Includes £2m per annum of funding that is pending the approval of a capital bid

- 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. These are only included in the figures above where projects using Section 106 or CIL allocations are already approved and underway.

### **Main Considerations for the Council**

#### Additional Pupil Places

- 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, military moves have a significant impact.
- Three projects to provide additional school places have completed during 2023/24 at The Clarendon Academy, Bishops Cannings Church of England Primary School and Forest and Sandridge Church of England Primary School. Two other projects are currently under construction at Porton St Nicholas Primary School and St Peter's Primary CE Primary Academy in Salisbury. The significant expansion of Kingdown School and Abbeyfield School are awaiting planning consent and feasibility work is commencing on the expansion of Sarum Academy. All of these projects have been approved by Cabinet in previous years. There are no new expansion projects requiring approval at this time.
- A small number of new projects that have been identified as a priority that now require approval and inclusion within the programme. They will be partly funded by S106 developer contributions specific to the schools concerned. No additional Council funding is sought for these projects, approval is sought only to allocate existing funding as shown in Table 2 to the schemes below.



### Replacement of poor quality accommodation

8. The Strategic Assets and Facilities Management Service identified that the lower school block at Stonehenge school required complete replacement. The building is end of life, in very poor condition and beyond economical repair. Construction on the replacement block completed for September 2023 and work is now underway on the demolition of the old block.
9. The replacement of poor condition mobiles and prattens is now included as an objective in the Council's Business Plan. Council capital funding to replace these old blocks was secured last year. Projects to replace old mobiles with new permanent accommodation have already been completed at Holbrook Primary School and Studley Green Primary School. Design work is already underway on the replacement of three mobiles at The Grove Primary School. This project will be combined with the creation of a new Resource Base with that element funded by the High Needs Capital Grant. A feasibility study will also commence shortly for Frogwell Primary School where it is hoped that internal remodelling and refurbishment will enable the demolition of old mobiles and prattens. Approval for this scheme is sought below.
10. The Council has also notified several other schools that they will be included in the mobile replacement programme but will need to await funding in subsequent years. Should any of these blocks need to be replaced with more urgency, approval is also sought to allow feasibility and design work to be approved under the delegated authority of the Director of Children's Services where these further projects are identified as high priority.

**Table 3 : New Mobile/Pratten replacement project/s requiring approval**

School	Project	Status	Requiring allocation approval £m
Grove Primary School	Replacement of one double and two single mobiles. This project was approved last year but the £2m allocated will now not be sufficient. The project has been expanded to include a new resource base funded by High Needs Capital Funding.	Planning application to be submitted early 2024. Works to commence on site summer 2024.	Additional allocation of £0.5m from High Needs Capital Budget.
Frogwell Primary School	Feasibility study and site surveys only at this stage – project aim is to determine whether significant internal reorganisation would enable	Not started	£0.2m

	demolition of old mobiles and prattens.		
Various	Commencement of design work only on other schemes identified as high priority.	Not started	£0.25m
<b>Total</b>			<b>£0.950m</b>

### Maintenance

11. 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.
12. In February 2023, 33 planned maintenance projects were approved to proceed by Cabinet, these are now largely complete. In addition to these planned maintenance works, a contingency is held to address emergency reactive works required during the year to keep schools safe and open. Over 50 projects costing over £5k each have therefore also been completed since 1 April 2023.
13. The school condition backlog currently stands at £22.500m, (up from £15.6m in 2022/23) and continues to grow despite continued investment. Condition surveys are updated on a 5-year rolling programme and each new survey identifies additional works as the school estate ages and the cost of works increases with inflation. In order to prevent continued growth in the backlog, a capital bid for an additional £2m per annum for the next 4 years has been submitted. This would bring funding to the levels shown in table 1 above.
14. The new planned maintenance schemes recommended for inclusion in the 2024/25 programme of work total an estimated £3.9m and assume approval of the capital bid. If this funding is not approved, £2m of the works listed below would be delayed until 2025/26. A total of £1.1m would be held for emergency works and as contingency. The priority schemes are shown in Table 4 below, approval is sought to proceed with these projects.

#### **Table 4 : New school maintenance projects requiring approval**

(Costs include direct fees and charges associated with work planned, including any necessary asbestos removal).

<b>School</b>	<b>Type of Maintenance Works</b>	<b>Est Cost £</b>
Christchurch Primary School	Minor roofing and sanitary works	£30,100

Bratton Primary	Various including electrical updates and roof refurbishment.	£67,200
Devizes Downlands	Various including electrical maintenance, roof work, stair and floor repairs, internal refurbishments.	£208,700
Nursteed Primary	Various including mechanical system overhaul and floor and stair renovations.	£121,200
Horningsham		£9,300
Churchfields Monkton Farleigh	Roofing and minor internal works.	£26,300
Silverwood (Rowde)	Various including electrical and mechanical maintenance, roof work, extensive floor and stair repairs.	£116,000
Silverwood (Trowbridge)	Various including electrical works, roofing, and internal works.	£113,200
Staverton Primary	Electrical upgrade, minor roofing and internal works.	£16,200
Sutton Veny Primary		£5,200
Holbrook Primary	Various minor works to electrics, roof and internals.	£17,100
Newtown Primary		£3,200
Paxcroft Primary	Major roofing projects, minor electrics and internal works.	£208,800
Walwayne Court Primary	Electrical improvements, mechanical updates, roof repairs, internal works.	£71,100
Urchfont Primary	Major electrical system enhancements, minor roof and internal works.	£43,100
Minster Primary	Mechanical system maintenance, roofing repairs, and internal works.	£13,500

Princecroft Primary	Electrical updates, mechanical system overhaul, minor roofing and internal works.	£79,100
Sambourne Primary		£4,200
Bitham Brook Primary	Mechanical works, major roofing projects, internal works.	£158,300
Westbury Junior	Various minor works including electrical and mechanical repairs, roofing and internal works.	£20,900
Westbury Infants		£3,600
Westbury Leigh Primary		£8,900
Matravers Secondary	Electrical and mechanical works, roof replacement and internal works.	£84,600
Hilperton Primary	Electrical and various internal works.	£33,100
Five Lanes Primary	Toilet refurbishments	£77,600
Ashton Keynes Primary	Various minor works	£9,900
Broad Hinton Primary	Various minor works	£9,900
Broad Town Primary	Roof works and various minor works	£15,800
Calne Priestley Primary	Mechanical works and various minor works	£85,500
Charter Primary	Roof works and various minor works	£23,800
Frogwell Primary	Electrical works, roofing and various internal works	£78,300
Kings Lodge Primary	Mechanical and electrical and various minor works	£23,400
Monkton Park Primary	Minor works	£1,600
Redland Primary	Roof replacement	£162,000
St Paul's Primary	Various minor works	£8,200
Colerne Primary	Sanitary services upgrade and internal works	£70,200

Cricklade St Sampson's Primary	Electrical and mechanical works	£116,000
Crudwell Primary	Electrical, mechanical and internal works	£43,600
Hilmarton Primary	Various minor works and roofing	£19,200
Hullavington Primary	Various internal works	£16,200
Kington St Michael Primary	Minor roof works	£13,200
Lacock Primary	Internal works and toilet refurbishments	£72,400
Luckington Primary	Various minor works	£13,800
Lyneham Primary	Various minor works	£15,300
Minety Primary	Roof replacement	£73,300
Oaksey Primary	Various minor works	£4,500
Preshute Primary	Various minor works	£8,800
Ramsbury Primary	Various minor works	£3,300
Royal Wootton Bassett Infants	Various minor works	£1,200
Sherston Primary	Electrical works, windows and doors.	£28,500
Silverwood (Chippenham)	Various minor works, toilet refurbishments	£48,600
Wootton Bassett Longleaze Primary	Electrical and flooring works	£98,400
Brinkworth Earl Danby's CE Primary School (Lower)	Various minor works	£4,000
Brinkworth Earl Danby's CE Primary School (Upper)	Various minor works	£1,300
Collingbourne CE Primary School	Various minor works	£2,800
Durrington CE VC Junior School	Roofing, toilet refurbishments	£134,300
Gomeldon Primary School	Fencing	£53,300
Ludgershall Castle Primary School	Roofing	£71,100
Mere Primary School	Electrical and mechanical works, roof replacements	£318,300
Salisbury Harnham Infants School	Mechanical and electrical works	£49,900

Salisbury Manor Fields Primary School	Electrical and internal works	£96,600
Salisbury Woodlands Primary School	Roof replacements and various internal works	£234,700
Stratford-sub-Castle CE VC Primary School	Various minor works	£10,500
Tidworth Clarendon Infants School	Various minor works	£15,100
Tidworth Clarendon Junior School	Various minor works	£11,600
Tisbury St John's CE Primary School	Various minor works	£2,200
Winterbourne Earls CE Primary School	Various minor works	£3,800
Various schools	Legionella, asbestos and statutory compliance works	£250,000
Total Planned Works		£3,864,900
Emergency works, contingency and staffing		£1,135,100
Total		£5,000,000

15. 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. When schools convert to Academy status, building maintenance responsibility for those academy's 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.

## Conclusion

16. 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, housing developments or military movements. The Council also has responsibilities for the effective management and maintenance of the Councils schools' estate (community, foundation and voluntary controlled schools only). Schools need to be fit for purpose and safe for all site users. The funding allocation to projects requested in this appendix will enable the priority works to be progressed.

**Appendix 4 - Fees & Charges 2024-25**

**Fees prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Licensing)	<b>Large casino premises licence (set by regulation):</b>					
Environment	Public Protection (Licensing)	Maximum non-conversion application fee in respect of provisional statement	per application	£5,000.00	£5,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum non-conversion application fee in respect of other premises	per application	£10,000.00	£10,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum annual fee	per application	£10,000.00	£10,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application to vary licence	per application	£5,000.00	£5,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application to transfer a licence	per application	£2,150.00	£2,150.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application for reinstatement of a licence	per application	£2,150.00	£2,150.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application for provisional statement	per application	£10,000.00	£10,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Small casino premises licence (set by regulation):</b>					
Environment	Public Protection (Licensing)	Maximum non-conversion application fee in respect of provisional statement	per application	£3,000.00	£3,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum non-conversion application fee in respect of other premises	per application	£8,000.00	£8,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum annual fee	per application	£5,000.00	£5,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application to vary licence	per application	£4,000.00	£4,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application to transfer a licence	per application	£1,800.00	£1,800.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application for reinstatement of a licence	per application	£1,800.00	£1,800.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application for provisional statement	per application	£8,000.00	£8,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Converted casino premises licence (set by regulation):</b>					
Environment	Public Protection (Licensing)	Annual fee (first & subsequent)	per application	£2,000.00	£2,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application to vary licence	per application	£1,350.00	£1,350.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application to transfer a licence	per application	£1,350.00	£1,350.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application for reinstatement of a licence	per application	£1,350.00	£1,350.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Maximum fee for application for provisional statement	per application	£1,350.00	£1,350.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Bingo premises licence (set by regulation):</b>					
Environment	Public Protection (Licensing)	New - Application fee	per application	£1,915.00	£2,115.00	£200.00	10.4%
Environment	Public Protection (Licensing)	Application for provisional statement	per application	£1,915.00	£2,115.00	£200.00	10.4%
Environment	Public Protection (Licensing)	New Application - where a provisional statement exists	per application	£1,200.00	£1,200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Application to vary licence	per application	£1,175.00	£1,275.00	£100.00	8.5%
Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£1,200.00	£1,200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£1,200.00	£1,200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Annual fee	per application	£820.00	£870.00	£50.00	6.1%
Environment	Public Protection (Licensing)	<b>Adult gaming centre premises licence (set by regulation):</b>					
Environment	Public Protection (Licensing)	New - Application fee	per application	£1,420.00	£1,520.00	£100.00	7.0%
Environment	Public Protection (Licensing)	Application for provisional statement	per application	£1,370.00	£1,470.00	£100.00	7.3%
Environment	Public Protection (Licensing)	Application where a provisional statement exists	per application	£1,200.00	£1,200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Application to vary licence	per application	£870.00	£930.00	£60.00	6.9%
Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£1,200.00	£1,200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£1,200.00	£1,200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Annual fee	per application	£650.00	£690.00	£40.00	6.2%
Environment	Public Protection (Licensing)	Copy of Licence	per application	£25.00	£25.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Betting premises (track) licence (set by regulation):</b>					
Environment	Public Protection (Licensing)	New - Application fee	per application	£2,450.00	£2,500.00	£50.00	2.0%
Environment	Public Protection (Licensing)	Application for provisional statement	per application	£2,450.00	£2,500.00	£50.00	2.0%
Environment	Public Protection (Licensing)	Application where a provisional statement exists	per application	£950.00	£950.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Application to vary licence	per application	£1,250.00	£1,250.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£950.00	£950.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£950.00	£950.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Annual fee	per application	£1,000.00	£1,000.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Copy of Licence	per application	£25.00	£25.00	£0.00	0.0%

Appendix 4 - Fees & Charges 2024-25

Fees prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Licensing)	<b>Family entertainment centre premises licence (set by regulation):</b>					
Environment	Public Protection (Licensing)	New application fee	per application	£1,450.00	£1,550.00	£100.00	6.9%
Environment	Public Protection (Licensing)	Application for provisional statement	per application	£1,450.00	£1,550.00	£100.00	6.9%
Environment	Public Protection (Licensing)	Application fee where a provisional statement exists	per application	£790.00	£850.00	£60.00	7.6%
Environment	Public Protection (Licensing)	Application to vary licence	per application	£890.00	£950.00	£60.00	6.7%
Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£700.00	£750.00	£50.00	7.1%
Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£700.00	£750.00	£50.00	7.1%
Environment	Public Protection (Licensing)	Annual fee	per application	£690.00	£730.00	£40.00	5.8%
Environment	Public Protection (Licensing)	Copy of Licence	per application	£25.00	£25.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Betting premises (other) licence (set by regulation): Betting Shops</b>					
Environment	Public Protection (Licensing)	New application fee	per application	£2,200.00	£2,350.00	£150.00	6.8%
Environment	Public Protection (Licensing)	Application for provisional statement	per application	£2,200.00	£2,350.00	£150.00	6.8%
Environment	Public Protection (Licensing)	Application fee where a provisional statement exists	per application	£1,200.00	£1,200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Application to vary licence	per application	£1,200.00	£1,300.00	£100.00	8.3%
Environment	Public Protection (Licensing)	Application to transfer a licence	per application	£900.00	£975.00	£75.00	8.3%
Environment	Public Protection (Licensing)	Application for reinstatement of a licence	per application	£900.00	£975.00	£75.00	8.3%
Environment	Public Protection (Licensing)	Annual fee	per application	£600.00	£600.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Copy of Licence	per application	£25.00	£25.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Other Gambling Act fees (set by regulation) :</b>					
Environment	Public Protection (Licensing)	Fee to accompany a notification of change of circumstances under Section 186(1)	per application	£25.00	£25.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Temporary use notice fee	per application	£285.00	£310.00	£25.00	8.8%
Environment	Public Protection (Licensing)	Occasional Use Notice	per application	Free	Free	£0.00	
Environment	Public Protection (Licensing)	Notification of 2 or less gaming machines	per application	£50.00	£50.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Registration of non-commercial small society lotteries - Initial	per application	£40.00	£40.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Registration of non-commercial small society lotteries - Renewal	per application	£20.00	£20.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Licensed Premises Gaming Machine Permit (set by regulation)</b>					
Environment	Public Protection (Licensing)	Grant	per application	£150.00	£150.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Existing operator Grant	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Variation	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Transfer	per application	£25.00	£25.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Annual Fee	per application	£50.00	£50.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Licensed Premises Gaming Machine Permit (set by regulation)</b>					
Environment	Public Protection (Licensing)	Change of name	per application	£25.00	£25.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Licensed Premises Automatic Notification Process (set by regulation)</b>					
Environment	Public Protection (Licensing)	On notification	per application	£50.00	£50.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Club Gaming Permits (set by regulation)</b>					
Environment	Public Protection (Licensing)	Grant	per application	£200.00	£200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Grant (Club Premises Certificate holder)	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Existing operator Grant	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Variation	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Renewal	per application	£200.00	£200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Renewal (Club Premises Certificate holder)	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Club Gaming Permits (set by regulation)</b>					
Environment	Public Protection (Licensing)	Annual Fee	per application	£50.00	£50.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%



**Appendix 4 - Fees & Charges 2024-25**

**Fees prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Licensing)	<b>Club Machine Permits (set by regulation)</b>					
Environment	Public Protection (Licensing)	Grant	per application	£200.00	£200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Grant (Club Premises Certificate holder)	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Existing operator Grant	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Variation	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Renewal	per application	£200.00	£200.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Renewal (Club Premises Certificate holder)	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Annual Fee	per application	£50.00	£50.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Unlicensed Family Entertainment Centre Permits (set by regulation)</b>					
Environment	Public Protection (Licensing)	Application for FEC Permit	per application	£300.00	£300.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Renewal every 10 years	per application	£300.00	£300.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Existing operator Grant	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Change of name	per application	£25.00	£25.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%
Environment	Public Protection (Licensing)	<b>Prize Gaming Permits (set by regulation)</b>					
Environment	Public Protection (Licensing)	Application for Prize Gaming Permit	per application	£300.00	£300.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Renewal	per application	£300.00	£300.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Existing operator application	per application	£100.00	£100.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Change of name	per application	£25.00	£25.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Copy of Permit	per application	£15.00	£15.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 1 year	per application	£189.00	£189.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 2 years	per application	£248.00	£248.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 3 years	per application	£311.00	£311.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 4 years	per application	£382.00	£382.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Stores Licence (First licence application - up to 2000kg) 5 years	per application	£432.00	£432.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 1 year	per application	£88.00	£88.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 2 years	per application	£150.00	£150.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 3 years	per application	£211.00	£211.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 4 years	per application	£272.00	£272.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Storage Licence (up to 2000kg) 5 years	per application	£333.00	£333.00	£0.00	0.0%

## Appendix 4 - Fees & Charges 2024-25

### Fees prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 1 year	per application	£111.00	£111.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 2 years	per application	£144.00	£144.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 3 years	per application	£177.00	£177.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 4 years	per application	£211.00	£211.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Registration to store explosives (First Registration) up to 250 kg 5 years	per application	£243.00	£243.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 1 year	per application	£55.00	£55.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 2 years	per application	£88.00	£88.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 3 years	per application	£123.00	£123.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 4 years	per application	£155.00	£155.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Renewal of Registration up to 250kg 5 years	per application	£189.00	£189.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Transfer of Licence or Registration	per application	£37.00	£37.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Replacement of Licence or Registration if lost	per application	£37.00	£37.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Supply of Adult	per application	£500.00	£500.00	£0.00	0.0%
Environment	Public Protection (Food & Safety)	Not exceeding 2,500 litres for each year	per application	£45.00	£46.00	£1.00	2.2%
Environment	Public Protection (Food & Safety)	Exceeding 2,500 litres and not exceeding 50,000 litres for each year	per application	£61.00	£62.00	£1.00	1.6%
Environment	Public Protection (Food & Safety)	Exceeding 50,000 litres for each year	per application	£128.00	£131.00	£3.00	2.3%
Environment	Public Protection (Env. Control)	<b>Local Air Pollution Prevention and Control (LAPPC) charges (set by regulation)*</b>	* Refer to regulations for exact charging requirements				
Environment	Public Protection (Env. Control)	Standard process	per application	£1,650.00	£1,650.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Additional fee for operating without a permit/ regulation 33 direction	per application	£1,188.00	£1,188.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Reduced fee activities	per application	£155.00	£155.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	(except VRs)	per application			£0.00	

## Appendix 4 - Fees & Charges 2024-25

### Fees prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)	
				£	£	£	%	
<b>PLACE</b>								
<b>Environment</b>								
Environment	Public Protection (Env. Control)	PVR I & II combined	per application	£257.00	£257.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Vehicle refinishers (VRs)	per application	£362.00	£362.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Reduced fee activities:	per application	£71.00	£71.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Additional fee for operating with a permit/ regulation 33 direction	per application			£0.00		
Environment	Public Protection (Env. Control)	Additional Fee Exercising Environment Agency Function in respect of single permit	per application	£279.00	£279.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Mobile plant (e.g. screening and crushing/cement batching etc) for each permit up to two in number	per application	£1,650.00	£1,650.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	For the third to seventh mobile plant permit application	per application	£985.00	£985.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	For the eighth and subsequent applications	per application	£498.00	£498.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Variation of permit under Reg 20- reduced fee activity	per application	£102.00	£102.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Variation of Permit under Reg 20 - Part B or any other solvent activity	per application	£1,050.00	£1,050.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Substantial change which the LA considers meets thresholds for Pt B or solvent emission activity	per application	£1,650.00	£1,650.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)  * (the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation where Part B installation is subject to reporting under the E-PRTR Regulation)	Additional Charge where Annual subsistence paid by instalments	£38.00	£38.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)		Standard process Low		£772.00	£772.00	£0.00	0.0%
Environment	Public Protection (Env. Control)				(+£99)*	(+£99)*	£0.00	
Environment	Public Protection (Env. Control)		Standard process Medium		£1,161.00	£1,161.00	£0.00	0.0%
Environment	Public Protection (Env. Control)				(+£149.00)*	(+£149.00)*	£0.00	
Environment	Public Protection (Env. Control)		Standard process High		£1,747.00	£1,747.00	£0.00	0.0%
Environment	Public Protection (Env. Control)				(+£198.00)*	(+£198.00)*	£0.00	
Environment	Public Protection (Env. Control)		Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Reduced fee activities Low	£79.00	£79.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Reduced fee activities Med	£158.00	£158.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Reduced fee activities High	£237.00	£237.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	PVR I & II combined	£113.00	£113.00	£0.00	0.0%	
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	PVR I & II combined	£226.00	£226.00	£0.00	0.0%	

## Appendix 4 - Fees & Charges 2024-25

### Fees prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	PVR I & II combined	£341.00	£341.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Vehicle refinishers - Low	£228.00	£228.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Vehicle refinishers - Med	£365.00	£365.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Vehicle refinishers - High	£548.00	£548.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Late payment fee 1 (new)	£52.00	£52.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	In respect installations the required report on with respect to EC regulation	£104.00	£104.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Additional Charge where LA exercises EA functions under Reg	£104.00	£104.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Additional Charge where LA exercises EA functions under Reg 33- Medium risk	£156.00	£156.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	to confirm Low risk rating following change of operator	£78.00	£78.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Additional Charge where LA exercises EA functions under Reg	£207.00	£207.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge (set by DEFRA in regulations and subject to change)	Reduced fee where below part B threshold, temporarily but will resume- All Subsistence's fees are reduced by 40% subject to terms	£52.00	£52.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Transfer	Standard process transfer	£169.00	£169.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Transfer	Standard process partial transfer	£497.00	£497.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Transfer	Standard process total transfer	£169.00	£169.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Transfer	Mobile Plant fixed period transfer to hirer	£53.00	£53.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Transfer	Second mobile plant instance, same authority - compliance	£0.00	£0.00	£0.00	
Environment	Public Protection (Env. Control)	Transfer	Second mobile plant instance, same authority - evidence of non compliance	£53.00	£53.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Transfer	New operator at low risk reduced fee activity	£75.00	£75.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Transfer	Reduced fee activities: Partial Transfer	£47.00	£47.00	£0.00	0.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Env. Control)	Surrender	Notification of Surrender	£0.00	£0.00	£0.00	
Environment	Public Protection (Env. Control)	Substantial change	Standard process	£1,050.00	£1,050.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Substantial change	Standard process where the substantial change results in a new EPR activity	£1,650.00	£1,650.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Substantial change	Reduced fee activities	£102.00	£102.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	<b>LAPPC mobile plant charges (set by regulation)</b>					
Environment	Public Protection (Env. Control)	<b>Number of permits</b>					
Environment	Public Protection (Env. Control)	1	per application	£1,650.00	£1,650.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	2	per application	£1,650.00	£1,650.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	3	per application	£985.00	£985.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	4	per application	£985.00	£985.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	5	per application	£985.00	£985.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	6	per application	£985.00	£985.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	7	per application	£985.00	£985.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	8 and over	per application	£498.00	£498.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	<b>Number of permits</b>					
Environment	Public Protection (Env. Control)	1	Subsistence - low	£626.00	£626.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	2	Subsistence - low	£626.00	£626.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	3	Subsistence - low	£385.00	£385.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	4	Subsistence - low	£385.00	£385.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	5	Subsistence - low	£385.00	£385.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	6	Subsistence - low	£385.00	£385.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	7	Subsistence - low	£385.00	£385.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	8 and over	Subsistence - low	£198.00	£198.00	£0.00	0.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Env. Control)	<b>Number of permits</b>					
Environment	Public Protection (Env. Control)	1	subsistence - medium	£1,034.00	£1,034.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	2	subsistence - medium	£1,034.00	£1,034.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	3	subsistence - medium	£617.00	£617.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	4	subsistence - medium	£617.00	£617.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	5	subsistence - medium	£617.00	£617.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	6	subsistence - medium	£617.00	£617.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	7	subsistence - medium	£617.00	£617.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	8 and over	subsistence - medium	£314.00	£314.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	<b>Number of Permits</b>					
Environment	Public Protection (Env. Control)	1	subsistence - high	£1,551.00	£1,551.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	2	subsistence - high	£1,551.00	£1,551.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	3	subsistence - high	£924.00	£924.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	4	subsistence - high	£924.00	£924.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	5	subsistence - high	£924.00	£924.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	6	subsistence - high	£924.00	£924.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	7	subsistence - high	£924.00	£924.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	8 and over	subsistence - high	£473.00	£473.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	<b>LA-IPPC (Part A2 charges) (set by regulation)</b>					
Environment	Public Protection (Env. Control)	Application	per application	£3,363.00	£3,363.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Late application additional fee	per application	£1,188.00	£1,188.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence Low	per application	£1,343.00	£1,343.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence Medium	per application	£1,507.00	£1,507.00	£0.00	0.0%

## Appendix 4 - Fees & Charges 2024-25

### Fees prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Env. Control)	Annual Subsistence High	per application	£2,230.00	£2,230.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual subsistence charge- paid by instalments additional charge	per application	£38.00	£38.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Annual Subsistence charge- reduction	Reduced fee where below part B threshold, temporarily but will resume- All subsistence's fees are reduced by 40% subject to terms	£52.00	£52.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Late payment fee (New)	per application	£52.00	£52.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Substantial variation	per application	£1,368.00	£1,368.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Transfer	per application	£235.00	£235.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Partial transfer	per application	£698.00	£698.00	£0.00	0.0%
Environment	Public Protection (Env. Control)	Surrender	per application	£698.00	£698.00	£0.00	0.0%
<b>Planning</b>							
Planning	Planning	Planning Application (Householder applications) Alterations/Extensions to a single Dwelling house, including works within boundary	Single dwellinghouse	£206.00	£258.00	£52.00	25.2%
Planning	Planning	<b>Outline Applications - see below</b>					
Planning	Planning	Planning application (Outline applications) - Site area not more than 0.5 hectares	For each 0.1 hectare (or part thereof)	£462.00	£578.00	£116.00	25.1%
Planning	Planning	Planning Application (outline applications) - Site area between 0.5 hectares and 2.5 hectares	For each 0.1 hectare (or part thereof)		£624.00	£624.00	
Planning	Planning	Planning Application (outline applications) - Site area more than 2.5 hectares	£186 for each additional 0.1 hectare (or part thereof)Maximum fee £202,500	£11,432 +£138 Maximum fee of £150,000	£15,433+ £186 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £202,500	£0.00	
Planning	Planning	<b>Planning Application (Full applications and first submissions of Reserved Matters; or Technical Details Consent) Alterations/extensions to dwellinghouses, including works within boundaries - see below</b>					
Planning	Planning	Alterations/Extensions to dwellinghouse, including works within boundaries	Single dwellinghouse (or single flat)	£206.00	£258.00	£52.00	25.2%
Planning	Planning	Alterations/Extensions to dwellinghouse, including works within boundaries	Two or more dwellinghouses (or two or more flats)	£407.00	£509.00	£102.00	25.1%

**Appendix 4 - Fees & Charges 2024-25**

**Fees prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Planning	<b>Planning Application (Full applications and first submissions of Reserved Matters; or Technical Details Consent) The erection of dwellinghouses- see below</b>					
Planning	Planning	Erection of dwellinghouses	Not more than 10 dwelling houses each		£578.00	£578.00	
Planning	Planning	Erection of dwellinghouses	Between 10 and 50 dwellinghouses		£624.00	£624.00	
Planning	Planning	Erection of dwellinghouses	More than 50 dwellinghouses	£22,859.00 + £138.00 Maximum fee of £300,000	£30,860 + £186 for each additional dwellinghouse in excess of 50. Maximum fee of £405,000	£0.00	
Planning	Planning	<b>Planning Application (Full applications and first submissions of Reserved Matters; or Technical Details Consent) - Erection of buildings (not dwellinghouse, agricultural, glasshouse, plant nor machinery) see below</b>					
Planning	Planning	Gross floor space to be created by the development	No increase in gross floor space or no more than 40 square metres	£234.00	£293.00	£59.00	25.2%
Planning	Planning	Gross floor space to be created by the development	More than 40 square metres but no more than 1,000 square metres £578 for each 75 square metres (or part thereof).		£578 for each 75 square metres (or part thereof).	£0.00	
Planning	Planning	Gross floor space to be created by the development	Between 1,000 square metres and 3,750 square metres. £624 for each 75 square metres (or part thereof)		£624 for each 75 square metres (or part thereof).	£0.00	
Planning	Planning	Gross floor space to be created by the development	More than 3,750 square metres. £186 for each additional 75 square metres (or part thereof)	£22,859 + £138 Maximum £300,000	£30,680 + £186 for each additional 75 square metres (or part thereof) in excess of 3,750 square metres Maximum fee of £405,000	£0.00	
Planning	Planning	<b>Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)The erecting of buildings (on land used for agriculture for agricultural purposes) see below</b>					
Planning	Planning	Gross floor space to be created by the development	Not more than 465 square metres	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Gross floor space to be created by the development	More than 465 square metres but not more than 540 square metres	£462.00	£578.00	£116.00	25.1%



Appendix 4 - Fees & Charges 2024-25

Fees prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Planning	Gross floor space to be created by the development	More than 540 square metres but not more than 1,000 square metres		£578 for first 540 square metres + £578 for each additional 75 square metres in excess of 540 square metres	£0.00	
Planning	Planning	Gross floor space to be created by the development	Between 1,000 square metres and 4,215 square metres		£624 for first 1,000 square metres + £624 for each additional 75 square metres in excess of 1,000 square metres.	£0.00	
Planning	Planning	Gross floor space to be created by the development	More than 4,215 square metres	£22,589 + £138 for each additional 75 square metres (or part thereof) in excess of 4,215 square metres Maximum fee £300,000	£30,860 + £186 for each additional square metres (or part thereof) in excess of 4,215 square metres Maximum fee of £405,000	£0.00	
Planning	Planning	<b>Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) Erection of glasshouses (on land used for the purposes of agriculture) see below</b>					
Planning	Planning	Gross floor space to be created by the development	Not more than 465 square metres	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Gross floor space to be created by the development	More than 465 square metres but not more than 1,000 square metres		£3,225.00	£3,225.00	
Planning	Planning	Gross floor space to be created by the development	1,000 square metres or more		£3,483.00	£3,483.00	
Planning	Planning	<b>Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) Erection/alterations/replacement of plant and machinery. See below.</b>					
Planning	Planning	Site area	Not more than 1 hectare		£578 for each 0.1 hectare	£0.00	
Planning	Planning	Site area	More than 1 hectare but not more than 5 hectares		£624 for each 0.1 hectare	£0.00	
Planning	Planning	Site area	More than 5 hectares		£30,860 + £186 for each	£0.00	

**Appendix 4 - Fees & Charges 2024-25**

**Fees prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Planning	<b>Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) Applications other than Building Works. See below.</b>					
Planning	Planning	Car parks, service roads or other accesses (for existing uses)		£234.00	£293.00	£59.00	25.2%
Planning	Planning	Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction of storage of minerals) - SITE AREA	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)	£316 for each 0.1 hectare (or part thereof)	£0.00	
Planning	Planning	Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction of storage of minerals) - SITE AREA	More than 15 hectares	£34,934 + £138 fore each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £78,000	£47,161 + £186 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £105,300	£0.00	
Planning	Planning	Operations connected with exploratory drilling of oil or natural gas - SITE AREA	Not more that 7.5 hectares	£508 for each 0.1 hectare (or part thereof)	£686 for each 0.1 hectare (or part thereof)	£0.00	
Planning	Planning	Operations connected with exploratory drilling of oil or natural gas - SITE AREA	More than 7.5 hectares	£38,070 + £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares Maximum fee £300,000	£51,395 + £204 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £405,000	£0.00	
Planning	Planning	Operations (other than exploratory drilling) for the winning and working of oil or	Not more than 15 hectares		£347 for each 0.1 hectare (or part thereof)		
Planning	Planning	Operations (other than exploratory drilling) for the winning and working of oil or	More than 15 hectares		£52,002 + additional £204 for each 0.1 hectare in excess of 15 hectares Maximum fee of £105,300		
Planning	Planning	Other operations (winning and working of minerals) excluding oil and natural gas	Not more than 15 hectares	£234.00 for each 0.1 hectare (or part thereof)	£316 for each 0.1 hectare (or part thereof)		

**Appendix 4 - Fees & Charges 2024-25**

**Fees prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Planning	Other operations (winning and working of minerals) excluding oil and natural gas	More than 15 hectares	£34,934 = additional £138 for each 0.1 hectare in excess of 15 hectares Maximum fee of £78,000	£47,161 + additional £186 for each 0.1 hectare in excess of 15 hectares Maximum fee of £105,300		
Planning	Planning	Other operations (not coming within any of the above categories)	Any site area	£234 for each 0.1 hectare (or part thereof) Maximum fee of £2,028	£293 for each 0.1 hectare (or part thereof) Maximum fee of £2,535		
Planning	Planning	Change of Use of a building to use as one or more separate dwellinghouses, or ot	Not more than 10 dwellinghouses	£462.00	£578 for each dwellinghouse	£0.00	0.0%
Planning	Planning	Change of Use of a building to use as one or more separate dwellinghouses, or ot	Between 10 and 50 dwellinghouses		£624 for each dwellinghouse	£0.00	
Planning	Planning	Change of Use of a building to use as one or more separate dwellinghouses, or ot	More than 50 dwellinghouses		£30,860 + £186 for each additional dwellinghouse in excess of 50 Maximum fee of £405,000		
Planning	Planning	Other changes of use of a building or land	each change of use	£462.00	£578.00	£116.00	25.1%
Planning	Planning	<b>Lawful Development Certificate - See below</b>					
Planning	Planning	Lawful Development Certificate - Existing use or operation - lawful not to comply with any condition or limitation	Per certificate	£234.00	£293.00	£59.00	25.2%
Planning	Planning	Lawful Development Certificate - Proposed use or operation	Per certificate	50% of corresponding planning application	50% of corresponding planning application	£0.00	
Planning	Planning	<b>Prior Approval (Under Permitted Development rights) - See below</b>					
Planning	Planning	Prior Approval (Under Permitted Development rights) - Larger Homes Extensions	Per application	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (under Permitted Development Rights) - Additional Storeys on a	Per application	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (Under Permitted Development rights) - Agricultural and Forestry buildings & Operations	Per application	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (Under Permitted Development rights) - Demolition of buildings	Per application	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (Under Permitted Development rights) - Communications (Previously referred to as "Telecommunications Code Systems Operators")	Per application	£462.00	£578.00	£116.00	25.1%
Planning	Planning	Prior Approval (under Permitted Development rights) - Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (use Class C3 )	Per application	£96.00	£120.00	£24.00	25.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A to a State Funded School)	Per application	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	Per application	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)	Per application	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of Use of building and any land within its curtilage from Commercial/Business/Service (use Class E to Dwellinghouses (Use Class C3)	Each dwellinghouse	£100.00	£125.00	£25.00	25.0%
Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	Per approval	£96.00 or £206 if it includes building operations in connection with the change of use	£120; or £258 if it includes building operations in connection with the change of use	£0.00	
Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of use of a building from Betting Office, Pay Day Loan Shop, Laundrette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3)	Per approval	£96.00 or £206 if it includes building operations in connection with the change of use	£120; or £258 if it includes building operations in connection with the change of use	£0.00	
Planning	Planning	Prior Approval (Under Permitted Development rights) - Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	Per approval	£96.00 or £206 if it includes building operations in connection with the change of use	£120; or £258 if it includes building operations in connection with the change of use	£0.00	
Planning	Planning	Prior Approval (under Permitted Development rights) - Temporary Use of Building or land for the purpose of Commercial film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that use	Per approval	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (under Permitted Development rights) - Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years	Per approval	£96.00	£120.00	£24.00	25.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Planning	Prior Approval (under Permitted Development rights) - Development Consisting of the Erection or Construction a Collection Facility within the Curtilage of a Shop	Per approval	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (under Permitted Development rights) - Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to Capacity of 1 Megawatt	Per approval	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (under Permitted Development rights) - Erection, extension , or alternation of a university building	Per approval	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (under Permitted Development rights) - Movable structure within the curtilage of a historic visitor attraction, or listed pub/restaurant/etc (from 2 January 2022	Per approval	£96.00	£120.00	£24.00	25.0%
Planning	Planning	Prior Approval (under Permitted Development rights) -Erection, extension or alteration on a closed defence site by or on behalf other Crown of single living accommodation and/or non-residential buildings	Per approval	£0 no fee set	£120.00	£0.00	
Planning	Planning	Prior Approval (under Permitted Development rights) -Construction of new dwellinghouses	Not more than 10 dwellinghouses		£418 for each dwelling	£0.00	
Planning	Planning	Prior Approval (under Permitted Development rights) -Construction of new dwellinghouses	Between 10 and 50 dwellinghouses		£451 for each dwellinghouse	£0.00	
Planning	Planning	Prior Approval (under Permitted Development rights) -Construction of new dwellinghouses	More than 50 dwellinghouses		£22,309 + £135 for each dwellinghouse in excess of 50 Maximum fee of £405,000	£0.00	
Planning	Planning	<b>Reserved Matters - see below</b>					
Planning	Planning	Reserved Matters - Approval of reserved matters following outlying approval	Full fee due or if full fee already paid then	£462.00	Full fee due; or if full fee already paid, £578	£0.00	0.0%
Planning	Planning	<b>Removal/Variation/Approval/Discharge of condition - see below</b>					
Planning	Planning	Removal/Variation/Approval/Discharge of condition	following Grant of planning permission	£234.00	£293.00	£59.00	25.2%
Planning	Planning	Discharge of condition(s) - Approval of details and/or confirmation that one or more planning condition have been compiled with	Householder permissions	£34.00	£43.00	£9.00	26.5%
Planning	Planning	Discharge of condition(s) - Approval of details and/or confirmation that one or more planning condition have been compiled with	All other permissions	£116.00	£145.00	£29.00	25.0%
Planning	Planning	<b>Advertising</b>					
Planning	Planning	Advertising	Relating to the business on the premises	£132.00	£165.00	£33.00	25.0%
Planning	Planning	Advertising	Advance signs which are not situated on or visible form the site, directing the public to a	£132.00	£165.00	£33.00	25.0%
Planning	Planning	Advertising	Other advertisements	£462.00	£578.00	£116.00	25.1%

## Appendix 4 - Fees & Charges 2024-25

### Fees prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Planning	<b>Non-material Amendment Following a Grant of Planning Permission</b>					
Planning	Planning	Non-material Amendment Following a grant of Planning permission	Householder developments	£34.00	£43.00	£9.00	26.5%
Planning	Planning	Non-material Amendment Following a grant of Planning permission	Any other development	£234.00	£293.00	£59.00	25.2%
Planning	Planning	<b>Permission in Principle - see below</b>					
Planning	Planning	Permission in Principle	Site area	£402 for each 0.1 hectare (or part thereof)	£503 for each 0.1 hectare (or part thereof)	£0.00	
<b>Highways Operations</b>							
Highways Operations	Highways	Hackney Carriage Vehicle - Initial Licence	Annual	£240.00	£240.00	£0.00	0.0%
Highways Operations	Highways	Hackney Carriage Vehicle - Annual Renewal	Annual	£227.00	£227.00	£0.00	0.0%
Highways Operations	Highways	Hackney/Private Hire Drivers - 3 year Initial Application	Annual	£293.00	£293.00	£0.00	0.0%
Highways Operations	Highways	Hackney/Private Hire Drivers - 3 year	Annual	£267.00	£267.00	£0.00	0.0%
Highways Operations	Highways	Private Carriage Vehicle - Initial Licence	Annual	£240.00	£240.00	£0.00	0.0%
Highways Operations	Highways	Private Carriage Vehicle - Annual Renewal	Annual	£227.00	£227.00	£0.00	0.0%
Highways Operations	Highways	Private Hire Operator - 5 year	Annual	£539.00	£590.00	£51.00	9.5%
Highways Operations	Highways	DBS check for all drivers licences	3 yearly	£60.00	£60.00	£0.00	0.0%
Highways Operations	Highways	Vehicle Transfer - (ownership vehicle - without new plates)	Per vehicle	£44.00	£48.00	£4.00	9.1%
Highways Operations	Highways	Vehicle Transfer - (Ownership with new plates, HCV to PHV, PHV to HCV & Private	Per vehicle	£88.00	£100.00	£12.00	13.6%
Highways Operations	Highways	<b>Vehicle Transfer - (to another vehicle) Based on no. of months left on existing licence:</b>					
Highways Operations	Highways	11 Months	Per vehicle	£74.00	£74.00	£0.00	0.0%
Highways Operations	Highways	10 Months	Per vehicle	£85.00	£85.00	£0.00	0.0%
Highways Operations	Highways	9 Months	Per vehicle	£96.00	£96.00	£0.00	0.0%
Highways Operations	Highways	8 Months	Per vehicle	£107.00	£107.00	£0.00	0.0%
Highways Operations	Highways	7 Months	Per vehicle	£118.00	£118.00	£0.00	0.0%
Highways Operations	Highways	6 Months (Plates surrendered before fleet inspection due to be carried out)	Per vehicle	£129.00	£129.00	£0.00	0.0%
Highways Operations	Highways	6 Months (fleet inspection carried out before plates surrendered)	Per vehicle	£156.00	£156.00	£0.00	0.0%
Highways Operations	Highways	5 Months	Per vehicle	£166.00	£166.00	£0.00	0.0%
Highways Operations	Highways	4 Months	Per vehicle	£178.00	£178.00	£0.00	0.0%
Highways Operations	Highways	3 Months	Per vehicle	£189.00	£189.00	£0.00	0.0%
Highways Operations	Highways	2 Months	Per vehicle	£200.00	£200.00	£0.00	0.0%
Highways Operations	Highways	1 Month	Per vehicle	£211.00	£211.00	£0.00	0.0%
Highways Operations	Highways	Skips, Removals and Scaffolding Bay Suspension charges off street (Events as per	Per event	£30.00	£30.00	£0.00	0.0%
Highways Operations	Highways	Skips, Removals and Scaffolding Bay Suspension charges on street (Events as per	Per event	£20.00	£20.00	£0.00	0.0%
Highways Operations	Highways	Scrap Metal Site Licence (3 Years)	Per site	£667.10	£667.10	£0.00	0.0%
Highways Operations	Highways	Scrap Metal Collectors Licence (3 Years)	Per collector	£467.00	£467.00	£0.00	0.0%
Highways	Network Management	Inspection Fees		£50.00	£50.00	£0.00	0.0%
Highways	Network Management	Defect Fee		£120.00	£120.00	£0.00	0.0%
<b>PEOPLE</b>							
<b>Education &amp; Skills</b>							
Education & Skills	Targeted Education	Missing school penalty - each parent is fined £60 which rises to £120 if not paid within 21 days	per parent per child	£60.00	£60.00	£0.00	0.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Licensing)	Licensing - dangerous wild animals	per licence	£280.00	£330.00	£50.00	17.9%
Environment	Public Protection (Licensing)	Licensing - Dangerous wild animal - renewal	per renewal	£205.00	£225.00	£20.00	9.8%
Environment	Public Protection (Licensing)	Licensing - Dangerous wild animal - amendment of existing licence	per licence	£45.00	£50.00	£5.00	11.1%
Environment	Public Protection (Licensing)	Licensing - Zoo - initial application	per application	£1,000.00	£1,200.00	£200.00	20.0%
Environment	Public Protection (Licensing)	Licensing - Zoo - initial application under 14(1)a	per application	£145.00	£165.00	£20.00	13.8%
Environment	Public Protection (Licensing)	Licensing - Zoo - initial application under 14(1)b	per application	£195.00	£215.00	£20.00	10.3%
Environment	Public Protection (Licensing)	Licensing - Zoo - initial application under 14(2)	per application	£195.00	£215.00	£20.00	10.3%
Environment	Public Protection (Licensing)	Licensing - Zoo - grant/renewal (including annual visits) under 14(1) b	per application	£250.00	£270.00	£20.00	8.0%
Environment	Public Protection (Licensing)	Licensing - Zoo - grant/renewal (including annual visits) under 14(2)	per application	£575.00	£600.00	£25.00	4.3%
Environment	Public Protection (Licensing)	Licensing - Zoo - grant/renewal (including annual visits) full zoo licence	per licence	£1,250.00	£1,350.00	£100.00	8.0%
Environment	Public Protection (Licensing)	Licensing - Zoo - amendment existing licence	per licence	£45.00	£50.00	£5.00	11.1%
Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	First Hour	£100.00	£110.00	£10.00	10.0%
Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	First Hour - film festival (1-25 films)	£110.00	£110.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	First Hour - film festival (26-50 films)	£130.00	£140.00	£10.00	7.7%
Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	Additional fee for each additional 15 minutes or part thereof	£20.00	£25.00	£5.00	25.0%
Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	Admin Fee - general	£25.00	£27.00	£2.00	8.0%
Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	Admin Fee - film festival (1-25)	£35.00	£40.00	£5.00	14.3%
Environment	Public Protection (Licensing)	Film Classification - Licensing Act 2003	Admin Fee - film festival (26-50)	£35.00	£40.00	£5.00	14.3%
Environment	Public Protection (Food & Safety)	Transfer of Licence	per application	£10.00	£12.00	£2.00	20.0%
Environment	Public Protection (Food & Safety)	Replacement of Licence	per application	£25.00	£27.00	£2.00	8.0%
Environment	Public Protection (Food & Safety)	File Search	per application	£90.00	£100.00	£10.00	11.1%
Environment	Public Protection (Licensing)	Sex Establishments - initial application	per licence	£2,000.00	£2,150.00	£150.00	7.5%
Environment	Public Protection (Licensing)	Sex Establishments - fee for annual renewal or transfer	per licence	£1,000.00	£1,075.00	£75.00	7.5%
Environment	Public Protection (Licensing)	Sexual Entertainments Venues - Initial application	per licence	£3,700.00	£3,900.00	£200.00	5.4%
Environment	Public Protection (Licensing)	Sexual Entertainments Venues - renewal	per licence	£1,900.00	£2,000.00	£100.00	5.3%
Environment	Public Protection (Licensing)	Hypnotism Permit - One off event	per licence	£120.00	£135.00	£15.00	12.5%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - New application	per application	£140.00	£150.00	£10.00	7.1%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - renewal	per application	£105.00	£115.00	£10.00	9.5%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - grant fee yr 1 new	per application	£215.00	£225.00	£10.00	4.7%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - grant fee yr 1 renewal	per application	£195.00	£205.00	£10.00	5.1%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - grant fee yr 2 New	per application	£245.00	£260.00	£15.00	6.1%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals - grant fee yr 2 renewal	per application	£230.00	£245.00	£15.00	6.5%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals grant fee yr 3 New	per application	£310.00	£330.00	£20.00	6.5%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) up to 6 animals grant fee yr 3 renewal	per application	£280.00	£300.00	£20.00	7.1%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - application New	per application	£165.00	£180.00	£15.00	9.1%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - application renewal	per application	£120.00	£135.00	£15.00	12.5%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 1 New	per application	£235.00	£250.00	£15.00	6.4%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 1 renewal	per application	£215.00	£230.00	£15.00	7.0%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 2 New	per application	£285.00	£300.00	£15.00	5.3%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 2 renewal	per application	£260.00	£275.00	£15.00	5.8%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 3 New	per application	£355.00	£375.00	£20.00	5.6%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 7-10 animals - grant fee yr 3 renewal	per application	£325.00	£345.00	£20.00	6.2%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - New application	per application	£250.00	£265.00	£15.00	6.0%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - renewal	per application	£135.00	£150.00	£15.00	11.1%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 1 New	per application	£270.00	£280.00	£10.00	3.7%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 1 renewal	per application	£245.00	£265.00	£20.00	8.2%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 2 New	per application	£345.00	£365.00	£20.00	5.8%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 2 renewal	per application	£315.00	£335.00	£20.00	6.3%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 3 New	per application	£415.00	£435.00	£20.00	4.8%
Environment	Public Protection (Licensing)	Animal Boarding: Home Boarding (Dogs) 11 and over animals - grant fee yr 3 renewal	per application	£375.00	£395.00	£20.00	5.3%
Environment	Public Protection (Licensing)	Home boarding - Franchise , Arranger Licence New	per application	£145.00	£160.00	£15.00	10.3%
Environment	Public Protection (Licensing)	Home boarding - Franchise , Arranger Licence Renewal	per application	£85.00	£95.00	£10.00	11.8%
Environment	Public Protection (Licensing)	Admin fee update of Arranger Licence	per request	£25.00	£27.00	£2.00	8.0%
Environment	Public Protection (Licensing)	Home boarding - Host Family out of scope one off payment	per application	£135.00	£140.00	£5.00	3.7%
Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - New application	per application	£140.00	£150.00	£10.00	7.1%
Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - Renewal	per application	£105.00	£115.00	£10.00	9.5%
Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 1 New	per application	£210.00	£220.00	£10.00	4.8%
Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 1 renewal	per application	£190.00	£200.00	£10.00	5.3%
Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 2 New	per application	£245.00	£260.00	£15.00	6.1%
Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 2 renewal	per application	£230.00	£240.00	£10.00	4.3%
Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 3 New	per application	£305.00	£320.00	£15.00	4.9%
Environment	Public Protection (Licensing)	Day Care (Dogs) - up to 6 animals - grant fee yr 3 renewal	per application	£275.00	£290.00	£15.00	5.5%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - New application	per application	£165.00	£180.00	£15.00	9.1%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - Renewal	per application	£120.00	£135.00	£15.00	12.5%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 1 New	per application	£235.00	£250.00	£15.00	6.4%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 1 renewal	per application	£215.00	£230.00	£15.00	7.0%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 2 New	per application	£285.00	£300.00	£15.00	5.3%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 2 renewal	per application	£260.00	£270.00	£10.00	3.8%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 3 New	per application	£355.00	£370.00	£15.00	4.2%



## Appendix 4 - Fees & Charges 2024-25

### Fees not prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Licensing)	Day Care (Dogs) - 7-10 animals - grant fee yr 3 renewal	per application	£325.00	£340.00	£15.00	4.6%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - New application	per application	£175.00	£190.00	£15.00	8.6%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - Renewal	per application	£135.00	£150.00	£15.00	11.1%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 1 New	per application	£260.00	£280.00	£20.00	7.7%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 1 renewal	per application	£245.00	£260.00	£15.00	6.1%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 2 New	per application	£345.00	£365.00	£20.00	5.8%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 2 renewal	per application	£315.00	£330.00	£15.00	4.8%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 3 New	per application	£420.00	£460.00	£40.00	9.5%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 11 to 30 animals - grant fee yr 3 renewal	per application	£380.00	£400.00	£20.00	5.3%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals -New	per application	£210.00	£230.00	£20.00	9.5%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals -Renewal	per application	£160.00	£175.00	£15.00	9.4%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 1 New	per application	£285.00	£300.00	£15.00	5.3%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 1 renewal	per application	£260.00	£275.00	£15.00	5.8%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 2 New	per application	£355.00	£375.00	£20.00	5.6%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 2 renewal	per application	£325.00	£340.00	£15.00	4.6%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 3 New	per application	£420.00	£445.00	£25.00	6.0%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 31 to 60 animals - grant fee yr 3 renewal	per application	£380.00	£400.00	£20.00	5.3%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -New application	per application	£240.00	£280.00	£40.00	16.7%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals Renewal	per application	£175.00	£305.00	£130.00	74.3%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 1 New	per application	£295.00	£320.00	£25.00	8.5%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 1 renewal	per application	£270.00	£290.00	£20.00	7.4%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 2 New	per application	£370.00	£395.00	£25.00	6.8%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 2 renewal	per application	£335.00	£355.00	£20.00	6.0%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 3 New	per application	£420.00	£445.00	£25.00	6.0%
Environment	Public Protection (Licensing)	Day Care (Dogs) - 61 and over animals -grant fee yr 3 renewal	per application	£380.00	£400.00	£20.00	5.3%
Environment	Public Protection (Licensing)	Catteries - up to 10 animals - New Application	per application	£170.00	£180.00	£10.00	5.9%
Environment	Public Protection (Licensing)	Catteries - up to 10 animals - Renewal	per application	£130.00	£135.00	£5.00	3.8%
Environment	Public Protection (Licensing)	Catteries - up to 10 animals - grant fee yr 1 New	per application	£225.00	£225.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Catteries - up to 10 animals - grant fee yr 1 renewal	per application	£205.00	£215.00	£10.00	4.9%
Environment	Public Protection (Licensing)	Catteries - up to 10 animals - grant fee yr 2 New	per application	£270.00	£280.00	£10.00	3.7%
Environment	Public Protection (Licensing)	Catteries - up to 10 animals - grant fee yr 2 renewal	per application	£245.00	£255.00	£10.00	4.1%
Environment	Public Protection (Licensing)	Catteries - up to 10 animals - grant fee yr 3 New	per application	£335.00	£345.00	£10.00	3.0%
Environment	Public Protection (Licensing)	Catteries - up to 10 animals - grant fee yr 3 renewal	per application	£305.00	£315.00	£10.00	3.3%
Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - New Application	per application	£190.00	£200.00	£10.00	5.3%
Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - Renewal	per application	£145.00	£155.00	£10.00	6.9%
Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - grant fee yr 1 New	per application	£255.00	£265.00	£10.00	3.9%
Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - grant fee yr 1 Renewal	per application	£230.00	£240.00	£10.00	4.3%
Environment	Public Protection (Licensing)	Catteries - 11 to 30 animals - grant fee yr 2 New	per application	£330.00	£345.00	£15.00	4.5%
Environment	Public Protection (Licensing)	Catteries, - 11 to 30 animals - grant fee yr 2 renewal	per application	£300.00	£315.00	£15.00	5.0%
Environment	Public Protection (Licensing)	Catteries 11 to 30 animals - grant fee yr 3 New	per application	£400.00	£410.00	£10.00	2.5%
Environment	Public Protection (Licensing)	Catteries 11 to 30 animals - grant fee yr 3 renewal	per application	£360.00	£370.00	£10.00	2.8%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -New Application	per application	£230.00	£245.00	£15.00	6.5%
Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -Renewal	per application	£175.00	£190.00	£15.00	8.6%
Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 1 New	per application	£275.00	£290.00	£15.00	5.5%
Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 1 renewal	per application	£250.00	£265.00	£15.00	6.0%
Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 2 New	per application	£340.00	£355.00	£15.00	4.4%
Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 2 renewal	per application	£310.00	£325.00	£15.00	4.8%
Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 3 New	per application	£400.00	£415.00	£15.00	3.8%
Environment	Public Protection (Licensing)	Catteries - 31 to 60 animals -grant fee yr 3 renewal	per application	£360.00	£375.00	£15.00	4.2%
Environment	Public Protection (Licensing)	Catteries- 61 plus animals New	per application	£240.00	£265.00	£25.00	10.4%
Environment	Public Protection (Licensing)	Catteries 61 plus animals -Renewal	per application	£200.00	£220.00	£20.00	10.0%
Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 1 New	per application	£280.00	£295.00	£15.00	5.4%
Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 1 renewal	per application	£255.00	£270.00	£15.00	5.9%
Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 2 New	per application	£355.00	£375.00	£20.00	5.6%
Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 2 Renewal	per application	£320.00	£340.00	£20.00	6.3%
Environment	Public Protection (Licensing)	Catteries 61 plus animals -grant fee yr 3 New	per application	£400.00	£420.00	£20.00	5.0%
Environment	Public Protection (Licensing)	Catteries - 61 plus animals -grant fee yr 3 renewal	per application	£360.00	£380.00	£20.00	5.6%
Environment	Public Protection (Licensing)	Kennels - up to 10 animals - New Application	per application	£170.00	£180.00	£10.00	5.9%
Environment	Public Protection (Licensing)	Kennels - up to 10 animals - Renewal	per application	£130.00	£140.00	£10.00	7.7%
Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 1 New	per application	£235.00	£250.00	£15.00	6.4%
Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 1 Renewal	per application	£215.00	£230.00	£15.00	7.0%
Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 2 New	per application	£285.00	£300.00	£15.00	5.3%
Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 2 Renewal	per application	£260.00	£275.00	£15.00	5.8%
Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 3 New	per application	£355.00	£375.00	£20.00	5.6%
Environment	Public Protection (Licensing)	Kennels - up to 10 animals - grant fee yr 3 renewal	per application	£325.00	£340.00	£15.00	4.6%
Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals - New Application	per application	£195.00	£215.00	£20.00	10.3%
Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -Renewal	per application	£150.00	£165.00	£15.00	10.0%
Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -grant fee yr 1 New	per application	£270.00	£290.00	£20.00	7.4%
Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -grant fee yr 1 Renewal	per application	£245.00	£265.00	£20.00	8.2%
Environment	Public Protection (Licensing)	Kennels -11 to 30 animals -grant fee yr 2 New	per application	£345.00	£365.00	£20.00	5.8%
Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -grant fee yr 2 Renewal	per application	£315.00	£325.00	£10.00	3.2%
Environment	Public Protection (Licensing)	Kennels - 11 to 30 animals -grant fee yr 3 New	per application	£420.00	£450.00	£30.00	7.1%
Environment	Public Protection (Licensing)	Kennels -11 to 30 animals -grant fee yr 3 renewal	per application	£380.00	£410.00	£30.00	7.9%
Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals - New Application	per application	£235.00	£265.00	£30.00	12.8%
Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals - Renewal	per application	£180.00	£200.00	£20.00	11.1%
Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 1 New	per application	£285.00	£305.00	£20.00	7.0%
Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 1 Renewal	per application	£260.00	£280.00	£20.00	7.7%
Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 2 New	per application	£355.00	£380.00	£25.00	7.0%
Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 2 renewal	per application	£325.00	£340.00	£15.00	4.6%
Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 3 New	per application	£420.00	£450.00	£30.00	7.1%
Environment	Public Protection (Licensing)	Kennels - 31 to 60 animals -grant fee yr 3 renewal	per application	£380.00	£410.00	£30.00	7.9%
Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals - New Application	per application	£250.00	£290.00	£40.00	16.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -Renewal	per application	£210.00	£240.00	£30.00	14.3%
Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 1 New	per application	£285.00	£305.00	£20.00	7.0%
Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 1 renewal	per application	£260.00	£280.00	£20.00	7.7%
Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 2 New	per application	£370.00	£400.00	£30.00	8.1%
Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 2 renewal	per application	£335.00	£365.00	£30.00	9.0%
Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 3 New	per application	£420.00	£450.00	£30.00	7.1%
Environment	Public Protection (Licensing)	Kennels - 61 to 99 animals -grant fee yr 3 Renewal	per application	£380.00	£410.00	£30.00	7.9%
Environment	Public Protection (Licensing)	Kennels - 100+ animals - New Application	per application	£310.00	£350.00	£40.00	12.9%
Environment	Public Protection (Licensing)	Kennels - 100+ animals - Renewal	per application	£240.00	£270.00	£30.00	12.5%
Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 1 New	per application	£310.00	£340.00	£30.00	9.7%
Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 1 Renewal	per application	£280.00	£310.00	£30.00	10.7%
Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 2 New	per application	£380.00	£410.00	£30.00	7.9%
Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 2 Renewal	per application	£335.00	£365.00	£30.00	9.0%
Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 3 New	per application	£420.00	£450.00	£30.00	7.1%
Environment	Public Protection (Licensing)	Kennels - 100+ animals - grant fee yr 3 renewal	per application	£380.00	£410.00	£30.00	7.9%
Environment	Public Protection (Licensing)	Dog Breeding 1 -5 Bitches New application	per application	£255.00	£280.00	£25.00	9.8%
Environment	Public Protection (Licensing)	Dog Breeding 1 -5 Bitches Renewal	per application	£210.00	£235.00	£25.00	11.9%
Environment	Public Protection (Licensing)	Dog Breeding 6-10 Bitches New application	per application	£290.00	£315.00	£25.00	8.6%
Environment	Public Protection (Licensing)	Dog Breeding 6- 10 Bitches Renewal	per application	£240.00	£265.00	£25.00	10.4%
Environment	Public Protection (Licensing)	Dog Breeding - 11 Plus bitches - New Application	per application	£335.00	£360.00	£25.00	7.5%
Environment	Public Protection (Licensing)	Dog Breeding - 11 Plus Bitches - Renewal	per application	£275.00	£300.00	£25.00	9.1%
Environment	Public Protection (Licensing)	Dog Breeding grant fee yr 1 New	per application	£320.00	£340.00	£20.00	6.3%
Environment	Public Protection (Licensing)	Dog Breeding grant fee yr 1 renewal	per application	£295.00	£315.00	£20.00	6.8%
Environment	Public Protection (Licensing)	Dog Breeding grant fee yr 2 - New	per application	£405.00	£425.00	£20.00	4.9%
Environment	Public Protection (Licensing)	Dog Breeding - grant fee yr 2 renewal	per application	£365.00	£385.00	£20.00	5.5%
Environment	Public Protection (Licensing)	Dog Breeding - grant fee yr 3 New	per application	£480.00	£505.00	£25.00	5.2%
Environment	Public Protection (Licensing)	Dog Breeding -- grant fee yr 3 renewal	per application	£440.00	£465.00	£25.00	5.7%
Environment	Public Protection (Licensing)	Hiring of horses - up to 10 Horses New Application	per application	£145.00	£155.00	£10.00	6.9%
Environment	Public Protection (Licensing)	Hiring of Horses up to 10 Horses Renewal	per application	£110.00	£120.00	£10.00	9.1%
Environment	Public Protection (Licensing)	Hiring of horses 11-20 Horses New Application	per application	£150.00	£165.00	£15.00	10.0%
Environment	Public Protection (Licensing)	Hiring of horses 11-20 Horses Renewal	per application	£110.00	£125.00	£15.00	13.6%
Environment	Public Protection (Licensing)	Hiring of horses 21 Plus Horses New Application	per application	£180.00	£195.00	£15.00	8.3%
Environment	Public Protection (Licensing)	Hiring of horses 21 Plus Horses Renewal	per application	£140.00	£155.00	£15.00	10.7%
Environment	Public Protection (Licensing)	Hiring of Horses -grant fee yr 1 New	per application	£140.00	£150.00	£10.00	7.1%
Environment	Public Protection (Licensing)	Hiring of Horses -grant fee yr 1 renewal	per application	£125.00	£135.00	£10.00	8.0%
Environment	Public Protection (Licensing)	Hiring of Horses -grant fee yr 2 New	per application	£190.00	£200.00	£10.00	5.3%
Environment	Public Protection (Licensing)	Hiring of Horses - grant fee yr 2 renewal	per application	£170.00	£180.00	£10.00	5.9%
Environment	Public Protection (Licensing)	Hiring of Horses - grant fee yr 3 New	per application	£235.00	£245.00	£10.00	4.3%
Environment	Public Protection (Licensing)	Hiring of Horses - grant fee yr 3 renewal	per application	£210.00	£220.00	£10.00	4.8%
Environment	Public Protection (Licensing)	Hiring of Horse - Minor Change Fee ( Replacement of horse)	per application	N/A	£35.00	£0.00	

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Licensing)	Selling Animals as Pets (under 10 species) New and Renewal	per application	£185.00	£200.00	£15.00	8.1%
Environment	Public Protection (Licensing)	Selling Animals as Pets (Over 10 species) New and Renewal	per application	£230.00	£245.00	£15.00	6.5%
Environment	Public Protection (Licensing)	Selling Animals as Pets (Under 10 species) grant fee yr 1	per application	£260.00	£275.00	£15.00	5.8%
Environment	Public Protection (Licensing)	Selling Animals as Pets (under 10 species) grant fee yr2	per application	£330.00	£345.00	£15.00	4.5%
Environment	Public Protection (Licensing)	Selling Animals as Pets (under 10 species) grant fee yr3	per application	£398.00	£415.00	£17.00	4.3%
Environment	Public Protection (Licensing)	Selling Animals as Pets (over 10 species) grant fee Y1	per application	£300.00	£320.00	£20.00	6.7%
Environment	Public Protection (Licensing)	Selling Animals as Pets (over 10 species) grant fee Y2	per application	£380.00	£405.00	£25.00	6.6%
Environment	Public Protection (Licensing)	Selling Animals as Pets (over 10 species) grant fee Y3	per application	£430.00	£460.00	£30.00	7.0%
Environment	Public Protection (Licensing)	Exhibition of Animals New	per application	£185.00	£200.00	£15.00	8.1%
Environment	Public Protection (Licensing)	Exhibition of Animals Renewal	per application	£145.00	£155.00	£10.00	6.9%
Environment	Public Protection (Licensing)	Exhibition of Animals grant fee New	per application	£240.00	£255.00	£15.00	6.3%
Environment	Public Protection (Licensing)	Exhibition of Animals grant fee renewal	per application	£215.00	£225.00	£10.00	4.7%
Environment	Public Protection (Licensing)	Cancellation of inspection - less than 24hrs notice	per application	£40.00	£43.00	£3.00	7.5%
Environment	Public Protection (Licensing)	Variation of Licence ( no inspection required)	per application	£60.00	£63.00	£3.00	5.0%
Environment	Public Protection (Licensing)	Variation of Licence ( inspection required)	per application	£80.00	£85.00	£5.00	6.3%
Environment	Public Protection (Licensing)	Re-evaluation of rating	per application	£60.00	£65.00	£5.00	8.3%
Environment	Public Protection (Licensing)	Copy of licence / lost / stolen / damaged etc	per application	£25.00	£27.00	£2.00	8.0%
Environment	Public Protection (Licensing)	Cancellation of inspection within 24 hours of arranged inspection ( to be paid prior to any new inspection agreed)	per cancellation	£40.00	£43.00	£3.00	7.5%
Environment	Public Protection (Dog Warden)	Kennel Charge (1 Day)	per day	£20.00	£21.00	£1.00	5.0%
Environment	Public Protection (Dog Warden)	Kennel Charge (2 Days)	per day	£38.00	£40.00	£2.00	5.3%
Environment	Public Protection (Dog Warden)	Kennel Charge (3 Days)	per day	£55.00	£58.00	£3.00	5.5%
Environment	Public Protection (Dog Warden)	Kennel Charge (4 Days)	per day	£70.00	£74.00	£4.00	5.7%
Environment	Public Protection (Dog Warden)	Kennel Charge (5 Days)	per day	£90.00	£95.00	£5.00	5.6%
Environment	Public Protection (Dog Warden)	Kennel Charge (6 Days)	per day	£108.00	£114.00	£6.00	5.6%
Environment	Public Protection (Dog Warden)	Kennel Charge (7 Days)	per day	£126.00	£133.00	£7.00	5.6%
Environment	Public Protection (Dog Warden)	Kennel Charge (8 Days)	per day	£140.00	£148.00	£8.00	5.7%
Environment	Public Protection (Dog Warden)	Stray Dog Administration Fee	per admin fee	£30.00	£35.00	£5.00	16.7%
Environment	Public Protection (Dog Warden)	Dog Walking Licence Application to cover 2 years	per application	£95.00	£100.00	£5.00	5.3%
Environment	Public Protection (Dog Warden)	Dog Walking Licence Application to cover 2 years (with existing animal licence)	per application	£80.00	£85.00	£5.00	6.3%
Environment	Public Protection (Dog Warden)	Dog Walking Licence Renewal	per application	£80.00	£85.00	£5.00	6.3%
Environment	Public Protection (Dog Warden)	Dog Walking Licence Renewal (with existing animal licence)	per application	£77.00	£80.00	£3.00	3.9%
Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - transfer of licence	per application	£10.00	£12.00	£2.00	20.0%
Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - replacement of licence	per application	£25.00	£27.00	£2.00	8.0%
Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - initial application (premises & 1 person)	per application	£200.00	£230.00	£30.00	15.0%
Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - additional person	per application	£50.00	£75.00	£25.00	50.0%
Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - additional activity to existing registration	per activity	£90.00	£100.00	£10.00	11.1%
Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - transfer of premises registration	per registration	£200.00	£225.00	£25.00	12.5%
Environment	Public Protection (Food & Safety)	Public Protection - Skin Piercing - change of address for personal registration	per registration	£25.00	£27.00	£2.00	8.0%
Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Unfit food - voluntary surrender certificate (up to £1,000 value)	per certificate	£130.00	£140.00	£10.00	7.7%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Unfit food - voluntary surrender certificate (£1,000 to £10,000)	per certificate	£150.00	£160.00	£10.00	6.7%
Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Unfit food - voluntary surrender certificate (over £10,000)	per certificate	£165.00	£175.00	£10.00	6.1%
Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Export Certificate (each)	per certificate	£135.00	£145.00	£10.00	7.4%
Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Food Safety Premises Endorsement for Export Certificate	per certificate	£85.00	£90.00	£5.00	5.9%
Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Food labelling advice (per hour)	per hour	£95.00	£100.00	£5.00	5.3%
Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - Food Hygiene Rating System revisit charge	per visit	£200.00	£230.00	£30.00	15.0%
Environment	Public Protection (Food & Safety)	Public Protection - Food Safety - copy of inspection report - lost/damaged (FBO request only)	per application	£25.00	£27.00	£2.00	8.0%
Environment	Public Protection (Trading Standards)	Public Protection - weights & measures - first nozzle tested per site	per site	£185.00	£195.00	£10.00	5.4%
Environment	Public Protection (Trading Standards)	Public Protection - weights & measures - equipment submitted under the measuring instruments (EEC Requirements) Regulations - per hour including travel time	per hour	£95.00	£100.00	£5.00	5.3%
Environment	Public Protection (Trading Standards)	Public Protection - weights & measures - Public weigh bridge operator training	per hour	£95.00	£100.00	£5.00	5.3%
Environment	Public Protection (Trading Standards)	Public Protection - Trading Standards - file search fees	per search	£95.00	£100.00	£5.00	5.3%
Environment	Public Protection (Trading Standards)	Public Protection - Trading Standards - Business advice fee	per search	£95.00	£100.00	£5.00	5.3%
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - sole trader	annual fee	£160.00	£200.00	£40.00	25.0%
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - sole trader	application	£20.00	£25.00	£5.00	25.0%
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 1-5 employees	annual fee	£270.00	£285.00	£15.00	5.6%
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 1-5 employees	application	£145.00	£155.00	£10.00	6.9%
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 6-20 employees	annual fee	£405.00	£430.00	£25.00	6.2%
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 6-20 employees	application	£200.00	£215.00	£15.00	7.5%
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 21 - 49 employees	annual fee	£540.00	£570.00	£30.00	5.6%
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - 21 - 49 employees	application	£250.00	£270.00	£20.00	8.0%
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - over 50 employees.	annual fee	POA	POA	£0.00	
Environment	Public Protection (Trading Standards)	Buy With Confidence scheme - over 50 employees.	application	POA	POA	£0.00	

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Env. Control)	Public Protection - Contaminated land search	per search	£150.00	£155.00	£5.00	3.3%
Environment	Public Protection (Env. Control)	Public Protection - Contaminated land search	per search	£200.00	£210.00	£10.00	5.0%
Environment	Public Protection (Env. Control)	Public Protection - Verified air quality data	per verification	£172.00	£180.00	£8.00	4.7%
Environment	Public Protection (Env. Control)	Public Protection - Exhumation (coordination and attendance)	per exhumation	£300.00	£320.00	£20.00	6.7%
Environment	Public Protection (Env. Control)	Public Health funerals charge (where funds in estate)	per item	£2,500	£2,600	£100.00	4.0%
Environment	Public Protection (Env. Control)	Public Health funerals charge (where funds in estate) (burial )	per item	£4,400	£4,500	£100.00	2.3%
Environment	Public Protection (Env. Control)	Public Protection - Exhumation (coordination and attendance)	per exhumation	£300.00	£315.00	£15.00	5.0%
Environment	Public Protection (Pest Control)	Pest Control - Rodents for up to 3 visits	3 visits	£130.00	£140.00	£10.00	7.7%
Environment	Public Protection (Pest Control)	Pest Control - Rodents for up to 3 visits - concessionary price	3 visits	£65.00	£70.00	£5.00	7.7%
Environment	Public Protection (Pest Control)	Pest Control - Rodents (additional charge per visit if required to complete existing treatment)	per visit	£40.00	£45.00	£5.00	12.5%
Environment	Public Protection (Pest Control)	Pest Control - Rodents (additional charge per visit if required to complete existing treatment) - concessionary price	per visit	£20.00	£25.00	£5.00	25.0%
Environment	Public Protection (Pest Control)	Pest Control - Wasps	per visit	£75.00	£82.00	£7.00	9.3%
Environment	Public Protection (Pest Control)	Pest Control - Wasps additional nest at same time	additional nest	£18.00	£22.00	£4.00	22.2%
Environment	Public Protection (Pest Control)	Pest Control - Wasps - concessionary price	per visit	£46.00	£50.00	£4.00	8.7%
Environment	Public Protection (Pest Control)	Pest Control - Wasps -additional nest at same time concessionary price	additional nest	£12.00	£14.00	£2.00	16.7%
Environment	Public Protection (Pest Control)	Pest Control - Cluster flies including 2 loft spaces	2 loft spaces	£125.00	£140.00	£15.00	12.0%
Environment	Public Protection (Pest Control)	Pest Control - Cluster flies - each additional loft	additional loft	£24.00	£35.00	£11.00	45.8%
Environment	Public Protection (Pest Control)	Pest Control - Cluster flies including 2 loft spaces - concessionary price	2 loft spaces	£78.00	£90.00	£12.00	15.4%
Environment	Public Protection (Pest Control)	Pest Control - Cluster flies - each additional loft- concessionary price	additional loft	£15.00	£20.00	£5.00	33.3%
Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 2 bedrooms	2 bedrooms	£130.00	£142.00	£12.00	9.2%
Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 2 bedrooms - concessionary price	2 bedrooms	£78.00	£100.00	£22.00	28.2%
Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 3 bedrooms	3 bedrooms	£150.00	£165.00	£15.00	10.0%
Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 3 bedrooms - concessionary price	3 bedrooms	£95.00	£103.00	£8.00	8.4%
Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 4 bedrooms	4 bedrooms	£167.00	£185.00	£18.00	10.8%
Environment	Public Protection (Pest Control)	Pest Control - Fleas up to 4 bedrooms - concessionary price	4 bedrooms	£108.00	£117.00	£9.00	8.3%
Environment	Public Protection (Pest Control)	Pest Control - Fleas over 5 bedrooms price on application	5 bedrooms	price on application	price on application	£0.00	
Environment	Public Protection (Pest Control)	Pest Control - Follow up Flea Treatment up to 2 bedrooms	2 bedrooms		£71.00	£71.00	
Environment	Public Protection (Pest Control)	Pest Control - Follow up Flea Treatment up to 3 bedrooms	3 bedrooms		£82.50	£82.50	
Environment	Public Protection (Pest Control)	Pest Control - Follow up Flea Treatment up to 4 bedrooms	4 bedrooms		£92.50	£92.50	
Public Protection	Public Protection (Pest Control)	Pest Control - Follow up Flea Treatment over 5 bedrooms price on application	5 bedrooms	price on application	price on application		
Environment	Public Protection (Pest Control)	Pest Control - Carpet moths 1 bedrooms	1 bedroom	£105.00	£110.00	£5.00	4.8%
Environment	Public Protection (Pest Control)	Pest Control - Carpet moths 2 bedrooms	2 bedrooms	£130.00	£142.00	£12.00	9.2%
Environment	Public Protection (Pest Control)	Pest Control - Carpet moths 2 bedrooms- concessionary price	2 bedrooms	£78.00	£85.00	£7.00	9.0%
Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths up to 3 bedrooms	3 bedrooms	£150.00	£165.00	£15.00	10.0%
Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths up to 3 bedrooms - concessionary price	3 bedrooms	£94.00	£103.00	£9.00	9.6%
Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths 4 bedrooms	4 bedrooms	£167.00	£185.00	£18.00	10.8%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths up to 4 bedrooms - concessionary price	4 bedrooms	£108.00	£117.00	£9.00	8.3%
Environment	Public Protection (Pest Control)	Pest Control - Carpet Moths over 5 bedrooms price on application	5 bedrooms	price on application	price on application		
Environment	Public Protection (Pest Control)	Pest Control - Ants up to 3 bedrooms	3 bedrooms	£150.00	£165.00	£15.00	10.0%
Environment	Public Protection (Pest Control)	Pest Control - Ants up to 3 bedrooms - concessionary price	3 bedrooms	£94.00	£103.00	£9.00	9.6%
Environment	Public Protection (Pest Control)	Pest Control - Ants - each additional bedroom	additional bedroom	£30.00	£35.00	£5.00	16.7%
Environment	Public Protection (Pest Control)	Pest Control - Mink and rabbits - per hour	per hour	£110.00	£115.00	£5.00	4.5%
Environment	Public Protection (Pest Control)	Pest Control - Squirrel Trapping (max. of 2 weeks treatment) customer to check trap	per treatment	£165.00	£175.00	£10.00	6.1%
Environment	Public Protection (Pest Control)	Pest Control - Squirrels (max. of 2 weeks treatment) - customer to check trap concessionary price	per treatment	£106.00	£112.00	£6.00	5.7%
Environment	Public Protection (Pest Control)	Pest Control - Squirrels per hour min 2 hours (where pest control check the traps)	per hour	£110.00	£115.00	£5.00	4.5%
Environment	Public Protection (Pest Control)	Pest Control - Squirrels per hour min 2 hours (where pest control check the traps) - concessionary price	per hour	£75.00	£80.00	£5.00	6.7%
Environment	Public Protection (Pest Control)	Pest Control - Cockroaches (2 visits)	2 visits	£320.00	£340.00	£20.00	6.3%
Environment	Public Protection (Pest Control)	Pest Control - Cockroaches (2 visits) - concessionary price	2 visits	£204.00	£215.00	£11.00	5.4%
Environment	Public Protection (Pest Control)	Pest Control - Cockroaches (additional visit)	additional visit	£115.00	£145.00	£30.00	26.1%
Environment	Public Protection (Pest Control)	Pest Control - Cockroaches (additional visit) - concessionary price	additional visit	£74.00	£85.00	£11.00	14.9%
Environment	Public Protection (Pest Control)	Pest Control - Bedbugs 1 Bedroom House	1 bedroom	£320.00	£340.00	£20.00	6.3%
Environment	Public Protection (Pest Control)	Pest Control - Bedbugs 1 Bedroom House - concessionary price	1 bedroom	£204.00	£215.00	£11.00	5.4%
Environment	Public Protection (Pest Control)	Pest Control - Bedbugs each additional bedroom	additional bedroom	£115.00	£145.00	£30.00	26.1%
Environment	Public Protection (Pest Control)	Pest Control - Bedbugs each additional bedroom - concessionary price	additional bedroom	£74.00	£85.00	£11.00	14.9%
Environment	Public Protection (Pest Control)	Pest Control - Bedbug survey fee	per survey	£82.00	£86.00	£4.00	4.9%
Environment	Public Protection (Pest Control)	Pest Control - Bedbug survey fee - concessionary price	per survey	£55.00	£58.00	£3.00	5.5%
Environment	Public Protection (Pest Control)	Pest Control - Advice visit fee if no treatment necessary	per advice	£45.00	£48.00	£3.00	6.7%
Environment	Public Protection (Pest Control)	Pest Control - Drain smoke test only as part of pest treatment	per test	£54.00	£56.00	£2.00	3.7%
Environment	Public Protection (Pest Control)	Pest Control - Drain CCTV survey only as part of pest treatment	per test	£150.00	£160.00	£10.00	6.7%
Environment	Public Protection (Pest Control)	Pest Control - Drain CCTV survey concessionary price	per test	£96.00	£103.00	£7.00	7.3%
Environment	Public Protection (Pest Control)	Pest Control - Visits where no material used	per visit	£71.00	£75.00	£4.00	5.6%
Environment	Public Protection (Pest Control)	Pest Control - End of tenancy/house purchase inspection	per inspection	£60.00	£65.00	£5.00	8.3%
Environment	Public Protection (Pest Control)	Pest Control - Moles (max. of 2 weeks treatment) customer to check trap	per treatment	£165.00	£175.00	£10.00	6.1%
Environment	Public Protection (Pest Control)	Pest Control - Moles (max. of 2 weeks treatment) - customer to check trap concessionary price	per treatment	£106.00	£112.00	£6.00	5.7%
Environment	Public Protection (Pest Control)	Pest Control - Moles per hour min 2 hours (where pest control check the traps)	per hour	£110.00	£115.00	£5.00	4.5%
Environment	Public Protection (Pest Control)	Pest Control - Rodents per hour (External or both Internal & External)	per hour	£108.00	£115.00	£7.00	6.5%
Environment	Public Protection (Pest Control)	Pest Control - Squirrels per hour	per hour	£108.00	£115.00	£7.00	6.5%
Environment	Public Protection (Pest Control)	Pest Control - Wasps - advance payment	per payment	£76.00	£80.00	£4.00	5.3%
Environment	Public Protection (Pest Control)	Pest Control - Wasps invoiced	per invoice	£125.00	£128.00	£3.00	2.4%
Environment	Public Protection (Pest Control)	Pest Control - Multiple wasp nest in same visit	per visit	£18.00	£20.00	£2.00	11.1%
Environment	Public Protection (Pest Control)	Pest Control - Bedbugs / cockroaches per hour	per hour	£108.00	£115.00	£7.00	6.5%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Pest Control)	Pest Control - Insects per hour	per hour	£108.00	£115.00	£7.00	6.5%
Environment	Public Protection (Pest Control)	Pest Control - Call out fee if no treatment necessary	call out	£57.00	£60.00	£3.00	5.3%
Environment	Public Protection (Pest Control)	Pest Control - Contract rate	per contract	£104.00	£110.00	£6.00	5.8%
Environment	Public Protection (Pest Control)	Pest Control - Invoice fee if not commercial	per invoice	£45.00	£48.00	£3.00	6.7%
Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing with sticky traps & Bulbs	per service	£54.00	£57.00	£3.00	5.6%
Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing with bulbs	per service	£44.00	£46.00	£2.00	4.5%
Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing no materials	per service	£32.00	£40.00	£8.00	25.0%
Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing as a Contract Visit Sticky Traps & Bulbs	per service	£44.00	£50.00	£6.00	13.6%
Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing as a Contract Visit Sticky Traps	per service	£32.00	£36.00	£4.00	12.5%
Environment	Public Protection (Pest Control)	Pest Control - EFK Servicing as a contract visit no materials	per service	£22.00	£25.00	£3.00	13.6%
Environment	Public Protection (Pest Control)	Pest Control - Wasp trap (during treatment)	per trap	£18.00	£20.00	£2.00	11.1%
Environment	Public Protection (Pest Control)	Pest Control - Wasp trap (with survey fee)	per trap	£50.00	£58.00	£8.00	16.0%
Environment	Public Protection (Pest Control)	Pest Control - Drain stopper 4 inch (100mm)	per item	£26.00	£28.00	£2.00	7.7%
Environment	Public Protection (Pest Control)	Pest Control - Drain stopper 4 inch (100mm) fitted	per item	£70.00	£74.00	£4.00	5.7%
Environment	Public Protection (Pest Control)	Pest Control - Drain stopper 6 inch (150 mm)	per item	£34.00	£36.00	£2.00	5.9%
Environment	Public Protection (Pest Control)	Pest Control - Drain stopper 6 inch (150 mm) fitted	per item	£78.00	£82.00	£4.00	5.1%
Environment	Public Protection (Pest Control)	Pest Control - Rat Wall 4 inch fitted	per item	£200.00	£210.00	£10.00	5.0%
Environment	Public Protection (Pest Control)	Pest Control - Rat Wall 6 inch fitted	per item	£250.00	£260.00	£10.00	4.0%
Environment	Public Protection (Pest Control)	Pest Control - Moth trap - Diamond	per item	£5.50	£6.00	£0.50	9.1%
Environment	Public Protection (Pest Control)	Pest Control - Moth trap - Blk & white	per item	£6.00	£7.00	£1.00	16.7%
Environment	Public Protection (Pest Control)	Pest Control - Odour Control - Odour Counteractant	per item	£8.50	£9.00	£0.50	5.9%
Environment	Public Protection (Pest Control)	Pest Control - Insect identification	per item	£25.00	£28.00	£3.00	12.0%
Environment	Public Protection (Pest Control)	Pest Control - bed bug moats	per item	£30.00	£30.00	£0.00	0.0%
Environment	Public Protection (Pest Control)	Pest Control - sealing around pipes (with a treatment)	per item	£35.00	£38.00	£3.00	8.6%
Environment	Public Protection (Pest Control)	Pest Control - air vents small Plastic	per item	£30.00	£32.00	£2.00	6.7%
Environment	Public Protection (Pest Control)	Pest Control - air vents Small stainless steel	per item	£37.00	£40.00	£3.00	8.1%
Environment	Public Protection (Pest Control)	Pest Control - air vents medium Plastic	per item	£34.00	£35.00	£1.00	2.9%
Environment	Public Protection (Pest Control)	Pest Control - air vents medium stainless steel	per item	£40.00	£43.00	£3.00	7.5%
Environment	Public Protection (Pest Control)	Pest Control - air vents large Plastic	per item	£37.00	£39.00	£2.00	5.4%
Environment	Public Protection (Pest Control)	Pest Control - air vents large stainless steel	per item	£45.00	£48.00	£3.00	6.7%
Environment	Public Protection (Pest Control)	Pest Control - Mole trap pack	per item	£75.00	£80.00	£5.00	6.7%
Environment	Public Protection (Pest Control)	Pest Control - Electric Fly Killer(EFK) White (Exc. fitting)	per item	£185.00	£210.00	£25.00	13.5%
Environment	Public Protection (Pest Control)	Pest Control - Electric fly Killer (EFK) Silver (Exc. fitting)	per item	£220.00	£240.00	£20.00	9.1%
Environment	Public Protection (Pest Control)	Pest Control - Electric Fly Killer (EFK) Cluster Flies White (Exc. fitting)	per item	£200.00	£230.00	£30.00	15.0%
Environment	Public Protection (Pest Control)	Pest Control - Redtop fly trap	per item	£21.00	£22.00	£1.00	4.8%
Environment	Public Protection (Pest Control)	Electric Fly Killer (EFK) LED White (Exc. Fitting) NEW	per item	£320.00	£350.00	£30.00	9.4%
Environment	Public Protection (ASB)	Anti-Social Behaviour - Charge for closure orders under the Anti-social Behaviour, Crime and Policing Act 2014	per order	£430.00	£450.00	£20.00	4.7%



**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Public Protection (Env. Control)	<b>PRIVATE WATER SUPPLIES</b>					
Environment	Public Protection (Env. Control)	Single domestic sampling cost *	per item	£120.00	£127.00	£7.00	5.8%
Environment	Public Protection (Env. Control)	Single domestic risk assessment*	per item	£185.00	£195.00	£10.00	5.4%
Environment	Public Protection (Env. Control)	Single domestic investigation*	per item	£148.00	£155.00	£7.00	4.7%
Environment	Public Protection (Env. Control)	Single domestic authorised departure	per item	£120.00	£127.00	£7.00	5.8%
Environment	Public Protection (Env. Control)	<10 m3/day residential risk assessment	per item	£340.00	£360.00	£20.00	5.9%
Environment	Public Protection (Env. Control)	<10 m3/day residential risk assessment with safer water pack completed self assessment	per item	£250.00	£260.00	£10.00	4.0%
Environment	Public Protection (Env. Control)	<10 m3/day residential sampling cost (plus actual analysis cost)	per item	£130.00	£135.00	£5.00	3.8%
Environment	Public Protection (Env. Control)	<10 m3/day residential investigation	per item	£148.00	£155.00	£7.00	4.7%
Environment	Public Protection (Env. Control)	<10 m3/day residential authorised departure *	per item	£110.00	£118.00	£8.00	7.3%
Environment	Public Protection (Env. Control)	<10 m3/day commercial risk assessment	per item	£340.00	£360.00	£20.00	5.9%
Environment	Public Protection (Env. Control)	<10 m3/day commercial risk assessment with safer water pack completed self assessment	per item	£250.00	£260.00	£10.00	4.0%
Environment	Public Protection (Env. Control)	<10 m3/day commercial sampling cost incl collection cost	per item	£130.00	£136.00	£6.00	4.6%
Environment	Public Protection (Env. Control)	<10 m3/day commercial investigation	per item	£155.00	£162.00	£7.00	4.5%
Environment	Public Protection (Env. Control)	<10 m3/day commercial authorised departure	per item	£148.00	£155.00	£7.00	4.7%
Environment	Public Protection (Env. Control)	10 - 100 m3/day sampling cost (plus actual analysis cost)	per item	£130.00	£136.00	£6.00	4.6%
Environment	Public Protection (Env. Control)	10 - 100 m3/day risk assessment	per item	£440.00	£450.00	£10.00	2.3%
Environment	Public Protection (Env. Control)	10 - 100 m3/day risk assessment with safer water pack completed self assessment	per item	£340.00	£350.00	£10.00	2.9%
Environment	Public Protection (Env. Control)	10 - 100 m3/day investigation*	per item	£175.00	£185.00	£10.00	5.7%
Environment	Public Protection (Env. Control)	10 - 100 m3/day authorised departure*	per item	£175.00	£185.00	£10.00	5.7%
Environment	Public Protection (Env. Control)	100 - 1000 m3/day sampling cost (plus actual analysis cost)	per item	£148.00	£155.00	£7.00	4.7%
Environment	Public Protection (Env. Control)	100 - 1000 m3/day risk assessment	per item	£490.00	£510.00	£20.00	4.1%
Environment	Public Protection (Env. Control)	100 - 1000 m3/day risk assessment with safer water pack completed self assessment	per item	£385.00	£410.00	£25.00	6.5%
Environment	Public Protection (Env. Control)	100 - 1000 m3/day investigation*	per item	£250.00	£260.00	£10.00	4.0%
Environment	Public Protection (Env. Control)	100 - 1000 m3/day authorised departure*	per item	£175.00	£185.00	£10.00	5.7%
Environment	Public Protection (Env. Control)	Private water distribution networks risk assessments	per item	£490.00	£510.00	£20.00	4.1%
Environment	Public Protection (Env. Control)	Private water distribution networks risk assessments with safer water pack completed self assessment	per item	£385.00	£410.00	£25.00	6.5%
Environment	Public Protection (Env. Control)	Council safer water publication	per item	£120.00	£127.00	£7.00	5.8%
Environment	Public Protection (Env. Control)	Risk Assessment via questionnaire	per item	£100.00	£106.00	£6.00	6.0%
Environment	Public Protection (Env. Control)	* Actual costs means the cost of the laboratory analysis as charged to Wiltshire Council.	per item	*see description	*see description	£0.00	
Environment	Waste	Waste Services -Green Waste collection charge	per bin	£66.00	£70.00	£4.00	6.1%
Environment	Waste	Waste Services -Food Waste Digerers	per bin		£68.00	£68.00	
Environment	Waste	Waste Services - VCSE household recycling centre permit 6 visits	6 visits	£65.00	£67.00	£2.00	3.1%
Environment	Waste	Waste Services - VCSE household recycling centre permit 12 visits	12 visits	£104.00	£107.00	£3.00	2.9%
Environment	Waste	Section 106 Waste Container Contribution (SPD) - per Household	per household	£107.00	£110.00	£3.00	2.8%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Environment</b>							
Environment	Waste	Section 106 Waste Container Contribution (SPD) - Flats 1-5 per apartment	Flats 1-5 per apartment	£107.00	£110.00	£3.00	2.8%
Environment	Waste	Section 106 Waste Container Contribution (SPD) - Flats 6-10 per bin store	Flats 6-10 per bin store	£864.00	£887.00	£23.00	2.7%
Environment	Waste	Section 106 Waste Container Contribution (SPD) - Flats 11-14 per bin store	Flats 11-14 per bin store	£1,638.00	£1,685.00	£47.00	2.9%
Environment	Waste	Section 106 Waste Container Contribution (SPD) - Flats 15-18 per bin store	Flats 15-18 per bin store	£2,413.00	£2,482.00	£69.00	2.9%
Environment	Waste	Household Recycling Centre permit for van and trailer	Per permit	£20.00	£20.00	£0.00	0.0%
Environment	Waste	Waste Management - Bulky Waste collection fee £28 per item	per item	£31.00	£32.00	£1.00	3.2%
Environment	Natural & Historic Environment	Ecology Discretionary Advice Service. This service can provide more specialist technical advice on ecological matters. This could include advice and verification on strategic biodiversity net gain and nutrient neutrality sites as well as wider nature recovery initiatives.	Per hour	£58.00	£61.00	£3.00	5.2%
Environment	Natural & Historic Environment	Enhanced pre-application advice - The service can include: a). Commenting on a draft Ecology Report to ensure that all ecology issues have been dealt with effectively prior to the application being submitted. b). Advice on specific issues e.g. protected sites or species (including survey requirements / HRA related issues), biodiversity net gain and nutrient neutrality. We strongly advise that developers buy into this service as it will avoid any potential costly delays when the application is submitted.	Per hour	£58.00	£61.00	£3.00	5.2%
Environment	Natural & Historic Environment	Ecology Monitoring of habitat and mitigation delivery, and tracking of capacity of strategic schemes. This service can provide monitoring of mitigation delivery and biodiversity net gain projects for the duration of the scheme. For strategic projects that offer environmental mitigation for multiple developments, the service can track scheme capacity of nutrient credits and biodiversity net gain units.	Per hour		£61.00	£61.00	
Environment	Natural & Historic Environment	Ecology Screening Visit (pre-application) - Householder or smaller development proposals only. This service can help identify whether protected habitats or species are likely to be affected by the proposed works. If there is evidence or potential for protected species, or a priority habitat is present additional independent ecological evidence will need to be commissioned and appropriate mitigation designed in order that the proposed works can go ahead without adverse impacts to ecology. Note that this would require the services of an independent ecologist and is not a service offered by Wiltshire Council.	Per Day (excl. travelling costs) additional time charged at hourly rate	£430.00	£450.00	£20.00	4.7%
Environment	Natural & Historic Environment	Nitrogen Credits	Per 1kg/N	£2,650.00	£2,730.00	£80.00	3.0%
Environment	Natural & Historic Environment	Nitrogen Credit (see legal charges) Charge is for the use of the template Unilateral Undertaking only.	Per agreement	£371.00	£388.00	£17.00	4.6%
Environment	Natural & Historic Environment	Phosphorus credits for Council-led mitigation in the River Avon (Special Area of Conservation) catchment	Per 1kg/TP		£38,500 plus 5% administration fee	£0.00	
Environment	Natural & Historic Environment	Archaeology: discretionary advice and outreach activities eg giving talks	Per hour		£61.00	£61.00	
Environment	Natural & Historic Environment	Archaeology: for a commercial Historic Environment Record (HER) enquiry	Per enquiry		£130.00	£130.00	

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Heritage	Heritage - Photocopies A3 black & white	per item	£1.00	£1.05	£0.05	5.0%
Leisure, Culture & Communities	Heritage	Heritage - Photocopies A4 black & white	per item	£0.70	£0.75	£0.05	7.1%
Leisure, Culture & Communities	Heritage	Heritage - Photocopies A3 colour	per item	£2.00	£2.10	£0.10	5.0%
Leisure, Culture & Communities	Heritage	Heritage - Photocopies A4 colour	per item	£1.30	£1.40	£0.10	7.7%
Leisure, Culture & Communities	Heritage	Heritage - Computer screen prints colour	per item	£1.00	£1.05	£0.05	5.0%
Leisure, Culture & Communities	Heritage	Heritage - Prints from Microforms A4	per item	£1.20	£1.30	£0.10	8.3%
Leisure, Culture & Communities	Heritage	Heritage - Prints from Microforms A3	per item	£1.75	£1.85	£0.10	5.7%
Leisure, Culture & Communities	Heritage	Heritage - Cost of prints made by staff A4	per item	£2.70	£2.90	£0.20	7.4%
Leisure, Culture & Communities	Heritage	Heritage - Cost of prints made by staff A3	per item	£3.40	£3.60	£0.20	5.9%
Leisure, Culture & Communities	Heritage	Heritage - Photographs - 1 digital image emailed	per item	£8.00	£8.50	£0.50	6.3%
Leisure, Culture & Communities	Heritage	Heritage - Photographs - saved to CD	per item	£8.00	£8.50	£0.50	6.3%
Leisure, Culture & Communities	Heritage	Heritage - Digital image printed on A4 photographic paper	per item	£9.00	£9.50	£0.50	5.6%
Leisure, Culture & Communities	Heritage	Heritage - Digital image printed on 6" x 4" photographic paper	per item	£8.00	£8.50	£0.50	6.3%
Leisure, Culture & Communities	Heritage	Heritage - Reproduction Fee minimum by negotiation	per fee	£45.00	£55.00	£10.00	22.2%
Leisure, Culture & Communities	Heritage	Heritage - UK and World rights, minimum by negotiation	per negotiation	£95.00	£110.00	£15.00	15.8%
Leisure, Culture & Communities	Heritage	Heritage - Facility fee for filming & location work - by negotiation, minimum	by negotiation	£150.00	£175.00	£25.00	16.7%
Leisure, Culture & Communities	Heritage	Heritage - Archive certificates - Baptisms	per certificate	£14.00	£17.00	£3.00	21.4%
Leisure, Culture & Communities	Heritage	Heritage - Damaged Stock - hardback - minimum	per item	£30.00	£32.00	£2.00	6.7%
Leisure, Culture & Communities	Heritage	Heritage - Damaged Stock - paperback - minimum	per item	£14.00	£15.00	£1.00	7.1%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Heritage	Heritage - Research Fee - 1/2 hour	per 1/2 hour	£18.00	£18.00	£0.00	0.0%
Leisure, Culture & Communities	Heritage	Heritage - Research Fee - hour	per hour	£36.00	£36.00	£0.00	0.0%
Leisure, Culture & Communities	Heritage	Heritage - photography by customers daily fee	per licence	£9.00	£9.00	£0.00	0.0%
Leisure, Culture & Communities	Heritage	Heritage - photography by customers weekly fee	per licence	£37.00	£37.00	£0.00	0.0%
Leisure, Culture & Communities	Heritage	Heritage - photography by customers annual	per licence	£105.00	£105.00	£0.00	0.0%
Leisure, Culture & Communities	Heritage	Heritage - Minimum charge for sending items by post / email	per item	£8.00	£8.50	£0.50	6.3%
Leisure, Culture & Communities	Libraries	Overdue fine - adult	per item, per day	£0.21	£0.21	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Overdue fine - child	per item, per day	£0.00	£0.00	£0.00	
Leisure, Culture & Communities	Libraries	Reservation charge	per item	£1.00	£1.00	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Reservation charge - reading groups	per set	£2.00	£2.00	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Reservation charge - out of county	per item	£6.55	£7.00	£0.45	6.9%
Leisure, Culture & Communities	Libraries	Talking books	per item	£1.90	£1.90	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Language courses	per item	£3.20	£3.20	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Replacement library cards - adult	per item	£1.70	£1.70	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Replacement library cards - child	per item	£0.80	£0.80	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Printing / Photocopying B & W A4 / A3	per sheet	£0.10	£0.15	£0.05	50.0%
Leisure, Culture & Communities	Libraries	Printing colour A4	per sheet	£1.00	£1.00	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Performing Arts - Orchestral sets	per set	£32.00	£32.00	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Performing Arts - Vocal scores	per score	£1.25	£1.25	£0.00	0.0%
Leisure, Culture & Communities	Libraries	Performing Arts - Play sets	per set	£9.00	£9.00	£0.00	0.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Admin Fee for all DD memberships, inc. Corporate, Swim and Gym School (NOT Active Health)	Per application	£25.00	£25.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Swim School - 30min class per week (Monthly DD)	Adult or Junior	£29.60	£31.25	£1.65	5.6%
Leisure, Culture & Communities	Leisure		Concession	£22.40	£22.50	£0.10	0.4%
Leisure, Culture & Communities	Leisure	Swim School - 45min class per week (Monthly DD)	Adult or Junior	£37.00	£38.75	£1.75	4.7%
Leisure, Culture & Communities	Leisure		Concession	£33.00	£33.75	£0.75	2.3%
Leisure, Culture & Communities	Leisure	Swim School - 1hr class per week (Monthly DD)	Adult or Junior	£48.00	£50.00	£2.00	4.2%
Leisure, Culture & Communities	Leisure		Concession	£36.00	£37.50	£1.50	4.2%
Leisure, Culture & Communities	Leisure	Swim School - 90min class per week (Monthly DD)	Adult or Junior	£53.00	£55.00	£2.00	3.8%
Leisure, Culture & Communities	Leisure		Concession	£39.00	£40.00	£1.00	2.6%
Leisure, Culture & Communities	Leisure	Gym School - 30 min class per week (Monthly DD)	Adult or Junior	£23.00	£23.75	£0.75	3.3%
Leisure, Culture & Communities	Leisure		Concession	£17.00	£17.50	£0.50	2.9%
Leisure, Culture & Communities	Leisure	Gym School - 45 min class per week (Monthly DD)	Adult or Junior	£24.40	£26.25	£1.85	7.6%
Leisure, Culture & Communities	Leisure		Concession	£18.40	£18.75	£0.35	1.9%
Leisure, Culture & Communities	Leisure	Gym School - 1 hr class per week (Monthly DD)	Adult or Junior	£28.40	£30.00	£1.60	5.6%
Leisure, Culture & Communities	Leisure		Concession	£21.40	£22.50	£1.10	5.1%
Leisure, Culture & Communities	Leisure	Advanced Gym School - 2 hr class per week (Monthly DD)	Adult or Junior	£51.20	£52.50	£1.30	2.5%
Leisure, Culture & Communities	Leisure		Concession	£38.40	£40.00	£1.60	4.2%
Leisure, Culture & Communities	Leisure	Advanced Gym School - 4 hr class per week (Monthly DD)	Adult or Junior	£70.40	£75.00	£4.60	6.5%
Leisure, Culture & Communities	Leisure		Concession	£54.40	£60.00	£5.60	10.3%
Leisure, Culture & Communities	Leisure	Advanced Gym School - 6 hrs per week (Monthly DD)	Adult or Junior	£88.80	£92.50	£3.70	4.2%
Leisure, Culture & Communities	Leisure		Concession	£67.20	£70.00	£2.80	4.2%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Trampoline School - 1 hr class per week (Monthly DD)	Adult or Junior	£28.40	£30.00	£1.60	5.6%
Leisure, Culture & Communities	Leisure		Concession	£21.40	£22.50	£1.10	5.1%
Leisure, Culture & Communities	Leisure	Lev water - 30min class per week (Monthly DD)	Adult or Junior	£29.60	£30.00	£0.40	1.4%
Leisure, Culture & Communities	Leisure		Concession	£22.40	£22.50	£0.10	0.4%
Leisure, Culture & Communities	Leisure	121 - 30min class per week (Monthly DD)	Adult or Junior	£78.00	£80.00	£2.00	2.6%
Leisure, Culture & Communities	Leisure		Concession	£58.60	£61.25	£2.65	4.5%
Leisure, Culture & Communities	Leisure	122 - 30min class per week (Monthly DD)	Adult or Junior	£102.80	£106.25	£3.45	3.4%
Leisure, Culture & Communities	Leisure		Concession	£77.20	£81.25	£4.05	5.2%
Leisure, Culture & Communities	Leisure	121 - 30min class every other week (Monthly DD)	Adult or Junior	£45.40	£47.50	£2.10	4.6%
Leisure, Culture & Communities	Leisure		Concession	£34.00	£35.00	£1.00	2.9%
Leisure, Culture & Communities	Leisure	121 Add needs - 30min class per week (Monthly DD)	Adult or Junior	£56.80	£60.00	£3.20	5.6%
Leisure, Culture & Communities	Leisure		Concession	£42.60	£45.00	£2.40	5.6%
Leisure, Culture & Communities	Leisure	Life Zone (12 month) (Monthly DD)	Senior	£28.30	£28.30	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Concession	£28.30	£28.30	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult	£39.95	£39.95	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult Add on	£32.05	£32.05	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Fitness Zone (12 month) (Monthly DD)	Senior	£23.15	£24.00	£0.85	3.7%
Leisure, Culture & Communities	Leisure		Concession	£23.15	£24.00	£0.85	3.7%
Leisure, Culture & Communities	Leisure		Adult	£33.00	£34.00	£1.00	3.0%
Leisure, Culture & Communities	Leisure		Adult Add on	£26.40	£27.20	£0.80	3.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Swim Zone (12 month) (Monthly DD)	Senior	£18.00	£18.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Concession	£18.00	£18.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult	£26.00	£26.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult Add on	£21.00	£21.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Racket Zone (12 month) (Monthly DD)	Senior	£23.15	£24.00	£0.85	3.7%
Leisure, Culture & Communities	Leisure		Concession	£23.15	£24.00	£0.85	3.7%
Leisure, Culture & Communities	Leisure		Adult	£33.00	£34.00	£1.00	3.0%
Leisure, Culture & Communities	Leisure		Adult Add on	£26.40	£27.20	£0.80	3.0%
Leisure, Culture & Communities	Leisure		Bolt on (no longer on sale - existing customers only)	£7.50	£10.00	£2.50	33.3%
Leisure, Culture & Communities	Leisure	Junior Zone (3-10) (Flexible) (Monthly DD)	Parents members (no longer on sale - existing customers only)	£12.50	£15.00	£2.50	20.0%
Leisure, Culture & Communities	Leisure		N/A	£15.00	£15.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Junior Zone (11-13) (Flexible) (Monthly DD)	Parents members (no longer on sale - existing customers only)	£12.50	£15.00	£2.50	20.0%
Leisure, Culture & Communities	Leisure		Parents Non-members	£14.99	£15.00	£0.01	0.1%
Leisure, Culture & Communities	Leisure	Junior Zone (14-15) (Flexible) (Monthly DD)	Parents members (no longer on sale - existing customers only)	£12.50	£15.00	£2.50	20.0%
Leisure, Culture & Communities	Leisure		Parents Non-members	£14.99	£15.00	£0.01	0.1%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Life Zone (Flexible) (Monthly DD)	Senior	£32.60	£32.60	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Concession	£32.60	£32.60	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult	£45.95	£45.95	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult Add on	£37.15	£37.15	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Young adult	£20.00	£20.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Fitness Zone (Flexible) (Monthly DD)	Senior	£26.70	£27.50	£0.80	3.0%
Leisure, Culture & Communities	Leisure		Concession	£26.70	£27.50	£0.80	3.0%
Leisure, Culture & Communities	Leisure		Adult	£37.95	£39.00	£1.05	2.8%
Leisure, Culture & Communities	Leisure		Adult Add on	£30.35	£31.20	£0.85	2.8%
Leisure, Culture & Communities	Leisure	Swim Zone (Flexible) (Monthly DD)	Senior	£21.00	£21.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Concession	£21.00	£21.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult	£30.00	£30.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult Add on	£24.00	£24.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Racket Zone (Flexible) (Monthly DD)	Senior	£26.70	£27.50	£0.80	3.0%
Leisure, Culture & Communities	Leisure		Concession	£26.70	£27.50	£0.80	3.0%
Leisure, Culture & Communities	Leisure		Adult	£37.95	£39.00	£1.05	2.8%
Leisure, Culture & Communities	Leisure		Adult Add on	£30.35	£31.20	£0.85	2.8%
Leisure, Culture & Communities	Leisure	Active Health Referral (Monthly DD)	Life Zone	£28.30	£28.30	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Fitness Zone	£23.15	£24.00	£0.85	3.7%
Leisure, Culture & Communities	Leisure		Swim Zone	£18.00	£18.00	£0.00	0.0%



**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)	
				£	£	£	%	
<b>PLACE</b>								
<b>Leisure, Culture &amp; Communities</b>								
Leisure, Culture & Communities	Leisure	Virtual (Monthly DD)		£5.00	£5.00	£0.00	0.0%	
Leisure, Culture & Communities	Leisure	Life Zone (Corporate) (Monthly DD)	Adult	£32.00	£32.00	£0.00	0.0%	
Leisure, Culture & Communities	Leisure		Adult Add on (no longer on sale - existing customers only)	£25.60	£32.00	£6.40	25.0%	
Leisure, Culture & Communities	Leisure	Fitness Zone (Corporate) (Monthly DD)	Adult	£27.00	£28.90	£1.90	7.0%	
Leisure, Culture & Communities	Leisure		Adult Add on (no longer on sale - existing customers only)	£21.20	£27.20	£6.00	28.3%	
Leisure, Culture & Communities	Leisure	Swim Zone (Corporate) (Monthly DD)	Adult	£21.00	£21.00	£0.00	0.0%	
Leisure, Culture & Communities	Leisure		Adult Add on (no longer on sale - existing customers only)	£17.00	£21.00	£4.00	23.5%	
Leisure, Culture & Communities	Leisure	Life Zone (Annual - one off payment)	Senior	£311.30	£311.30	£0.00	0.0%	
Leisure, Culture & Communities	Leisure		Concession	£311.30	£311.30	£0.00	0.0%	
Leisure, Culture & Communities	Leisure		Adult	£439.45	£439.45	£0.00	0.0%	
Leisure, Culture & Communities	Leisure		Adult Add on	£352.55	£352.55	£0.00	0.0%	
Leisure, Culture & Communities	Leisure		Corporate	£352.55	£352.00	-£0.55	-0.2%	
Leisure, Culture & Communities	Leisure		Student		£29.99	£30.00	£0.01	0.0%
Leisure, Culture & Communities	Leisure					£49.99	£50.00	£0.01
Leisure, Culture & Communities	Leisure		Fitness Zone (Annual - one off payment)	Senior	£254.65	£264.00	£9.35	3.7%
Leisure, Culture & Communities	Leisure			Concession	£254.65	£264.00	£9.35	3.7%
Leisure, Culture & Communities	Leisure			Adult	£363.00	£374.00	£11.00	3.0%
Leisure, Culture & Communities	Leisure	Adult Add on		£290.40	£299.20	£8.80	3.0%	
Leisure, Culture & Communities	Leisure	Corporate		£290.40	£317.90	£27.50	9.5%	
Leisure, Culture & Communities	Leisure	2-week		£24.99	£26.00	£1.01	4.0%	
Leisure, Culture & Communities	Leisure	Monthly		£46.99	£48.00	£1.01	2.1%	
Leisure, Culture & Communities	Leisure	3 Monthly (Summer)	£119.99	£125.00	£5.01	4.2%		

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Swim Zone (Annual - one off payment)	Senior	£198.00	£198.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Concession	£198.00	£198.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult	£286.00	£286.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult Add on	£231.00	£231.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Corporate	£231.00	£231.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Racket Zone (Annual - one off payment)	Senior	£254.65	£264.00	£9.35	3.7%
Leisure, Culture & Communities	Leisure		Concession	£254.65	£264.00	£9.35	3.7%
Leisure, Culture & Communities	Leisure		Adult	£363.00	£374.00	£11.00	3.0%
Leisure, Culture & Communities	Leisure		Adult Add on	£290.40	£299.20	£8.80	3.0%
Leisure, Culture & Communities	Leisure		Bolt on (no longer on sale - existing customers only)	£82.50	£110.00	£27.50	33.3%
Leisure, Culture & Communities	Leisure	Junior Zone (Annual - one off payment)	3 - 10 yr olds	£165.00	£165.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		11 - 13 yr olds	£165.00	£165.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		14 - 15 yr olds	£165.00	£165.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Leisure Card (Annual - one off payment)	Senior/Junior	£15.00	£15.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Concession	£10.00	£10.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Adult	£30.00	£30.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Carers	£0.00	£0.00	£0.00	
Leisure, Culture & Communities	Leisure		Care Leavers	£0.00	£0.00	£0.00	
Leisure, Culture & Communities	Leisure		Active Health Referral	£10.00	£10.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Talented Athlete	£0.00	£0.00	£0.00	
Leisure, Culture & Communities	Leisure		PFP	£0.00	£0.00	£0.00	
Leisure, Culture & Communities	Leisure		Health Promotion	£0.00	£0.00	£0.00	

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Printing/Photocopying	Per sheet	£0.40	£0.50	£0.10	25.0%
Leisure, Culture & Communities	Leisure	Spectators	Per person	£2.50	£2.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Hire of chairs for events etc	Per Chair	£1.50	£1.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Hire of any equipment (rackets, balls etc)	Per person	£1.50	£1.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Leisure Card	Per person	£2.50	£2.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Pulse Card	Per person	£5.00	£5.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Non-member	Per person	£3.00	£4.00	£1.00	33.3%
Leisure, Culture & Communities	Leisure	Leisure Card	Per person	£2.00	£3.00	£1.00	50.0%
Leisure, Culture & Communities	Leisure	Table top display (no person attendance)	Per half day	£15.00	£20.00	£5.00	33.3%
Leisure, Culture & Communities	Leisure	Display (table top or full size) with person attending	Per half day	£35.00	£40.00	£5.00	14.3%
Leisure, Culture & Communities	Leisure	Swim Nappy	Per unit	£2.00	£2.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Award Files	Per File	£9.00	£10.00	£1.00	11.1%
Leisure, Culture & Communities	Leisure	Ducklings Books	Per unit	£5.00	£5.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Badges/Certificates/Sticker	Per Award	£3.50	£3.60	£0.10	2.9%
Leisure, Culture & Communities	Leisure	Aqualetes Swim Hat	Per Hat	£1.00	£1.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Aqualetes Bag	Per Bag	£2.00	£2.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Badges/Certificates/Sticker	Per Award	£5.00	£5.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Racket Grip	Per Item	£3.00	£3.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Table Tennis Ball	Per Item	£0.50	£0.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Table Tennis Ball x3	Per Item	£3.50	£3.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Table Tennis Paddle	Per Item	£6.00	£6.00	£0.00	0.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Shuttle Cocks	Per Item	£2.00	£2.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Shuttle Cocks (tube of 6)	Per Item	£8.50	£8.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Shuttle Cocks (Feathered)	Per Item	£2.50	£2.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Squash Ball (Intermediate/Club - Blue)	Per Item	£3.50	£3.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Squash Ball (Pro - Double yellow)	Per Item	£3.50	£3.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Squash Ball (Improvers/Recreational - Red)	Per Item	£3.50	£3.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Tennis Ball	Per Item	£2.00	£2.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Devizes Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£2.13	£2.13	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Stonehenge School (Dual-use charge for Courts (Sports Hall))	Per Court	£5.00	£5.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Corsham Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£5.00	£5.30	£0.30	6.0%
Leisure, Culture & Communities	Leisure	John Bentley School (Academy) (Dual-use charge for Courts (Sports Hall))	Per Court	£5.00	£5.30	£0.30	6.0%
Leisure, Culture & Communities	Leisure	Pewsey Vale Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£5.00	£5.30	£0.30	6.0%
Leisure, Culture & Communities	Leisure	Kingdown Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£4.20	£4.80	£0.60	14.3%
Leisure, Culture & Communities	Leisure	Clarendon Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£4.50	£5.00	£0.50	11.1%
Leisure, Culture & Communities	Leisure	Malmesbury Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£7.15	£7.15	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Wootton Bassett Academy (Dual-use charge for Courts (Sports Hall))	Per Court	£4.90	£5.00	£0.10	2.0%
Leisure, Culture & Communities	Leisure	Devizes Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£7.46	£7.46	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Corsham Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£10.00	£11.00	£1.00	10.0%
Leisure, Culture & Communities	Leisure	John Bentley School (Academy) (Dual-use charge for Lane (Swim Pool))	Per Lane	£11.00	£12.00	£1.00	9.1%
Leisure, Culture & Communities	Leisure	Pewsey Vale Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£10.50	£12.00	£1.50	14.3%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Avon Valley College (Academy) (Dual-use charge for Lane (Swim Pool))	Per Lane	£11.00	£12.00	£1.00	9.1%
Leisure, Culture & Communities	Leisure	Kingdown Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£8.00	£9.00	£1.00	12.5%
Leisure, Culture & Communities	Leisure	Clarendon Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£8.00	£9.00	£1.00	12.5%
Leisure, Culture & Communities	Leisure	Malmesbury Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£10.00	£11.00	£1.00	10.0%
Leisure, Culture & Communities	Leisure	Wootton Bassett Academy (Dual-use charge for Lane (Swim Pool))	Per Lane	£10.00	£11.00	£1.00	10.0%
Leisure, Culture & Communities	Leisure	Swim Session - Adult	Non-Member	£5.80	£6.00	£0.20	3.4%
Leisure, Culture & Communities	Leisure		Leisure Card	£4.80	£4.90	£0.10	2.1%
Leisure, Culture & Communities	Leisure	Swim Session - Senior/ Junior	Non-Member	£4.80	£4.90	£0.10	2.1%
Leisure, Culture & Communities	Leisure		Leisure Card	£3.80	£3.90	£0.10	2.6%
Leisure, Culture & Communities	Leisure	Swim Session - Family (Up to 2 adults, 3 child)	Non-Member	£16.50	£17.00	£0.50	3.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£15.00	£15.50	£0.50	3.3%
Leisure, Culture & Communities	Leisure	Swim Session - Concession	Set Fee	£2.90	£3.00	£0.10	3.4%
Leisure, Culture & Communities	Leisure	Swim Session - MOD Swimming		£4.80	£4.90	£0.10	2.1%
Leisure, Culture & Communities	Leisure	Aquatots - Set Fee (this is 1 adult and 2 child)	Non-Member	£5.80	£6.00	£0.20	3.4%
Leisure, Culture & Communities	Leisure		Leisure Card	£4.80	£4.90	£0.10	2.1%
Leisure, Culture & Communities	Leisure		Concession	£2.90	£3.00	£0.10	3.4%
Leisure, Culture & Communities	Leisure	Aquatots - Additional Attendee (this is child)	Non-Member	£4.80	£4.90	£0.10	2.1%
Leisure, Culture & Communities	Leisure		Leisure Card	£3.80	£3.90	£0.10	2.6%
Leisure, Culture & Communities	Leisure		Concession	£2.90	£3.00	£0.10	3.4%
Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) - 1 to 1	Leisure Card	£22.00	£22.70	£0.70	3.2%
Leisure, Culture & Communities	Leisure		Concession	£18.00	£18.50	£0.50	2.8%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) -1 to 1 (set of 3)	Leisure Card	£64.00	£68.10	£4.10	6.4%
Leisure, Culture & Communities	Leisure		Concession	£53.00	£55.50	£2.50	4.7%
Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) -1 to 1 (set of 6)	Leisure Card	£125.00	£136.20	£11.20	9.0%
Leisure, Culture & Communities	Leisure		Concession	£105.00	£111.00	£6.00	5.7%
Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) -1 to 2	Leisure Card	£32.00	£33.00	£1.00	3.1%
Leisure, Culture & Communities	Leisure		Concession	£27.00	£27.80	£0.80	3.0%
Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) -1 to 2 (set of 3)	Leisure Card	£94.00	£99.00	£5.00	5.3%
Leisure, Culture & Communities	Leisure		Concession	£78.00	£83.40	£5.40	6.9%
Leisure, Culture & Communities	Leisure	Private Swimming Lessons (Adult or Child lessons) - 1 to 2 (set of 6)	Leisure Card	£185.00	£198.00	£13.00	7.0%
Leisure, Culture & Communities	Leisure		Concession	£158.00	£166.80	£8.80	5.6%
Leisure, Culture & Communities	Leisure	School Swimming session	Child (per head) / 30 mins	£1.80	£1.90	£0.10	5.6%
Leisure, Culture & Communities	Leisure		Lifeguard / hr	£17.50	£18.00	£0.50	2.9%
Leisure, Culture & Communities	Leisure		Teacher/Instructor / hr	£31.00	£32.00	£1.00	3.2%
Leisure, Culture & Communities	Leisure	Pay on the day lesson (30 min)	Non-Member	£8.00	£8.20	£0.20	2.5%
Leisure, Culture & Communities	Leisure		Leisure Card	£7.00	£7.20	£0.20	2.9%
Leisure, Culture & Communities	Leisure		Concession	£6.00	£6.20	£0.20	3.3%
Leisure, Culture & Communities	Leisure	Crash Course/Intensive lessons (30 min)	Non-Member	£8.25	£8.50	£0.25	3.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£7.25	£7.50	£0.25	3.4%
Leisure, Culture & Communities	Leisure		Concession	£5.45	£5.60	£0.15	2.8%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Crash Course/Intensives lessons (1 hr)	Non-Member	£13.00	£13.40	£0.40	3.1%
Leisure, Culture & Communities	Leisure		Leisure Card	£12.00	£12.40	£0.40	3.3%
Leisure, Culture & Communities	Leisure		Concession	£9.00	£9.30	£0.30	3.3%
Leisure, Culture & Communities	Leisure	Crash Course/Intensive lessons (75min)	Non-Member	£11.50	£11.80	£0.30	2.6%
Leisure, Culture & Communities	Leisure		Leisure Card	£10.50	£10.80	£0.30	2.9%
Leisure, Culture & Communities	Leisure		Concession	£9.50	£9.80	£0.30	3.2%
Leisure, Culture & Communities	Leisure	NPLQ Course	Set Fee	£250.00	£250.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Access to the Health suite for 1 hr	Non-Member	£7.00	£7.40	£0.40	5.7%
Leisure, Culture & Communities	Leisure		Leisure Card	£6.00	£6.30	£0.30	5.0%
Leisure, Culture & Communities	Leisure		Concession	£3.50	£3.70	£0.20	5.7%
Leisure, Culture & Communities	Leisure	Access to the sauna for 30 mins	Non-Member	£4.00	£4.20	£0.20	5.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£3.00	£3.20	£0.20	6.7%
Leisure, Culture & Communities	Leisure		Concession	£2.00	£2.10	£0.10	5.0%
Leisure, Culture & Communities	Leisure	Class attendance (90 mins) Adult	Non-Member	£10.00	£10.30	£0.30	3.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£9.00	£9.30	£0.30	3.3%
Leisure, Culture & Communities	Leisure	Class attendance (90 mins) Senior/ Junior	Non-Member	£9.00	£9.30	£0.30	3.3%
Leisure, Culture & Communities	Leisure		Leisure Card	£8.00	£8.20	£0.20	2.5%
Leisure, Culture & Communities	Leisure	Class attendance (90 mins) Concession	Set Fee	£5.00	£5.20	£0.20	4.0%
Leisure, Culture & Communities	Leisure	Class attendance (75 mins) Adult	Non-Member	£9.50	£9.80	£0.30	3.2%
Leisure, Culture & Communities	Leisure		Leisure Card	£8.50	£8.80	£0.30	3.5%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Class attendance (75 mins) Senior/ Junior	Non-Member	£8.50	£8.80	£0.30	3.5%
Leisure, Culture & Communities	Leisure		Leisure Card	£7.50	£7.70	£0.20	2.7%
Leisure, Culture & Communities	Leisure	Class attendance (75 mins) Concession	Set Fee	£4.80	£4.90	£0.10	2.1%
Leisure, Culture & Communities	Leisure	Class attendance (60 mins) Adult	Non-Member	£7.50	£7.70	£0.20	2.7%
Leisure, Culture & Communities	Leisure		Leisure Card	£6.50	£6.70	£0.20	3.1%
Leisure, Culture & Communities	Leisure	Class attendance (60 mins) Senior/ Junior	Non-Member	£6.50	£6.70	£0.20	3.1%
Leisure, Culture & Communities	Leisure		Leisure Card	£5.50	£5.70	£0.20	3.6%
Leisure, Culture & Communities	Leisure	Class attendance (60 mins) Concession	Set Fee	£3.70	£3.80	£0.10	2.7%
Leisure, Culture & Communities	Leisure	Class attendance (45 mins) Adult	Non-Member	£6.30	£6.50	£0.20	3.2%
Leisure, Culture & Communities	Leisure		Leisure Card	£5.30	£5.50	£0.20	3.8%
Leisure, Culture & Communities	Leisure	Class attendance (45 mins) Senior/ Junior	Non-Member	£5.30	£5.50	£0.20	3.8%
Leisure, Culture & Communities	Leisure		Leisure Card	£4.30	£4.40	£0.10	2.3%
Leisure, Culture & Communities	Leisure	Class attendance (45 mins) Concession	Set Fee	£3.20	£3.30	£0.10	3.1%
Leisure, Culture & Communities	Leisure	Class attendance (30 mins) Adult	Non-Member	£5.50	£5.70	£0.20	3.6%
Leisure, Culture & Communities	Leisure		Leisure Card	£4.50	£4.60	£0.10	2.2%
Leisure, Culture & Communities	Leisure	Class attendance (30 mins) Senior/ Junior	Non-Member	£4.50	£4.60	£0.10	2.2%
Leisure, Culture & Communities	Leisure		Leisure Card	£3.50	£3.60	£0.10	2.9%
Leisure, Culture & Communities	Leisure	Class attendance (30 mins) Concession	Set Fee	£2.70	£2.80	£0.10	3.7%
Leisure, Culture & Communities	Leisure	Virtual Class Attendance (60 mins) Adult	Non-Member	£3.60	£3.70	£0.10	2.8%
Leisure, Culture & Communities	Leisure		Leisure Card	£3.60	£3.70	£0.10	2.8%
Leisure, Culture & Communities	Leisure	Virtual Class Attendance (60 mins) Senior/ Junior	Non-Member	£3.60	£3.70	£0.10	2.8%
Leisure, Culture & Communities	Leisure		Leisure Card	£3.60	£3.70	£0.10	2.8%



**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Virtual Class Attendance (60 mins) Concession	Set Fee	£3.60	£3.70	£0.10	2.8%
Leisure, Culture & Communities	Leisure	Specialist Class attendance 90 mins	Non-Member	£10.00	£10.30	£0.30	3.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£9.00	£9.30	£0.30	3.3%
Leisure, Culture & Communities	Leisure		Concession	£5.00	£5.20	£0.20	4.0%
Leisure, Culture & Communities	Leisure	Specialist Class attendance 75 mins	Non-Member	£9.50	£9.80	£0.30	3.2%
Leisure, Culture & Communities	Leisure		Leisure Card	£8.50	£8.80	£0.30	3.5%
Leisure, Culture & Communities	Leisure		Concession	£4.80	£4.90	£0.10	2.1%
Leisure, Culture & Communities	Leisure	Specialist Class attendance 60 mins	Non-Member	£9.00	£9.30	£0.30	3.3%
Leisure, Culture & Communities	Leisure		Leisure Card	£8.00	£8.20	£0.20	2.5%
Leisure, Culture & Communities	Leisure		Concession	£4.50	£4.60	£0.10	2.2%
Leisure, Culture & Communities	Leisure	Specialist Class attendance 45 mins	Non-Member	£8.80	£9.10	£0.30	3.4%
Leisure, Culture & Communities	Leisure		Leisure Card	£7.80	£8.00	£0.20	2.6%
Leisure, Culture & Communities	Leisure		Concession	£4.40	£4.50	£0.10	2.3%
Leisure, Culture & Communities	Leisure	Class attendance - Live Well	Non-Member	£6.10	£6.30	£0.20	3.3%
Leisure, Culture & Communities	Leisure		Leisure Card	£5.10	£5.30	£0.20	3.9%
Leisure, Culture & Communities	Leisure	Squash (45 mins) - Adult	Non-Member	£10.00	£10.50	£0.50	5.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£9.00	£9.50	£0.50	5.6%
Leisure, Culture & Communities	Leisure	Squash (45 mins) - Senior/ Junior	Non-Member	£9.00	£9.50	£0.50	5.6%
Leisure, Culture & Communities	Leisure		Leisure Card	£8.00	£8.40	£0.40	5.0%
Leisure, Culture & Communities	Leisure	Squash (45 mins) - Concession	Set Fee	£5.00	£5.30	£0.30	6.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Squash - Open Mon / Mix up	Non-Member	£5.00	£6.60	£1.60	32.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£4.00	£5.60	£1.60	40.0%
Leisure, Culture & Communities	Leisure		Concession	£2.50	£3.40	£0.90	36.0%
Leisure, Culture & Communities	Leisure	Gym attendance (Tier 1 - 5R, SPR, Nadder, Vale, Calne) - Adult	Non-Member	£9.10	£9.60	£0.50	5.5%
Leisure, Culture & Communities	Leisure		Leisure Card	£8.10	£8.50	£0.40	4.9%
Leisure, Culture & Communities	Leisure	Gym attendance (Tier 1 - 5R, SPR, Nadder, Vale, Calne) - Senior/ Junior	Non-Member	£8.10	£8.50	£0.40	4.9%
Leisure, Culture & Communities	Leisure		Leisure Card	£7.10	£7.50	£0.40	5.6%
Leisure, Culture & Communities	Leisure	Gym attendance (Tier 1 - 5R, SPR, Nadder, Vale, Calne) - Concession	Set Fee	£4.60	£4.80	£0.20	4.3%
Leisure, Culture & Communities	Leisure	Gym attendance (Tier 2 - Dev, Marl, TID, Ames, OLY, LIM, TAZ, CAS, LEI, Warm) - Adult	Non-Member	£8.30	£8.70	£0.40	4.8%
Leisure, Culture & Communities	Leisure		Leisure Card	£7.30	£7.70	£0.40	5.5%
Leisure, Culture & Communities	Leisure	Gym attendance (Tier 2 - Dev, Marl, TID, Ames, OLY, LIM, TAZ, CAS, LEI, Warm) - Senior/ Junior	Non-Member	£7.30	£7.70	£0.40	5.5%
Leisure, Culture & Communities	Leisure		Leisure Card	£6.30	£6.60	£0.30	4.8%
Leisure, Culture & Communities	Leisure	Gym attendance (Tier 2 - Dev, Marl, TID, Ames, OLY, LIM, TAZ, CAS, LEI, Warm) - Concession	Set Fee	£4.20	£4.40	£0.20	4.8%
Leisure, Culture & Communities	Leisure	Gym attendance (Tier 3 - Durrington) - Adult	Non-Member	£6.60	£8.70	£2.10	31.8%
Leisure, Culture & Communities	Leisure		Leisure Card	£5.60	£7.70	£2.10	37.5%
Leisure, Culture & Communities	Leisure	Gym attendance (Tier 3 - Durrington) - Senior/ Junior	Non-Member	£5.60	£7.70	£2.10	37.5%
Leisure, Culture & Communities	Leisure		Leisure Card	£4.60	£6.60	£2.00	43.5%
Leisure, Culture & Communities	Leisure	Gym attendance (Tier 3 - Durrington) - Concession	Set Fee	£3.30	£4.40	£1.10	33.3%
Leisure, Culture & Communities	Leisure	Gym Induction - Adult	Leisure Card	£30.00	£30.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Gym Induction - Senior/ Junior	Leisure Card	£20.00	£20.00	£0.00	0.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Gym Induction - Concession	Set Fee	£20.00	£20.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Gym Induction - Military Validation	Set Fee	£20.00	£20.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Table Tennis (45 or 60 min) - Adult	Non-Member	£10.00	£10.50	£0.50	5.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£9.00	£9.50	£0.50	5.6%
Leisure, Culture & Communities	Leisure	Table Tennis (45 or 60 min) - Senior/ Junior	Non-Member	£9.00	£9.50	£0.50	5.6%
Leisure, Culture & Communities	Leisure		Leisure Card	£8.00	£8.40	£0.40	5.0%
Leisure, Culture & Communities	Leisure	Table Tennis (45 or 60 min) - Concession	Set Fee	£5.00	£5.30	£0.30	6.0%
Leisure, Culture & Communities	Leisure	Badminton (60 min) - Adult	Non-Member	£10.00	£10.50	£0.50	5.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£9.00	£9.50	£0.50	5.6%
Leisure, Culture & Communities	Leisure	Badminton (60 min) - Senior/ Junior	Non-Member	£9.00	£9.50	£0.50	5.6%
Leisure, Culture & Communities	Leisure		Leisure Card	£8.00	£8.40	£0.40	5.0%
Leisure, Culture & Communities	Leisure	Badminton (60 min) - Concession	Set Fee	£4.90	£5.10	£0.20	4.1%
Leisure, Culture & Communities	Leisure	Badminton - Adult - Open (Mon/Tues)	Non-Member	£6.30	£6.60	£0.30	4.8%
Leisure, Culture & Communities	Leisure		Leisure Card	£5.30	£5.60	£0.30	5.7%
Leisure, Culture & Communities	Leisure	Badminton - Child - Open (Mon/Tues)	Non-Member	£5.30	£6.60	£1.30	24.5%
Leisure, Culture & Communities	Leisure		Leisure Card	£4.30	£5.60	£1.30	30.2%
Leisure, Culture & Communities	Leisure	Badminton - Open (Mon/Tues)	Concession	£3.20	£3.40	£0.20	6.3%
Leisure, Culture & Communities	Leisure	Outdoor Hardcourt (60 mins) - Adult	Non-Member	£7.00	£7.40	£0.40	5.7%
Leisure, Culture & Communities	Leisure		Leisure Card	£6.00	£6.30	£0.30	5.0%
Leisure, Culture & Communities	Leisure	Outdoor Hardcourt (60 mins) - Senior/ Junior	Non-Member	£6.00	£6.30	£0.30	5.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£5.00	£5.30	£0.30	6.0%
Leisure, Culture & Communities	Leisure	Outdoor Hardcourt/Pitch (60 mins) - Concession	Set Fee	£3.50	£3.70	£0.20	5.7%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Outdoor Pitch (60 mins) - Adult	Set Fee	£27.00	£28.40	£1.40	5.2%
Leisure, Culture & Communities	Leisure	Outdoor Pitch (60 mins) - Senior/ Junior	Set Fee	£24.00	£25.20	£1.20	5.0%
Leisure, Culture & Communities	Leisure	Outdoor ATP - full pitch (60 mins) - Adult	Set Fee	£135.00	£141.80	£6.80	5.0%
Leisure, Culture & Communities	Leisure	Outdoor ATP - full pitch (60 mins) - Senior/ Junior	Set Fee	£102.00	£107.10	£5.10	5.0%
Leisure, Culture & Communities	Leisure	Outdoor ATP - third pitch (60 mins) - Adult	Set Fee	£45.00	£47.30	£2.30	5.1%
Leisure, Culture & Communities	Leisure	Outdoor ATP - third pitch (60 mins) - Senior/ Junior	Set Fee	£34.00	£35.70	£1.70	5.0%
Leisure, Culture & Communities	Leisure	Party - Sporty	Non-Member	£87.00	£90.00	£3.00	3.4%
Leisure, Culture & Communities	Leisure		Leisure Card	£72.00	£75.00	£3.00	4.2%
Leisure, Culture & Communities	Leisure	Party - Bouncers	Non-Member	£92.00	£95.00	£3.00	3.3%
Leisure, Culture & Communities	Leisure		Leisure Card	£77.00	£80.00	£3.00	3.9%
Leisure, Culture & Communities	Leisure	Party Supplement fee to Sporty - Climbing	Set Fee	£20.00	£21.00	£1.00	5.0%
Leisure, Culture & Communities	Leisure	Party Supplement fee to Sporty - Soft Play	Set Fee	£20.00	£21.00	£1.00	5.0%
Leisure, Culture & Communities	Leisure	Party - Mini Pool	Non-Member	£92.00	£95.00	£3.00	3.3%
Leisure, Culture & Communities	Leisure		Leisure Card	£77.00	£80.00	£3.00	3.9%
Leisure, Culture & Communities	Leisure	Party - Fun & Floats	Non-Member	£107.00	£110.00	£3.00	2.8%
Leisure, Culture & Communities	Leisure		Leisure Card	£92.00	£95.00	£3.00	3.3%
Leisure, Culture & Communities	Leisure	Party - Inflatable	Non-Member	£117.00	£120.00	£3.00	2.6%
Leisure, Culture & Communities	Leisure		Leisure Card	£102.00	£105.00	£3.00	2.9%
Leisure, Culture & Communities	Leisure	Party- Diving	Non-Member	£127.00	£127.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure		Leisure Card	£112.00	£112.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Extra member of staff to support the party	Set Fee	£15.50	£20.00	£4.50	29.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	1 hr booking of a room for the party	Set Fee	£10.50	£20.00	£9.50	90.5%
Leisure, Culture & Communities	Leisure	Soft Play (60 mins)	Non-Member	£3.60	£3.80	£0.20	5.6%
Leisure, Culture & Communities	Leisure	Bouncy Castle (60 mins)	Leisure Card	£2.60	£2.70	£0.10	3.8%
Leisure, Culture & Communities	Leisure	Roller Skating (60 mins)	Concession	£1.80	£1.90	£0.10	5.6%
Leisure, Culture & Communities	Leisure	Kidz Zone (60 mins)	Additional attendee	£2.60	£2.70	£0.10	3.8%
Leisure, Culture & Communities	Leisure	Kidz Zone (90 mins)	Non-Member	£5.40	£5.70	£0.30	5.6%
Leisure, Culture & Communities	Leisure		Leisure Card	£4.40	£4.60	£0.20	4.5%
Leisure, Culture & Communities	Leisure		Concession	£2.70	£2.80	£0.10	3.7%
Leisure, Culture & Communities	Leisure		Additional attendee	£4.40	£4.60	£0.20	4.5%
Leisure, Culture & Communities	Leisure	Youth Only Zone (90 mins)	Non-Member	£4.30	£4.50	£0.20	4.7%
Leisure, Culture & Communities	Leisure		Leisure Card	£3.30	£3.50	£0.20	6.1%
Leisure, Culture & Communities	Leisure		Concession	£2.15	£2.30	£0.15	7.0%
Leisure, Culture & Communities	Leisure	Climbing - 1-2-1 Coaching Session	Set Fee	£41.00	£43.10	£2.10	5.1%
Leisure, Culture & Communities	Leisure	Climbing Taster Session	Set Fee	£5.00	£5.30	£0.30	6.0%
Leisure, Culture & Communities	Leisure	Roller Skating, Skating and Skooting	Adult	£4.50	£4.70	£0.20	4.4%
Leisure, Culture & Communities	Leisure		Child	£3.50	£3.70	£0.20	5.7%
Leisure, Culture & Communities	Leisure	External PT - Weekly charge for external PT trainers to utilise WC leisure centres. There is no limit on number of clients	Weekly Payment	£105.00	£105.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	PT Session - 1 x 30min session	Set Fee	£26.00	£26.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	PT Session - 1 x 1hr session	Set Fee	£36.00	£36.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	PT Session - 5 x 1hr sessions	Set Fee	£155.00	£155.00	£0.00	0.0%
Leisure, Culture & Communities	Leisure	PT Session - 10 x 1hr sessions	Set Fee	£280.00	£280.00	£0.00	0.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Active Health - Fitness Suite	Leisure Card	£4.00	£4.20	£0.20	5.0%
Leisure, Culture & Communities	Leisure	Active Health - Induction	Leisure Card	£9.50	£9.50	£0.00	0.0%
Leisure, Culture & Communities	Leisure	Active Health - Swimming	Leisure Card	£2.90	£3.00	£0.10	3.4%
Leisure, Culture & Communities	Leisure	Active Health Class (45 min)	Leisure Card	£3.20	£3.30	£0.10	3.1%
Leisure, Culture & Communities	Leisure	Active Health Specialist Class (1 hr)	Leisure Card	£4.50	£4.60	£0.10	2.2%
Leisure, Culture & Communities	Leisure	Swimming Pool Hire - Main Pool (4 lane) (these fees do NOT include LG Cover)	Single Use (1 hr) - treat as Non-Member	£64.00	£66.00	£2.00	3.1%
Leisure, Culture & Communities	Leisure		Block booking	£53.33	£55.00	£1.67	3.1%
Leisure, Culture & Communities	Leisure	Swimming Pool Hire - Beach Pool (these fees do NOT include LG Cover)	Single Use (1 hr) - treat as Non-Member	£64.00	£66.00	£2.00	3.1%
Leisure, Culture & Communities	Leisure		Block booking	£53.33	£55.00	£1.67	3.1%
Leisure, Culture & Communities	Leisure	Swimming Pool Hire - Learner Pool (these fees do NOT include LG Cover)	Single Use (1 hr) - treat as Non-Member	£38.00	£40.00	£2.00	5.3%
Leisure, Culture & Communities	Leisure		Block booking	£31.67	£33.33	£1.66	5.2%
Leisure, Culture & Communities	Leisure	Sports Hall Hire - 1 Court	Single Use (1 hr) - treat as Non-Member	£10.00	£10.50	£0.50	5.0%
Leisure, Culture & Communities	Leisure		Block booking	£8.33	£8.75	£0.42	5.0%
Leisure, Culture & Communities	Leisure	Room Hire - Tier 1	Single Use (1 hr) - treat as Non-Member	£31.70	£32.30	£0.60	1.9%
Leisure, Culture & Communities	Leisure		Block booking	£26.42	£26.92	£0.50	1.9%
Leisure, Culture & Communities	Leisure	Room Hire - Tier 2	Single Use (1 hr) - treat as Non-Member	£26.10	£26.60	£0.50	1.9%
Leisure, Culture & Communities	Leisure		Block booking	£21.75	£22.17	£0.42	1.9%
Leisure, Culture & Communities	Leisure	Room Hire - Tier 3	Single Use (1 hr) - treat as Non-Member	£20.30	£20.70	£0.40	2.0%
Leisure, Culture & Communities	Leisure		Block booking	£16.92	£17.25	£0.33	2.0%
Leisure, Culture & Communities	Leisure	Room Hire - Tier 4	Single Use (1 hr) - treat as Non-Member	£11.10	£20.70	£9.60	86.5%
Leisure, Culture & Communities	Leisure		Block booking	£9.25	£17.25	£8.00	86.5%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Leisure	Room Hire - Specialist Facility (i.e. training kitchen, treatment room)	Single Use (1 hr) - treat as Non-Member	£23.20	£26.60	£3.40	14.7%
Leisure, Culture & Communities	Leisure		Block booking	£19.33	£22.17	£2.84	14.7%
Leisure, Culture & Communities	Leisure	Climbing Wall - Booking for special events/ meets or clubs (NO instructor costs)	Single Use (1 hr) - treat as Non-Member	£31.00	£32.70	£1.70	5.5%
Leisure, Culture & Communities	Leisure		Block booking	£25.83	£27.25	£1.42	5.5%
Leisure, Culture & Communities	Leisure	Outdoor Hire - Tennis	Single Use (1 hr) - treat as Non-Member	£7.00	£7.40	£0.40	5.7%
Leisure, Culture & Communities	Leisure		Block booking	£5.83	£6.17	£0.34	5.8%
Leisure, Culture & Communities	Leisure	Outdoor Hire - Netball, Basketball, Football	Single Use (1 hr) - treat as Non-Member	£27.00	£28.40	£1.40	5.2%
Leisure, Culture & Communities	Leisure		Block booking	£22.50	£23.67	£1.17	5.2%
Leisure, Culture & Communities	Leisure		Single Use (1 hr) - treat as Non-Member	£24.00	£25.20	£1.20	5.0%
Leisure, Culture & Communities	Leisure		Block booking	£20.00	£21.00	£1.00	5.0%
Leisure, Culture & Communities	Leisure	Outdoor Hire ATP - ADULT - Third Pitch	Single Use (1 hr) - treat as Non-Member	£45.00	£47.30	£2.30	5.1%
Leisure, Culture & Communities	Leisure		Block booking	£37.50	£39.42	£1.92	5.1%
Leisure, Culture & Communities	Leisure	Outdoor Hire ATP -ADULT - Full Pitch	Single Use (1 hr) - treat as Non-Member	£135.00	£141.80	£6.80	5.0%
Leisure, Culture & Communities	Leisure		Block booking	£112.50	£118.17	£5.67	5.0%
Leisure, Culture & Communities	Leisure	Outdoor Hire ATP - JUNIOR - Third Pitch	Single Use (1 hr) - treat as Non-Member	£34.00	£35.70	£1.70	5.0%
Leisure, Culture & Communities	Leisure		Block booking	£28.33	£29.75	£1.42	5.0%
Leisure, Culture & Communities	Leisure	Outdoor Hire ATP -JUNIOR - Full Pitch	Single Use (1 hr) - treat as Non-Member	£102.00	£107.10	£5.10	5.0%
Leisure, Culture & Communities	Leisure		Block booking	£85.00	£89.25	£4.25	5.0%
Leisure, Culture & Communities	Sports Development	Rising Stars x 3 clubs - weekly disability sports club for individuals aged 8-16 years	per person, per session	£3.20	£3.50	£0.30	9.4%
Leisure, Culture & Communities	Sports Development	Fit Club x 3 clubs - weekly disability sports club for individuals aged 17+	per person, per session	£3.20	£3.50	£0.30	9.4%
Leisure, Culture & Communities	Sports Development	Adapted Cycling - May-September - weekly cycling sessions for individuals with a disability	per person, per session	£3.20	£3.50	£0.30	9.4%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Leisure, Culture &amp; Communities</b>							
Leisure, Culture & Communities	Sports Development	County Swim squad, monthly session for gifted and talented disabled swimmers (externally funded)	per person, per session	£3.20	£3.50	£0.30	9.4%
Leisure, Culture & Communities	Sports Development	Walking Netball - 1 hour	per person, per session	£3.20	£3.50	£0.30	9.4%
Leisure, Culture & Communities	Sports Development	Walking Netball - 1.5 hour	per person, per session	£3.70	£4.00	£0.30	8.1%
Leisure, Culture & Communities	Sports Development	Walking Netball - 2 hour	per person, per session	£4.20	£4.50	£0.30	7.1%
Leisure, Culture & Communities	Sports Development	Walking Football - 1 hour	per person, per session	£3.20	£3.50	£0.30	9.4%
Leisure, Culture & Communities	Sports Development	Walking Football - 1.5 hour	per person, per session	£3.70	£4.00	£0.30	8.1%
Leisure, Culture & Communities	Sports Development	Walking Football - 2 hour	per person, per session	£4.20	£4.50	£0.30	7.1%
Leisure, Culture & Communities	Sports Development	No Strings Badminton	per person, per session	£3.20	£3.50	£0.30	9.4%
<b>Highways &amp; Transport</b>							
Highways & Transport	Highways	STANDARD VEHICLE CROSSING APPLICATION - For the creation of a vehicle access/For the extension of a vehicle access	per application	£244.58	£265.00	£20.42	8.3%
Highways & Transport	Highways	RETROSPECTIVE VEHICLE CROSSING APPLICATION - For a certificate of lawful use of an access that has been unlawfully created	per application	£366.88	£400.00	£33.12	9.0%
Highways & Transport	Highways	COMMERCIAL VEHICLE CROSSING APPLICATION - For the creation of a vehicle access onto a commercial development/For the creation of a vehicle access onto a new development - first access	per application	£244.58	£1,060.00	£815.42	333.4%
Highways & Transport	Highways	COMMERCIAL VEHICLE CROSSING APPLICATION - For the creation of a vehicle access onto a commercial development/For the creation of a vehicle access onto a new development - per additional access	per application	£122.29	£0.00	£-122.29	-100.0%
Highways & Transport	Highways	ADMINISTRATION FEE - For re-issuing of a licence/For a change of contractor on a licence and re-issue/For copies of licences or completion certificates following their misplacement	per application	£27.32	£35.00	£7.68	28.1%
Highways & Transport	Highways	ADDITIONAL INSPECTION FEE - For any inspection conducted after 18 months of the licence being issued	per application	£67.50	£75.00	£7.50	11.1%
Highways & Transport	Highways	TRANSFER OF APPLICATION FEE - For changing the applicant to a new applicant on live applications/For changing the applicant to a new applicant on granted applications that have not been signed off as completed to highway specification	per application	£36.42	£40.00	£3.58	9.8%
Highways	Network Management	Administering a TTRO	per order	£1,850.00	£1,850.00	£0.00	0.0%



**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Highways &amp; Transport</b>							
Highways	Network Management	Administering a TTRN	per order	£1,350.00	£1,350.00	£0.00	0.0%
Highways	Network Management	Recommencing a TTRO	per order	£534.00	£534.00	£0.00	0.0%
Highways	Network Management	Extension to Order in place	per order	£875.00	£875.00	£0.00	0.0%
Highways	Network Management	Section 50 new apparatus licence fee	per licence	£573.00	£573.00	£0.00	0.0%
Highways	Network Management	Section 50 Existing apparatus fee	per licence	£475.00	£475.00	£0.00	0.0%
Highways	Network Management	Urgent fast-tracked application – additional charge	Per application	£142.00	£714.00	£572.00	402.8%
Highways	Network Management	Retrospective application	Per application	£112.50	£296.00	£183.50	163.1%
Highways	Network Management	Cash deposit administration fee	Per application	£620 plus £24 permitting fees and £50 per inspection	£620 plus £24 permitting fees and £50 per inspection	£0.00	0.0%
Highways	Network Management	Signals switch off	Per application	£714.00	£714.00	£0.00	0.0%
Highways	Network Management	Charge for additional visit on same application	Per application	£296.00	£296.00	£0.00	0.0%
Highways & Transport	Highways	Local Highways - Skips & Scaffolding fees and charges - More than 3 days notice	per licence	£95.40	£103.99	£8.59	9.0%
Highways & Transport	Highways	Local Highways - Skips & Scaffolding fees and charges - less than 3 days notice	per licence	£112.25	£122.35	£10.10	9.0%
Highways & Transport	Highways	Local Highways - Retrospective charge for Skip/Scaffold found to be in place without licence	per licence		£280.00	£280.00	
Highways & Transport	Passenger Transport	Post 16 standard charge £850	per person	£900.00	£950.00	£50.00	5.6%
Highways & Transport	Passenger Transport	Post 16 lower charge £300	per person	£300.00	£315.00	£15.00	5.0%
Highways & Transport	Passenger Transport	Spare seat charges - Primary - less than 3 miles	per term	£169.00	£180.00	£11.00	6.5%
Highways & Transport	Passenger Transport	Spare seat charges - Primary - 3 miles or more	per term	£241.00	£255.00	£14.00	5.8%
Highways & Transport	Passenger Transport	Spare seat charges - Secondary - less than 3 miles	per term	£224.00	£235.00	£11.00	4.9%
Highways & Transport	Passenger Transport	Spare seat charges - Secondary - 3 miles or more	per term	£277.00	£290.00	£13.00	4.7%
Highways & Transport	Passenger Transport	Spare seat charges - Post 16 (Sixth From/College) - less than 3 miles	per term	£329.00	£350.00	£21.00	6.4%
Highways & Transport	Passenger Transport	Spare seat charges - Post 16 (Sixth From/College) - 3 miles or more	per term	£463.00	£490.00	£27.00	5.8%
Highways & Transport	Passenger Transport	Spare seat charges - special rate	per term	£365.00	£385.00	£20.00	5.5%
Highways & Transport	Passenger Transport	Grammar School charge	per year	£1,040.00	£1,100.00	£60.00	5.8%
Highways & Transport	Passenger Transport	Lost bus pass replacement charge (school transport and concessionary bus)	per replacement	£15.00	£15.00	£0.00	0.0%
Highways & Transport	Rights of Way	Highways Information - hourly rate	per hour	£86.60	£94.39	£7.79	9.0%
Highways & Transport	Rights of Way	Highways and Rights of Way - hourly rate	per hour	£112.50	£122.63	£10.13	9.0%
Highways & Transport	Rights of Way	Public Rights of Way only - hourly rate	per hour	£62.20	£67.80	£5.60	9.0%
Highways & Transport	Rights of Way	Common Land and Village Green - per enquiry	per enquiry	£30.10	£32.81	£2.71	9.0%
Highways & Transport	Rights of Way	Highway Statement or Declaration only	per statement / declaration	£265.25	£289.12	£23.87	9.0%
Highways & Transport	Rights of Way	Public Path Orders	per order	£2,681.60	£2,922.94	£241.34	9.0%
Highways & Transport	Rights of Way	ROW - Correction of the Commons or Town and Village Green Registers for non-registration or mistaken registration of land	per correction	£2,420.33	£2,638.16	£217.83	9.0%
Highways & Transport	Rights of Way	ROW - searching for land to which rights of common attach	per hour	£78.50	£85.57	£7.07	9.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Planning	Pre-Application Planning Advice - Do I need planning permission	Per request	£65.00	£65.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning Advice - Planning history of a site	Per request	£65.00	£65.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning Advice - Level 1 - Householder and minor works	Per request	£134.00	£134.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning Advice - Level 2 - Small residential and commercial	Per request	£367.00	£367.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning Advice - Level 3 - Medium scale residential and commercial	Per request	£747.00	£747.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning Advice - Level 4 - large scale residential and commercial	Per request	£1,200.00	£1,200.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning Advice - Level 5 - Small scale major	Per request	£2,800.00	£2,800.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning Advice - Level 6 - Large scale major	per request	£3500 or 10% of the planning application fee, whichever is the higher	£3500 or 10% of the planning application fee, whichever is the higher	£0.00	
Planning	Planning	Pre-Application Planning Advice - Solar Energy - under 1 hectare	per request	£367.00	£367.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning Advice - Solar Energy - over 1 hectare	per request	10% of the planning application fee	10% of the planning application fee	£0.00	
Planning	Planning	Pre-Application Planning Advice - Wind turbines and Battery Storage Units - under 1 hectare	per request	£600.00	£600.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning Advice - Wind turbines and Battery Storage Units - over 1 hectare	per request	10% of the planning application fee	10% of the planning application fee	£0.00	
Planning	Planning	Pre-Application Planning Advice - additional meetings	per request	£250.00	£250.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning - Waste & Mineral developments - 1,000 – 9,999m2 gross floor area and local scale waste facilities	per request	£1,100.00	£1,100.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning - Waste & Mineral developments - Over 10,000m2 gross floor area and strategic scale waste facilities	per request	£1,500.00	£1,500.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning - Waste & Mineral developments - Any new quarry or mine and any extensions to existing	per request	£1,000.00	£1,000.00	£0.00	0.0%
Planning	Planning	Pre-Application Planning - Waste & Mineral developments - All other quarry proposals	per request	£1,000.00	£1,000.00	£0.00	0.0%
Planning	Planning	Planning - High Hedge Complaints	Per complaint	£550.00	£550.00	£0.00	0.0%
Planning	Planning	Planning - Local Land Charges - LLC1 Residential	per search	£30.00	£32.00	£2.00	6.7%
Planning	Planning	Planning - Local Land Charges - LLC1 Commercial	per search	£30.00	£32.00	£2.00	6.7%
Planning	Planning	Planning - Local Land Charges - Expedited LLC1 Residential	per search	£50.00	£53.00	£3.00	6.0%
Planning	Planning	Planning - Local Land Charges - Expedited LLC1 Commercial	per search	£50.00	£53.00	£3.00	6.0%
Planning	Planning	Planning - Local Land Charges - Con 29 Residential	per search	£145.00	£152.00	£7.00	4.8%
Planning	Planning	Planning - Local Land Charges - Con 29 Commercial	per search	£200.00	£210.00	£10.00	5.0%
Planning	Planning	Planning - Local Land Charges - Expedited Con 29 Residential	per search	£225.00	£236.00	£11.00	4.9%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Planning	Planning - Local Land Charges - Expedited Con 29 Commercial	per search	£300.00	£315.00	£15.00	5.0%
Planning	Planning	Planning - Local Land Charges - Con 29O (each) Residential	per search	£22.00	£23.00	£1.00	4.5%
Planning	Planning	Planning - Local Land Charges - Con 29O (each) Commercial	per search	£22.00	£23.00	£1.00	4.5%
Planning	Planning	Planning - Local Land Charges - Parcels (Residential) LLC1	Per parcel	£5.00	£6.00	£1.00	20.0%
Planning	Planning	Planning - Local Land Charges - Parcels (Residential) Con 29	Per parcel	£12.00	£13.00	£1.00	8.3%
Planning	Planning	Planning - Local Land Charges - Parcels (Commercial) LLC1	Per parcel	£5.00	£6.00	£1.00	20.0%
Planning	Planning	Planning - Local Land Charges - Parcels (Commercial) CON 29	Per parcel	£20.00	£21.00	£1.00	5.0%
Planning	Planning	Planning - Local Land Charges - Solicitors enquiry (Residential and Commercial)	per enquiry	£30.00	£32.00	£2.00	6.7%
Planning	Planning	Planning - Local Land Charges - Duplicate copy of search	per copy	£10.00	£10.00	£0.00	0.0%
Planning	Planning	Planning - Local Land Charges - Cancellation fee (application before search progressed)	Per search	£20.00	£20.00	£0.00	0.0%
Planning	Planning	Re opening of old applications (payable to reopen an application that has not had a site inspection in the previous five years)	per application	£120.00	£126.00	£6.00	5.0%
Planning	Planning	Fasttrack options available on application fees	per application	10% of the application fee	10% of the application fee	£0.00	
Planning	Planning	S106 Monitoring Fees - Fixed fee for £250 per non-financial obligations	per obligation	£300.00	£300.00	£0.00	0.0%
Planning	Planning	S106 Monitoring Fees - S106 financial obligations 1% of the total financial contribution	per agreement	1% of total financial contribution	2% of total financial contribution	£0.00	
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 1 Dwellings	per application	£948.00	£995.00	£47.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 1 Dwellings Regularisation	per application		£1,115.00	£1,115.00	
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 2 Dwellings	per application	£1,326.00	£1,392.00	£66.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 2 Dwellings Regularisation	per application		£1,559.00	£1,559.00	
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 3 Dwellings	per application	£1,626.00	£1,707.00	£81.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 3 Dwellings Regularisation	per application		£1,912.00	£1,912.00	
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 4 Dwellings	per application	£2,100.00	£2,205.00	£105.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 4 Dwellings Regularisation	per application		£2,470.00	£2,470.00	
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 5 Dwellings	per application	£2,394.00	£2,513.00	£119.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 5 Dwellings Regularisation	per application		£2,815.00	£2,815.00	
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 6 Dwellings	per application	£2,724.00	£2,860.00	£136.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 6 Dwellings Regularisation	per application		£3,203.00	£3,203.00	
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 7 Dwellings	per application	£3,054.00	£3,206.00	£152.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 7 Dwellings Regularisation	per application		£3,591.00	£3,591.00	

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 8 Dwellings	per application	£3,354.00	£3,521.00	£167.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 8 Dwellings Regularisation	per application		£3,944.00	£3,944.00	
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 9 Dwellings	per application	£3,672.00	£3,855.00	£183.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 9 Dwellings Regularisation	per application		£4,318.00	£4,318.00	
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 10 Dwellings	per application	£4,032.00	£4,233.00	£201.00	5.0%
Planning	Building Control	Building control - Table A New Dwelling (up to 200m2) - 10 Dwellings Regularisation	per application		£4,742.00	£4,742.00	
Planning	Building Control	Building Control - Table B - Conversion of garage in to living accommodation	per application	£354.00	£372.00	£18.00	5.1%
Planning	Building Control	Building Control - Table B - Conversion of garage in to living accommodation Regularisation	per application		£416.00	£416.00	
Planning	Building Control	Building Control - Table B - Garage and Car Ports up to 40m <sup>2</sup>	per application	£360.00	£378.00	£18.00	5.0%
Planning	Building Control	Building Control - Table B - Garage and Car Ports up to 40m <sup>2</sup> Regularisation	per application		£423.00	£423.00	
Planning	Building Control	Building Control - Table B - Electrical works (Non-competent persons scheme)	per application	£516.00	£541.00	£25.00	4.8%
Planning	Building Control	Building Control - Table B - Garage and Car Ports over 40m <sup>2</sup> up to 60m <sup>2</sup>	per application	£426.00	£447.00	£21.00	4.9%
Planning	Building Control	Building Control - Table B - Garage and Car Ports over 40m <sup>2</sup> up to 60m <sup>2</sup> Regularisation	per application		£500.00	£500.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions up to 10m <sup>2</sup>	per application	£528.00	£554.00	£26.00	4.9%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions up to 10m <sup>2</sup> Regularisation	per application		£620.00	£620.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 10m <sup>2</sup> up to 20m <sup>2</sup>	per application	£624.00	£655.00	£31.00	5.0%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 10m <sup>2</sup> up to 20m <sup>2</sup> Regularisation	per application		£734.00	£734.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 20m <sup>2</sup> up to 40m <sup>2</sup>	per application	£654.00	£686.00	£32.00	4.9%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 20m <sup>2</sup> up to 40m <sup>2</sup> Regularisation	per application		£769.00	£769.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 40m <sup>2</sup> up to 60m <sup>2</sup>	per application	£780.00	£819.00	£39.00	5.0%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 40m <sup>2</sup> up to 60m <sup>2</sup> Regularisation	per application		£917.00	£917.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 60m <sup>2</sup> up to 80m <sup>2</sup>	per application	£906.00	£951.00	£45.00	5.0%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 60m <sup>2</sup> up to 80m <sup>2</sup> Regularisation	per application		£1,065.00	£1,065.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - 0-2000	per application	£258.00	£271.00	£13.00	5.0%
Planning	Building Control	Building Control - Table C - Estimated cost of works - 0-2000 Regularisation	per application		£303.00	£303.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - 2001-5000	per application	£312.00	£328.00	£16.00	5.1%
Planning	Building Control	Building Control - Table C - Estimated cost of works - 2001-5000 Regularisation	per application		£367.00	£367.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - 5001-10000	per application	£420.00	£441.00	£21.00	5.0%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Planning</b>							
Planning	Building Control	Building Control - Table C - Estimated cost of works - 5001-10000 Regularisation	per application		£494.00	£494.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - 10001-15000	per application	£522.00	£548.00	£26.00	5.0%
Planning	Building Control	Building Control - Table C - Estimated cost of works - 10001-15000 Regularisation	per application		£614.00	£614.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - 15001-20000	per application	£558.00	£585.00	£27.00	4.8%
Planning	Building Control	Building Control - Table C - Estimated cost of works - 15001-20000 Regularisation	per application		£656.00	£656.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - 20001-30000	per application	£672.00	£705.00	£33.00	4.9%
Planning	Building Control	Building Control - Table C - Estimated cost of works - 20001-30000 Regularisation	per application		£790.00	£790.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - 30001-40000	per application	£786.00	£825.00	£39.00	5.0%
Planning	Building Control	Building Control - Table C - Estimated cost of works - 30001-40000 Regularisation	per application		£924.00	£924.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - 40001-50000	per application	£840.00	£882.00	£42.00	5.0%
Planning	Building Control	Building Control - Table C - Estimated cost of works - 40001-50000 Regularisation	per application		£987.00	£987.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - Replacement windows	per application	£210.00	£220.00	£10.00	4.8%
Planning	Building Control	Building Control - Table C - Estimated cost of works - Replacement windows - Regularisation	per application		£247.00	£247.00	
Planning	Building Control	Building Control - Table C - Estimated cost of works - Copy of completion certificate	per application	£55.00	£55.00	£0.00	0.0%
Planning	Building Control	Building Control - Demolition Notice	per notice	£130.00	£130.00	£0.00	0.0%
Planning	Building Control	Building Control - Re roofing	per application	£306.00	£320.00	£14.00	4.6%
Planning	Building Control	Building Control - Table C - Estimated cost of works - Fire Risk Assessments (based on number of hours/hourly rate) hourly rate	per hour	£80.00	£80.00	£0.00	0.0%
Planning	Building Control	Pre application advice (to be taken off the application fee when submitted)	per application	£75.00	£75.00	£0.00	0.0%
Planning	Building Control	Building Control - Installation of Log Burner	per application	£525.00	£550.00	£25.00	4.8%
Planning	Building Control	Building Control - Installation of Log Burner if in connection to an extension	per application	£258.00	£270.00	£12.00	4.7%
Planning	Building Control	Copies of documents (non completion)	Per document	£0.00	£10.00	£10.00	
<b>Highways Operations</b>							
Highways Operations	Road Safety	Bikeability (Schools)	per pupil	£6.10	£6.34	£0.24	3.9%
Highways Operations	Road Safety	Scotability (Schools)	per pupil	£6.10	£6.34	£0.24	3.9%
Highways Operations	Rights of Way	Burial fees -Burial in a grave -Burial of a body (coffin)	Per burial	£989.84	£1,050.00	£60.16	6.1%
Highways Operations	Rights of Way	Burial fees -Burial in a grave - Large Coffin Surcharge	Per burial	£271.48	£300.00	£28.52	10.5%
Highways Operations	Rights of Way	Burial fees -Burial of cremated remains -Burial of a body (ashes)	Per burial	£335.16	£360.00	£24.84	7.4%
Highways Operations	Rights of Way	Burial Fees-Use of Chapels Bradford-on-Avon, Trowbridge or Westbury	Per chapel use	£180.24	£200.00	£19.76	11.0%
Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial -Grave (Coffin) for 40 years	Per grave	£887.07	£950.00	£62.93	7.1%
Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial -Grave (Coffin) extension 10 years	Per grave	£221.77	£240.00	£18.23	8.2%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Highways Operations</b>							
Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial -Grave for 40 years (Child under 15 years)	Per grave	£446.88	£475.00	£28.12	6.3%
Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial -Grave extension (Child-under 15 years old) 10 years	Per grave	£111.72	£120.00	£8.28	7.4%
Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial - Ashes plot 40 years	Per plot	£446.88	£475.00	£28.12	6.3%
Highways Operations	Rights of Way	Burial Fees - Exclusive rights of Burial - Ashes plot extension	Per plot	£111.72	£120.00	£8.28	7.4%
Highways Operations	Rights of Way	Memorials - Traditional -Style- Headstone 36 x 24 x 12	Per headstone	£267.00	£285.00	£18.00	6.7%
Highways Operations	Rights of Way	Memorials - Traditional -Style- Headstone (for kerbs) 36 x 36	Per headstone	£267.00	£285.00	£18.00	6.7%
Highways Operations	Rights of Way	Memorials - Traditional -Style- Kerbs and or cover stone 36 x 84	Per Kerb or stone cover	£421.18	£450.00	£28.82	6.8%
Highways Operations	Rights of Way	Memorials - Traditional -Style- Vase 12 x 12 x 12	Per vase	£49.16	£55.00	£5.84	11.9%
Highways Operations	Rights of Way	Memorials - Traditional -Style- Statue (height 36)	Per statue	£49.16	£55.00	£5.84	11.9%
Highways Operations	Rights of Way	Memorials - Traditional -Style- Additional Inscription	Per additional inscription	£120.66	£130.00	£9.34	7.7%
Highways Operations	Rights of Way	Memorials - Cremated Remains -Style- Headstone 31 x 24 x 12	Per headstone	£267.00	£285.00	£18.00	6.7%
Highways Operations	Rights of Way	Memorials - Cremated Remains -Style- Book Memorial 31 x 24 x 12	Per book memorial	£267.00	£285.00	£18.00	6.7%
Highways Operations	Rights of Way	Memorials - Cremated Remains -Style- Tablet 24 x 24	Per tablet	£267.00	£285.00	£18.00	6.7%
Highways Operations	Rights of Way	Memorials - Cremated Remains -Style- Additional Inscription	Per additional inscription	£120.66	£130.00	£9.34	7.7%
Highways Operations	Rights of Way	Memorials - Children's section -Style- Headstone 31 x 24 x 12	Per headstone	£267.00	£285.00	£18.00	6.7%
Highways Operations	Rights of Way	Memorials - Children's section -Style- Headstone (for Kerbs) 31 x 36	Per headstone	£267.00	£285.00	£18.00	6.7%
Highways Operations	Rights of Way	Memorials - Children's section -Style- kerbs and or cover stone 36 x 60	Per Kerb or stone cover	£245.78	£265.00	£19.22	7.8%
Highways Operations	Rights of Way	Memorials - Children's section -Style- Tablet 24 x 24	Per tablet	£267.00	£285.00	£18.00	6.7%
Highways Operations	Rights of Way	Memorials - Children's section -Style- Vase 12 x 12 x 12	Per vase	£49.16	£55.00	£5.84	11.9%
Highways Operations	Rights of Way	Memorials - Children's section -Style- Statue (height 36)	Per statue	£49.16	£55.00	£5.84	11.9%
Highways Operations	Rights of Way	Memorials - Children's section -Style- Additional Inscription	Per additional inscription	£120.66	£130.00	£9.34	7.7%
Highways Operations	Rights of Way	Memorials - Lawn section -Style -Headstone 31 x 24 x 12	Per headstone	£267.00	£285.00	£18.00	6.7%
Highways Operations	Rights of Way	Memorials - Lawn section -Style -Additional Inscription	Per additional inscription	£120.66	£130.00	£9.34	7.7%
Highways Operations	Rights of Way	Memorials - Cremated Remains section - Style - Garden of remembrance 16 x 12 x 3	Per stone	£267.00	£285.00	£18.00	6.7%
Highways Operations	Fleet Services	MOTs - Staff / services such as police / ambulances - class 4, standard car	Per Mot	£54.85	£54.85	£0.00	0.0%
Highways Operations	Fleet Services	MOTs -Staff / services such as police / ambulances - class 5, 13-16 seat minibus	Per Mot	£59.55	£59.55	£0.00	0.0%
Highways Operations	Fleet Services	MOTs -Staff / services such as police / ambulances - class 7 Good Vehicles between 3 tonnes and 3.5 tonnes	Per Mot	£58.60	£58.60	£0.00	0.0%
Highways Operations	Fleet Services	MOTs - Public - class 4, standard car	Per Mot	£54.85	£58.85	£4.00	7.3%
Highways Operations	Fleet Services	MOTs - Public - class 5, 13-16 seat minibus	Per Mot	£80.50	£80.50	£0.00	0.0%
Highways Operations	Fleet Services	MOTs -Public - class 7 Good Vehicles between 3 tonnes and 3.5 tonnes	Per Mot	£58.60	£58.60	£0.00	0.0%
Highways Operations	Fleet Services	Other chargeable services - Fleet Lifting Operations & Lifting Equipment Regulations (LOLER) - per examination	Per examination	£80.00	£80.00	£0.00	0.0%
Highways Operations	Fleet Services	Other chargeable services - Fleet Driver Training - Minibus Driver Awareness Scheme - per person per day	Per person, Per day	£110.00	£110.00	£0.00	0.0%
Highways Operations	Fleet Services	Other chargeable services - Fleet Vehicles for hire to schools, community groups and voluntary groups. Cost per vehicle per day includes insurance, excludes driver, excludes fuel	Per vehicle, per day	£100.00	£100.00	£0.00	0.0%
Highways Operations	Highways	General Markets - Continental Markets	per day	£300.00	£320.00	£20.00	6.7%
Highways Operations	Highways	Events - Use of Council Land	per day	£300.00	£320.00	£20.00	6.7%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PLACE</b>							
<b>Highways Operations</b>							
Highways Operations	Highways	Administration Fee	Per admin fee	£40.00	£43.00	£3.00	7.5%
Highways Operations	Highways	Town Traders - Annual Street Trading Consent all days of the year, including Bank Holidays	Annual	£4,500.00	£4,600.00	£100.00	2.2%
Highways Operations	Highways	Town Traders Daily Street Trading Consent - All days of the week, including Bank Holidays where these fall on the days included in the consent.	Per day	£56.00	£60.00	£4.00	7.1%
Highways Operations	Highways	Town Traders - Block Street Trading Consent	Per day	£330.00	£350.00	£20.00	6.1%
Highways Operations	Highways	Short Term Static Consent (Town Traders)	Annual	£1,650.00	£1,750.00	£100.00	6.1%
Highways Operations	Highways	Mobile Consent (Town Traders)	Annual	£2,272.00	£2,400.00	£128.00	5.6%
Highways Operations	Highways	All other traders - Annual Street Trading Consent - all days of the year, including Bank Holidays	Annual	£2,400.00	£2,500.00	£100.00	4.2%
Highways Operations	Highways	Daily Street Trading Consent - All days of the week, including Bank Holidays	Per day	£26.00	£28.00	£2.00	7.7%
Highways Operations	Highways	Block Street Trading Consent	Per day	£330.00	£350.00	£20.00	6.1%
Highways Operations	Highways	Short Term Static Consent (All other traders)	Annual	£880.00	£950.00	£70.00	8.0%
Highways Operations	Highways	Mobile Consent (All other traders)	Annual	£1,213.00	£1,300.00	£87.00	7.2%
Highways Operations	Highways	Knowledge Test	Per test	£38.00	£38.00	£0.00	0.0%
Highways Operations	Highways	Replacement Badge Charge	Per badge	£14.00	£14.00	£0.00	0.0%
Highways Operations	Highways	Replacement of lost exterior plate	Per Plate	£31.00	£31.00	£0.00	0.0%
Highways Operations	Highways	Replacement of Internal Window Plate	Per Plate	£13.00	£13.00	£0.00	0.0%
Highways Operations	Highways	Replacement External Plate Holder	Per Plate	£8.00	£10.00	£2.00	25.0%
Highways Operations	Highways	Cancellation or missed appointment fee (per 1/2 hour appointment)	Per Appointment	£35.00	£50.00	£15.00	42.9%
Highways Operations	Highways	Daily Fee for Non return of vehicle licence plates after 7 days	Per day	£11.00	£11.00	£0.00	0.0%

<b>PEOPLE</b>							
<b>Education &amp; Skills</b>							
Education & Skills	Targeted Education	BSS Advisory teacher (Schools)	per day	£491.00	£513.10	£22.09	4.5%
Education & Skills	Targeted Education	BSS Behaviour Assistant (Schools)	per day	£233.00	£243.49	£10.49	4.5%
Education & Skills	Targeted Education	Educational Psychology package	per package	288/399/570	301/417/596	£0.00	
Education & Skills	School Effectiveness	Headteacher performance management Autumn review (Academies)	half day	£290.00	£303.05	£13.05	4.5%
Education & Skills	School Effectiveness	Headteacher performance management Autumn review and write up (Academies)	full day	£445.00	£465.03	£20.03	4.5%
Education & Skills	School Effectiveness	School Governance Standard Clerking Service (Schools)	per package	£1,969.00	£2,057.61	£88.61	4.5%
Education & Skills	School Effectiveness	School Governance Enhanced Clerking Service (Schools)	per package	£2,687.00	£2,807.92	£120.92	4.5%
Education & Skills	School Effectiveness	Learning outside the classroom and EVOLVE (Academies) charges are based on AY	per pupil	£240 <200 NOR, >201 NOR £1.20 per NOR	£250 <200 NOR, >201 NOR £1.25 per NOR	£0.00	
Education & Skills	School Effectiveness	Learning outside the classroom and EVOLVE (LA maintained) charges are based on AY	per pupil	£120 <200 NOR, >201 NOR £0.60 per NOR	£126 <200 NOR, >201 NOR £0.63 per NOR	£0.00	

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PEOPLE</b>							
<b>Education &amp; Skills</b>							
Education & Skills	School Effectiveness	EY Support package for registered childminders (Schools)	per package	£71.00	£74.20	£3.19	4.5%
Education & Skills	School Effectiveness	ELSA Supervision (Schools)	per package	£161.00	£168.25	£7.24	4.5%
Education & Skills	Targeted Education	EWO Support (Schools)	per day	£369.00	£385.61	£16.61	4.5%
Education & Skills	Targeted Education	Support for Travellers package: 6 week intervention (Schools)	per package	£1,855.00	£1,938.48	£83.47	4.5%
Education & Skills	Targeted Education	Support for Travellers package: 12 week intervention (Schools)	per package	£3,469.00	£3,625.11	£156.11	4.5%
Education & Skills	Targeted Education	Bilingual assistant package: short term 6 sessions (3 hours) (Schools)	per package	£736.00	£769.12	£33.12	4.5%
Education & Skills	Targeted Education	Bilingual assistant package: full year 36 sessions (3 hours) (Schools)	per package	£4,326.00	£4,520.67	£194.67	4.5%
Education & Skills	Targeted Education	EMTAS Advisory Teacher (Schools)	per day	£490.68	£513.10	£22.41	4.6%
Education & Skills	Targeted Education	EMTAS Advisory Teacher session (Schools)	per half day	£267.65	£280.06	£12.41	4.6%
Education & Skills	Targeted Education	EMTAS Advisory Teacher session (Schools)	per half day	£267.65	£280.06	£12.41	4.6%
Education & Skills	Targeted Education	EMTAS Bilingual Assistant (Schools)	per day	£232.68	£243.49	£10.80	4.6%
Education & Skills	Targeted Education	EMTAS Bilingual Assistant session (Schools)	per half day	£126.59	£132.72	£6.13	4.8%
Education & Skills	School Effectiveness	LRH Platinum subscription (Schools)	per pupil	£16.95	£17.71	£0.76	4.5%
Education & Skills	School Effectiveness	LRH Gold subscription (Schools)	per pupil	£16.25	£16.98	£0.73	4.5%
Education & Skills	School Effectiveness	LRH Silver subscription (Schools)	per pupil	£1.50	£1.57	£0.07	4.5%
Education & Skills	School Effectiveness	LRH Bronze subscription (Schools)	per package	£640.00	£668.80	£28.80	4.5%
Education & Skills	School Effectiveness	LRH School visitor (Schools)	per class	£165.00	£172.43	£7.42	4.5%
Education & Skills	School Effectiveness	LRH School Library advice (Schools)	per hour	£85.00	£88.83	£3.82	4.5%
Education & Skills	School Effectiveness	LRH Early Years package (Schools)	per package	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	LRH Childminder package (Schools)	per package	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	LRH Home Educators and EY package	per package	no min purchase	no min purchase	£0.00	
Education & Skills	School Effectiveness	Safeguarding Health Check	half day	£290.00	£303.05	£13.05	4.5%
Education & Skills	School Effectiveness	Safeguarding Training	half day	£320.00	£334.40	£14.40	4.5%
Education & Skills	School Effectiveness	Safeguarding SCR Check	1 hour	£100.00	£41.80	£-58.20	-58.2%
Education & Skills	School Effectiveness	Safeguarding review primary	1.5 days	£690.00	£721.05	£31.05	4.5%
Education & Skills	School Effectiveness	Safeguarding review secondary	1.5 days	£1,270.00	£1,327.15	£57.15	4.5%
Education & Skills	School Effectiveness	Safeguarding review large secondary	1.5 days	£1,550.00	£1,619.75	£69.75	4.5%
Education & Skills	School Effectiveness	SEND Review primary	1.5 days	£690.00	£721.05	£31.05	4.5%
Education & Skills	School Effectiveness	SEND Review secondary	1.5 days	£1,270.00	£1,327.15	£57.15	4.5%
Education & Skills	School Effectiveness	SEND Review large secondary	1.5 days	£1,550.00	£1,619.75	£69.75	4.5%
Education & Skills	School Effectiveness	School Effectiveness Advice & support (Schools)	per 2 hour	£200.00	£209.00	£9.00	4.5%
Education & Skills	School Effectiveness	School Effectiveness Advice & support (Schools)	per 2 hour	£200.00	£209.00	£9.00	4.5%
Education & Skills	School Effectiveness	School Effectiveness Advice & support (Schools)	per 2 hour	£200.00	£209.00	£9.00	4.5%
Education & Skills	School Effectiveness	School Effectiveness Individual school training (Schools)	per 2 hour	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	School Effectiveness Individual school training (Schools)	per 2 hour	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	School Effectiveness Individual school training (Schools)	per 2 hour	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	Headteacher recruitment package (Schools)	per package	£1,257.00	£1,313.57	£56.56	4.5%
Education & Skills	School Effectiveness	Mark for Impact package (LA) (Schools)	per package	£0.00	£0.00	£0.00	



## Appendix 4 - Fees & Charges 2024-25

### Fees not prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>PEOPLE</b>							
<b>Education &amp; Skills</b>							
Education & Skills	School Effectiveness	Mark for Impact package (Academy) (Schools)	per package	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	School Improvement package (Schools)	per package	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	Headteacher performance management Autumn review (Schools)	half day	£290.00	£203.78	£-86.23	-29.7%
Education & Skills	School Effectiveness	Headteacher performance management Autumn review and write up (Schools)	full day	£525.00	£308.28	£-216.73	-41.3%
Education & Skills	School Effectiveness	Headteacher performance management Autumn review, write up and spring review (Schools)	1.5 days	£815.00	£0.00	£-815.00	-100.0%
Education & Skills	School Effectiveness	Pupil premium evaluation (Schools)	per package	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	Spotlight pupil premium (Schools)	per package (Schools)	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	Early Career Teacher Appropriate Body Service (Schools)	per package	£100.00	£0.00	£-100.00	-100.0%
Education & Skills	School Effectiveness	Early Career Teacher Appropriate Body Service (Schools)	per package	£100.00	£0.00	£-100.00	-100.0%
Education & Skills	School Effectiveness	Moderation & Monitoring Registration (Schools)	per package	£60.00	£62.70	£2.70	4.5%
Education & Skills	School Effectiveness	Data package (Schools)	per package	£0.00	£0.00	£0.00	
Education & Skills	School Effectiveness	Review of school data	half day	£295.00	£308.00	£13.00	4.4%
Education & Skills	School Effectiveness	Perspective Lite (Schools)	per package	£335.00	£350.08	£15.08	4.5%
Education & Skills	School Effectiveness	School Governance Core package (Schools)	per package	£1,282.00	£1,339.69	£57.69	4.5%
Education & Skills	School Effectiveness	School Governance Clerking Service (Schools)	per package	£1,969.00	£2,058.00	£89.00	4.5%
Education & Skills	School Effectiveness	School Governance review (Schools)	per package	£1,053.00	£1,100.39	£47.39	4.5%
Education & Skills	School Effectiveness	Learning outside the classroom and EVOLVE (Academies and F and VA Schools) charges are based on academic year	per pupil	£240 <200 NOR, >201 NOR £1.20 per NOR	£4 <200 NOR, >201 NOR £0.02 per NOR	£0.00	
Education & Skills	School Effectiveness	Learning outside the classroom and EVOLVE (VC and Co Schools) charges are based on academic year	per pupil	£120 <200 NOR, >201 NOR £0.60 per NOR	£120 <200 NOR, >201 NOR £0.60 per NOR	£0.00	
Housing	Housing	Homes4wiltshire property advert charges	per advert	£80.00	£83.00	£3.00	3.8%
Housing	Housing	Homes4wiltshire annual housing provider charge	annual	£32,000	£32,903	£903.00	2.8%
Housing	Housing	Homes4wiltshire penalty charge fee	per incorrect advert	£18.50	£19.00	£0.50	2.7%

### RESOURCES

<b>Finance</b>							
Finance	Accounting and Budget Support	A&BS Light Touch package (Schools)	per package	£769.00	£803.61	£34.60	4.5%
Finance	Accounting and Budget Support	A&BS Core package (Schools)	per package	£1,725.00	£1,802.63	£77.62	4.5%
Finance	Accounting and Budget Support	A&BS Enhanced package (Schools)	per package	£2,402.00	£2,510.09	£108.09	4.5%
Finance	Accounting and Budget Support	A&BS New Bursar / Finance Officer Support Package (Schools)	per package	£838.00	£875.71	£37.71	4.5%
Finance	Accounting and Budget Support	A&BS Headteachers' Financial Management Programme (Schools)	per package	£769.00	£803.61	£34.60	4.5%
Finance	Accounting and Budget Support	A&BS operational site visits (Schools)	per half day	£250.00	£261.25	£11.25	4.5%
Finance	Accounting and Budget Support	A&BS Helpdesk (Schools)	per package	£298.00	£311.41	£13.41	4.5%
Finance	Accounting and Budget Support	Free School Meals Eligibility Checking Service (Schools)	per pupil	£0.79	£0.83	£0.04	4.5%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>RESOURCES</b>							
<b>ICT</b>							
IT	IT	Street Naming & Numbering Fees - Addition of house/Company Name or House/Company Renaming	per house/company	£73.37	£76.67	£3.30	4.5%
IT	IT	Street Naming & Numbering Fees - New Developments first address	First address	£161.37	£168.63	£7.26	4.5%
IT	IT	Street Naming & Numbering Fees - New Developments additional address	additional address	£58.70	£61.34	£2.64	4.5%
<b>HR &amp; OD</b>							
HR&OD	HR&OD	Payroll Premium package (Schools)	per staff headcount	£82.07	£85.76	£3.69	4.5%
HR&OD	HR&OD	Payroll Standard package (Schools)	per staff headcount	£66.98	£70.00	£3.02	4.5%
HR&OD	HR&OD	payroll LA school package (Schools)	per package	HR admin base cost £448.64 plus £4.48 per pupil & Payroll £47.18 per employee	HR admin base cost £468.83 plus £4.68 per pupil & payroll £49.30 per employee	HR admin base cost £20.19 plus £0.20 per pupil & Payroll £2.12 per employee	4.5%
HR&OD	HR&OD	HR Advisory Services (per employee)	per staff headcount	£52.16	£54.50	£2.34	4.5%
HR&OD	HR&OD	HR Advisory Services LA Schools	per package	£210.77 flat rate plus £5.27 per Number on role	£220.25 flat rate plus £5.50 per number on role	£9.48 flat rate plus £0.23 per Number on role	4.5%
HR&OD	HR&OD	Wiltshire Rewards (Schools)	per staff headcount	£3.19	£3.33	£0.14	4.4%
HR&OD	HR&OD	Headship recruitment administration (Schools)	per package	£277.00	£300.00	£23.00	8.3%
HR&OD	HR&OD	Advertising Basic (Single Advert) LA Schools	per advert	£37.25	£39.00	£1.75	4.7%
HR&OD	HR&OD	Advertising Basic (Single Advert) Academy Schools	per advert	£90.50	£94.00	£3.50	3.9%
HR&OD	HR&OD	Advertising Basic (Single Advert) External	per advert	£133.00	£139.00	£6.00	4.5%
HR&OD	HR&OD	Advertising Standard (Single Advert) LA Schools	per advert	£58.50	£61.00	£2.50	4.3%
HR&OD	HR&OD	Advertising Standard (Single Advert) Academy Schools	per advert	£111.50	£116.00	£4.50	4.0%
HR&OD	HR&OD	Advertising Standard (Single Advert) External	per advert	£154.50	£161.00	£6.50	4.2%
HR&OD	HR&OD	Advertising Premium (Single Advert) LA Schools	per advert	£74.50	£78.00	£3.50	4.7%
HR&OD	HR&OD	Advertising Premium (Single Advert) Academy Schools	per advert	£127.50	£133.00	£5.50	4.3%
HR&OD	HR&OD	Advertising Premium (Single Advert) External	per advert	£170.00	£175.00	£5.00	2.9%
HR&OD	HR&OD	Early Years Settings Standard Single Advert	per advert	£48.00	£50.00	£2.00	4.2%
HR&OD	HR&OD	Early Years Settings Premium Single Advert	per advert	£85.00	£89.00	£4.00	4.7%
HR&OD	HR&OD	Charities Basic Single Advert	per advert	£25.00	£26.00	£1.00	4.0%
HR&OD	HR&OD	Charities Standard Single Advert	per advert	£45.00	£46.00	£1.00	2.2%
HR&OD	HR&OD	Charities Premium Single Advert	per advert	£60.00	£61.00	£1.00	1.7%
HR&OD	HR&OD	Advertising Basic x10 (LA) (Schools)	per package	£354.00	£370.00	£16.00	4.5%
HR&OD	HR&OD	Advertising Basic x10 (Academy) (Schools)	per package	£859.00	£893.00	£34.00	4.0%
HR&OD	HR&OD	Advertising Basic x10 (External) (Schools)	per package	£1,264.00	£1,320.00	£56.00	4.4%
HR&OD	HR&OD	Advertising Standard x10 (LA) (Schools)	per package	£556.00	£580.00	£24.00	4.3%
HR&OD	HR&OD	Advertising Standard x10 (Academy) (Schools)	per package	£1,062.00	£1,100.00	£38.00	3.6%

Appendix 4 - Fees & Charges 2024-25

Fees not prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>RESOURCES</b>							
<b>HR &amp; OD</b>							
HR&OD	HR&OD	Advertising Standard x10 (External) (Schools)	per package	£1,467.00	£1,530.00	£63.00	4.3%
HR&OD	HR&OD	Advertising Premium x10 (LA) (Schools)	per package	£708.00	£740.00	£32.00	4.5%
HR&OD	HR&OD	Advertising Premium x10 (Academy) (Schools)	per package	£1,214.00	£1,260.00	£46.00	3.8%
HR&OD	HR&OD	Advertising Premium x10 (External) (Schools)	per package	£1,619.00	£1,660.00	£41.00	2.5%
HR&OD	HR&OD	Advertising Basic x20 (LA) (Schools)	per package	£671.00	£700.00	£29.00	4.3%
HR&OD	HR&OD	Advertising Basic x20 (Academy) (Schools)	per package	£1,629.00	£1,700.00	£71.00	4.4%
HR&OD	HR&OD	Advertising Basic x20 (External) (Schools)	per package	£2,396.00	£2,500.00	£104.00	4.3%
HR&OD	HR&OD	Advertising Standard x20 (LA) (Schools)	per package	£1,054.00	£1,100.00	£46.00	4.4%
HR&OD	HR&OD	Advertising Standard x20 (Academy) (Schools)	per package	£2,012.00	£2,100.00	£88.00	4.4%
HR&OD	HR&OD	Advertising Standard x20 (External) (Schools)	per package	£2,780.00	£2,905.00	£125.00	4.5%
HR&OD	HR&OD	Advertising Premium x20 (LA) (Schools)	per package	£1,342.00	£1,400.00	£58.00	4.3%
HR&OD	HR&OD	Advertising Premium x20 (Academy) (Schools)	per package	£2,300.00	£2,405.00	£105.00	4.6%
HR&OD	HR&OD	Advertising Premium x20 (External) (Schools)	per package	£3,067.00	£3,205.00	£138.00	4.5%
HR&OD	HR&OD	DBS - Enhanced check <i>Please note this price is set by the DBS</i>	Per check	£40.00	£38.00	£-2.00	-5.0%
HR&OD	HR&OD	DBS - Standard check <i>Please note this price is set by the DBS</i>	Per check	£23.00	£18.00	£-5.00	-21.7%
HR&OD	HR&OD	DBS - Basic Check <i>Please note this price is set by the DBS</i>	Per check	£23.00	£18.00	£-5.00	-21.7%
HR&OD	HR&OD	Admin charge to be added	Per check	£17.00	£17.50	£0.50	2.9%
HR&OD	HR&OD	Paediatric First Aid	Per course	£130.00	£135.00	£5.00	3.8%
HR&OD	HR&OD	Paediatric First Aid (group of 8-12 at client venue)	Per group course	£1,000.00	£1,035.00	£35.00	3.5%
HR&OD	HR&OD	Cancellation charge - more than 14 days notice	Per course	Cancellation 6-19 days 50% + £20 admin charge	Cancellation more than 14 days no penalty	£0.00	
HR&OD	HR&OD	Cancellation charge - less than 14 days notice	Per course	Cancellation under 5 days no refund	Cancellation under 13 days no refund (matching RC policy)	£0.00	
HR&OD	HR&OD	Health and social care course 2 hrs	Per course	£50.00	£54.00	£4.00	8.0%
HR&OD	HR&OD	Health and social care course 2 hrs (group of 8-15 at client venue)	Per group course	£325.00	£350.00	£25.00	7.7%
HR&OD	HR&OD	Health and social care course 3 hrs	Per course	£65.00	£66.00	£1.00	1.5%
HR&OD	HR&OD	Health and social care course 3 hrs (group of 8-15 at client venue)	Per group course	£375.00	£380.00	£5.00	1.3%
HR&OD	HR&OD	Health and social care course 7 hrs	Per course	£110.00	£115.00	£5.00	4.5%
HR&OD	HR&OD	Health and social care course 7 hrs (group of 8-15 at client venue)	Per group course	£800.00	£835.00	£35.00	4.4%
HR&OD	HR&OD	Mental health course 2 hrs	Per course	£55.00	£61.00	£6.00	10.9%
HR&OD	HR&OD	Mental health courses 2 hrs (group of 8-15 at client venue)	Per group course	£340.00	£375.00	£35.00	10.3%
HR&OD	HR&OD	Mental health courses 3hrs	Per course	£70.00	£75.00	£5.00	7.1%
HR&OD	HR&OD	Mental health courses 3hrs (group of 8-15 at client venue)	Per group course	£450.00	£480.00	£30.00	6.7%
HR&OD	HR&OD	Mental health courses 7hrs	Per course	£120.00	£125.00	£5.00	4.2%
HR&OD	HR&OD	Mental health courses 7hrs (group of 8-15 at client venue)	Per group course	£840.00	£875.00	£35.00	4.2%
HR&OD	HR&OD	Digital skills courses 2hrs	Per course	£55.00	£61.00	£6.00	10.9%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>RESOURCES</b>							
<b>HR &amp; OD</b>							
HR&OD	HR&OD	Digital skills courses 2hrs (group of 8-15 at client venue)	Per group course	£340.00	£375.00	£35.00	10.3%
HR&OD	HR&OD	Digital skills courses 3hrs	Per course	£70.00	£75.00	£5.00	7.1%
HR&OD	HR&OD	Digital skills courses 3hrs (group of 8-15 at client venue)	Per group course	£450.00	£480.00	£30.00	6.7%
HR&OD	HR&OD	Digital skills courses 7hrs	Per course	£120.00	£125.00	£5.00	4.2%
HR&OD	HR&OD	Digital skills courses 7hrs (group of 8-15 at client venue)	Per group course	£840.00	£875.00	£35.00	4.2%
HR&OD	HR&OD	Professional development courses 2hrs	Per course	£55.00	£61.00	£6.00	10.9%
HR&OD	HR&OD	Professional development courses 2hrs (group of 8-15 at client venue)	Per group course	£340.00	£375.00	£35.00	10.3%
HR&OD	HR&OD	Professional development courses 3hrs	Per course	£70.00	£75.00	£5.00	7.1%
HR&OD	HR&OD	Professional development courses 3hrs (group of 8-15 at client venue)	Per group course	£450.00	£480.00	£30.00	6.7%
HR&OD	HR&OD	Professional development courses 7hrs	Per course	£120.00	£125.00	£5.00	4.2%
HR&OD	HR&OD	Professional development courses 7hrs (group of 8-15 at client venue)	Per group course	£840.00	£875.00	£35.00	4.2%
HR&OD	HR&OD	Health & Safety package secondary ( VA/F Schools)	per package	£1,705.00	£1,781.73	£76.72	4.5%
HR&OD	HR&OD	Health & Safety package large primary/special ( VA/F Schools)	per package	£960.00	£1,003.20	£43.20	4.5%
HR&OD	HR&OD	Health & Safety package small primary (VA/F Schools)	per package	£461.00	£481.75	£20.74	4.5%
HR&OD	HR&OD	online H&S training courses	per course	£54.00	£56.43	£2.43	4.5%
HR&OD	HR&OD	CLEAPPS Membership	per pupil	£0.21 per pupil primary / £0.29 per pupil secondary	£0.22 per pupil primary / £0.30 per pupil secondary	4.5%	4.5%
HR&OD	HR&OD	Learning outside the classroom and EVOLVE (Academies)	per pupil	£240 <200 NOR, >201 NOR £1.20 per NOR	£251 <200 NOR, >201 NOR £1.25 per NOR	4.5%	4.5%
HR&OD	HR&OD	Learning outside the classroom and EVOLVE (Maintained Schools)		£120 <200 NOR, >201 NOR £0.60 per NOR	£125 <200 NOR, >201 NOR £0.63 per NOR	4.5%	4.5%
HR&OD	HR&OD	HR Advisory (Academy Schools)	per staff headcount	£52.16	£54.50	£2.34	4.5%
HR&OD	HR&OD	HR Advisory LA schools package (Maintained Schools)	per package	£210.77 flat rate plus £5.27 per Number on role	£220.25 flat rate plus £5.51 per Number on role	4.5%	4.5%
HR&OD	HR&OD	Occupational health appointment with nurse	per appointment	£216.20	£225.92	£9.73	4.5%
HR&OD	HR&OD	Occupational health review appointment with nurse	per appointment	£170.40	£178.07	£7.67	4.5%
HR&OD	HR&OD	Occupational health appointment with doctor	per appointment	£381.27	£398.43	£17.16	4.5%
HR&OD	HR&OD	Occupational health review appointment with doctor	per appointment	£313.11	£327.20	£14.09	4.5%
HR&OD	HR&OD	New starter telephone assessment with nurse	per appointment	£154.43	£161.37	£6.95	4.5%
HR&OD	HR&OD	New starter telephone assessment with doctor	per appointment	£301.40	£314.96	£13.56	4.5%
HR&OD	HR&OD	New starter face-to-face assessment with nurse	per appointment	£175.73	£183.63	£7.91	4.5%
HR&OD	HR&OD	New starter face-to-face assessment with doctor	per appointment	£319.50	£333.88	£14.38	4.5%
HR&OD	HR&OD	Ill health retirement assessment	per appointment	£410.03	£428.48	£18.45	4.5%

**Appendix 4 - Fees & Charges 2024-25**

**Fees not prescribed in regulation**

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>CHIEF</b>							
<b>EXECUTIVE</b>							
<b>Legal &amp; Governance</b>							
Legal & Governance	Registration	Non-refundable reservation fee for all types of ceremonies.	Per Reservation	£55.00	£60.00	£5.00	9.1%
Legal & Governance	Registration	Non-refundable amendment fee for all types of ceremonies	Per Amendment	£30.00	£35.00	£5.00	16.7%
Legal & Governance	Registration	Statutory marriage ceremony or civil partnership registration	Per Ceremony	£46.00	£46.00	£0.00	0.0%
Legal & Governance	Registration	Marriage/CP Ceremony in The Study at Salisbury, and The Persimmon and Study Rooms, Chippenham (6) Mon only	Per Ceremony	£175.00	£200.00	£25.00	14.3%
Legal & Governance	Registration	Marriage/CP Ceremony in small Office ceremony room (40) Mon Thu	Per Ceremony	£300.00	£330.00	£30.00	10.0%
Legal & Governance	Registration	Marriage/CP Ceremony in small Office ceremony room (40) Fri	Per Ceremony	£350.00	£385.00	£35.00	10.0%
Legal & Governance	Registration	Marriage/CP Ceremony in small office ceremony room (40) Sat	Per Ceremony	£400.00	£440.00	£40.00	10.0%
Legal & Governance	Registration	Marriage/CP Ceremony in large Office ceremony room (60-70) Mon Thu	Per Ceremony	£325.00	£360.00	£35.00	10.8%
Legal & Governance	Registration	Marriage/CP Ceremony in large Office ceremony room (60-70), Fri	Per Ceremony	£400.00	£440.00	£40.00	10.0%
Legal & Governance	Registration	Marriage/CP Ceremony in large Office ceremony room (60-70), Sat	Per Ceremony	£450.00	£495.00	£45.00	10.0%
Legal & Governance	Registration	Marriage/CP in an Approved Venue Monday to Thursday	Per Ceremony	£480.00	£525.00	£45.00	9.4%
Legal & Governance	Registration	Marriage/CP in an Approved Venue Friday	Per Ceremony	£525.00	£575.00	£50.00	9.5%
Legal & Governance	Registration	Marriage/CP in an Approved Venue Saturday	Per Ceremony	£575.00	£625.00	£50.00	8.7%
Legal & Governance	Registration	Marriage/CP in an Approved Venue Sunday/Public or Bank Holidays	Per Ceremony	£600.00	£655.00	£55.00	9.2%
Legal & Governance	Registration	Marriage/CP in an Approved Venue Evenings (17:00 onwards)	Per Ceremony	N/A	£675.00	£0.00	0.0%
Legal & Governance	Registration	Combination ceremony package includes small stat ceremony, 2nd celebratory ceremony & inspection fee	Per Ceremony	£650.00	£725.00	£75.00	11.5%
Legal & Governance	Registration	Combination Ceremony - Each additional meeting to create bespoke ceremonies	Per Meeting	£50.00	£60.00	£10.00	20.0%
Legal & Governance	Registration	Single event venue inspection fee	Per Inspection	£60.00	£75.00	£15.00	25.0%
Legal & Governance	Registration	Conversion of CP to Marriage only in an Approved Venue Mon to Friday	Per Ceremony	£480.00	£525.00	£45.00	9.4%
Legal & Governance	Registration	Conversion of CP to Marriage only in an Approved Venue Saturday	Per Ceremony	£525.00	£575.00	£50.00	9.5%
Legal & Governance	Registration	Conversion of CP to Marriage only in an Approved Venue Sunday	Per Ceremony	£575.00	£625.00	£50.00	8.7%
Legal & Governance	Registration	Conversion of CP to Marriage only in an Approved Venue Bank Holiday	Per Ceremony	£600.00	£655.00	£55.00	9.2%
Legal & Governance	Registration	Conversion of CP to Marriage only in an Approved Venue Evenings (17:00 onwards)	Per Ceremony	N/A	£675.00	£0.00	
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in small office ceremony room (40) Mon Thu	Per Ceremony	£330.00	£330.00	£0.00	0.0%
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in small office ceremony room (40) Fri	Per Ceremony	£330.00	£385.00	£55.00	16.7%
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in small office ceremony room (40) Sat	Per Ceremony	£380.00	£440.00	£60.00	15.8%
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in large Office ceremony room (60-70), Mon Thu	Per Ceremony	£330.00	£360.00	£30.00	9.1%
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in large Office ceremony room (60-70), Fri	Per Ceremony	£330.00	£440.00	£110.00	33.3%
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in large Office ceremony room (60-70), Sat	Per Ceremony	£380.00	£495.00	£115.00	30.3%
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in an Approved Venue Mon to Thu	Per Ceremony	£500.00	£525.00	£25.00	5.0%
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in an Approved Venue Friday	Per Ceremony	£525.00	£575.00	£50.00	9.5%
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in an Approved Venue Saturday	Per Ceremony	£575.00	£625.00	£50.00	8.7%

## Appendix 4 - Fees & Charges 2024-25

### Fees not prescribed in regulation

Directorate	Service	Description of fee/charge	Charge basis (e.g. per hour, per day etc)	Approved charges 2023/24	2024/25 Proposed charge	Increase / (Decrease)	Increase / (Decrease)
				£	£	£	%
<b>CHIEF</b>							
<b>EXECUTIVE</b>							
<b>Legal &amp; Governance</b>							
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in an Approved Venue Sunday	Per Ceremony	£600.00	£655.00	£55.00	9.2%
Legal & Governance	Registration	Welcoming Ceremony (Naming) or Celebration of Marriage/CP in an Approved Venue Evenings (17:00 onwards)	Per Ceremony	N/A	£675.00	£0.00	
Legal & Governance	Registration	Private Citizenship ceremony per person	Per Ceremony	£150.00	£175.00	£25.00	16.7%
Legal & Governance	Registration	Civil Partnership paperwork conversion to marriage	Per Ceremony	£45.00	£45.00	£0.00	0.0%
Legal & Governance	Registration	Register Marriage in a Registered Building	Per Ceremony	£86.00	£86.00	£0.00	0.0%
Legal & Governance	Registration	Civil Partnership Declaration (prior to celebration of marriage ceremony)	Per Ceremony	£27.00	£27.00	£0.00	0.0%
Legal & Governance	Registration	Notice of Marriage and Civil Partnership	Per person	£35.00	£35.00	£0.00	0.0%
Legal & Governance	Registration	Notice of Marriage and Civil Partnership for any person subject to the Home Office referral and Investigation Scheme	Per person	£47.00	£47.00	£0.00	0.0%
Legal & Governance	Registration	All certificates 2nd class post	Per Certificate	£11.00	£11.00	£0.00	0.0%
Legal & Governance	Registration	All certificates 1st class post	Per Certificate	£13.00	£13.00	£0.00	0.0%
Legal & Governance	Registration	Express certificate service	Per Certificate	£35.00	£35.00	£0.00	0.0%
Legal & Governance	Registration	Cememorative certificate	Per Certificate	£10.00	£10.00	£0.00	0.0%
Legal & Governance	Registration	Licence for Approved Premises for Marriage or Civil Partnership includes naming and celebration of marriage (formerly renewal of vows) ceremonies (valid for 3 years)	Per Licence	£1,900.00	£1,950.00	£50.00	2.6%
Legal & Governance	Registration	Licence for Religious Buildings to be Approved Premises for Civil Partnerships	Per Licence	£1,900.00	£1,950.00	£50.00	2.6%
Legal & Governance	Registration	Fee to Request a Review of a Decision regarding Approved Venue/Religious Building Licence	Per Review	£350.00	£350.00	£0.00	0.0%
Legal & Governance	Registration	Amendment to an Existing Approved Premises Licence Administration Fee	Per Amendment	N/A	£200.00	£0.00	
Legal & Governance	Registration	Approved Premises Licence Optional Pre-Licensing Visit	Per Visit	N/A	£200.00	£0.00	
Legal & Governance	Registration	Proof of Life certification/PD2 form completion for change of name on passport	Per Passport	£25.00	£25.00	£0.00	0.0%
Legal & Governance	Registration	Corrections to Initial Registration - Forename added within 12 months of birth registration	Per Amendment	£40.00	£40.00	£0.00	0.0%
Legal & Governance	Registration	Corrections to Initial Registration - Consideration by Registrar / Superintendent Registrar of a correction application	Per Amendment	£75.00	£75.00	£0.00	0.0%
Legal & Governance	Registration	Corrections to Initial Registration - Consideration by the Registrar General of a correction application	Per Amendment	£90.00	£90.00	£0.00	0.0%
Legal & Governance	Registration	Consideration by a Superintendent Registrar of a foreign divorce/civil partnership dissolution obtained outside of the British Isles	Per Divorce	£50.00	£50.00	£0.00	0.0%
Legal & Governance	Registration	Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles	Per Divorce	£75.00	£75.00	£0.00	0.0%
Legal & Governance	Customer Services	Blue Badge Admin fee	Per Badge	£10.00	£10.00	£0.00	0.0%

#### Excluded from the above

- Rents and Service charges
- All private sector lease properties and temporary accommodation rents
- Commercial Rents and Service charges
- Car parking
- Planning - Concessions

## Cabinet

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### MINUTES EXTRACT OF THE CABINET MEETING HELD ON 6 FEBRUARY 2024 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

#### Present:

Cllr Richard Clewer (Chairman), Cllr Laura Mayes (Vice-Chairman), Cllr Phil Alford, Cllr Ian Blair-Pilling, Cllr Nick Botterill, Cllr Jane Davies and Cllr Nick Holder

#### Also Present:

Cllr Richard Budden, Cllr Tony Jackson, Cllr Gordon King, Cllr Jerry Kunkler, Cllr Dr Brian Mathew, Cllr Tamara Reay, Cllr Pip Ridout, Cllr Martin Smith and Cllr Graham Wright

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#### 17 Wiltshire Council Budget 2024/2025 and MTFS Update 2024/25-2026/27

Cllr Nick Botterill, Cabinet Member for Finance, Development Management, and Strategic Planning, presented a report which provided details of the proposed 2024/25 budget and the medium-term financial strategy 2024/25 to 2026/27.

Details were provided around the impact of continued high inflation, the addition of £36m to service budgets with a net rise of £17m to the budget. Cllr Botterill noted the difficult financial situation of many councils, and that the proposed budget was balanced without seeking closure of household recycling centres, libraries or leisure centres, and did not rely on major new identified or unspecified savings or use of reserves. However, the ongoing pressure of increases in demand and cost pressures did require the council tax rise proposed, with over 80% of the council's net expenditure funded from sources the council controlled.

On 5 February 2024 the government had provided details of an updated local government financial settlement. The council would receive an additional £4.526m, of which £3.798 was part of a social care grant and would be utilised on furthering the council's preventative approach to improve services and reduce costs. It was emphasised the additional funding could not be guaranteed for future years.

The remaining additional funding it was proposed to allocate to rural air quality monitoring projects, on refurbishment of rural play areas, and on a project to secure additional volunteers.

The Leader welcomed the additional funding announced by government, following an effective campaign from the County Council's Network. He explained the limitations on the allocation, in particular on the one-off nature, and the need to focus it in areas which did not have ongoing revenue costs. He explained many play areas were not fit for purpose, and the council would work with parish councils to discuss taking on maintenance where new equipment was able to be provided.

Cllr Ian Blair-Pilling, Cabinet Member for Public Health, Leisure, Libraries, FM, and Operational Assets, noted the continued investment in services planned within the budget despite the difficult financial, supporting communities and the economy.

Cllr Jane Davies, Cabinet Member for Adult Social Care, SEND, and Inclusion, provided details of the varied support and signposting work undertaken through council libraries.

Cllr Nick Holder, Cabinet Member for Environment and Climate Change drew attention to investment in a programme for provision of new real time monitoring equipment to improve data collection regarding emissions in Westbury. He stated with the newly announced funding the council intended to work with universities to develop understanding of particulate emissions across the county, and provide a meaningful baseline of data.

Cllr Graham Wright, Chairman of the Overview and Scrutiny Management Committee, explained that the Committee had held a lengthy meeting on 25 January 2024 to review the proposed budget. A report of that meeting and topics raised or discussed was included at Appendix 2.

Cllr Gordon King welcomed details of emissions monitoring for Westbury, and would save further comments for debate on 20 February 2024.

Two questions from Cllr Richard Budden as detailed in Agenda Supplement 2 were received. Cllr Budden asked a supplementary question, detailing his concerns regarding maintenance of non-principal roads, requesting area by area spending within the last 4-5 years, and that benchmarking exercises comparing the council's maintenance spending with other authorities be considered by the Environment Select Committee.

Cllr Caroline Thomas, Cabinet Member for Transport, Street Scene, and Flooding, responded that much of the requested data was in the public domain or already reported to the Environment Select Committee annually, where further questions could be raised on specific details. She stated a larger proportion of expenditure for surfacing works was on non-principle roads, and provided details of information from the Department for Transport. Cllr Jerry Kunkler, Chairman of the Environment Select Committee, said he would engage further over what information would be provided for the next report to the Committee.

The Leader added that the council's approach to road surfacing was not about balancing the books as it was capital spend not revenue, and that decisions on which areas received works were based on evidence and reporting, encouraging everyone to use the available reporting systems to raise concerns. He felt the question which had been submitted underplayed the severe consequences of poor financial management and not controlling costs appropriately.



Cllr Budden stated that rural communities felt neglected and that few things affected people more than road maintenance.

The Leader stated that the council would continue to maintain and fix roads, but that this could not take away focus from the many critical services the council undertook for vulnerable adults and children, where serious harm to lives could arise.

Cllr Dr Brian Matthew welcomed the proposals regarding air quality monitoring and asked about monitoring some areas as control areas to provide comparisons.

Cllr Martin Smith noted comments in the report on difficulty recruiting and retaining planning staff and sought details of the referenced planning transformation project. Cllr Botterill stated that performance metrics had improved in planning though there was a national issue for recruiting planning officers. The transformation programme might include restructuring the planning committee set up, as well as increasing enforcement, and developing specialist teams.

Cllr Smith also sought information on a capital bid to increase the grant from the Department for Education for school maintenance. Details were provided on challenges to find contractors and arrange works.

At the conclusion of discussion, and subject to an addendum report which would be prepared relating to the additional funding announced on 5 February 2024, it was then,

**Resolved:**

**That Cabinet recommends to Council:**

- a) That a net general fund budget of 2024/25 of £485.772m is approved;
- b) That the Council Tax requirement for the council be set at £351.077m for 2024/25 with a Band D charge of £1,805.73, an increase of £1.65 per week;
- c) That the Wiltshire Council element of the Council Tax be increased in 2024/25 by the following:
  - i. A 2.99% general increase;
  - ii. Plus a levy of 2% to be spent solely on Adult Social Care;
- d) That the Extended Leadership Team be required to meet the revenue budget targets for each service area as set out in Appendix 1 to this report, for the delivery of council services in 2024/25;

- e) That the Extended Leadership Team be required to deliver the revenue savings plans for each service area as set out in Appendix 1 to this report, over the MTFS period 2024/25 to 2026/27;
- f) That the changes in the fees and charges as set out in Appendix 4 are approved;
- g) That the Capital Programme 2024/25 to 2030/31 is approved;
- h) That the Capital Strategy set out in Appendix 2 is approved;
- i) That the DSG budget as approved by Schools Forum is ratified;
- j) That the Medium-Term Financial Strategy, the forecast balanced budget over the 2024/25 and 2025/26 financial years and the MTFS 2024/25 to 2026/27 is endorsed.

Reason

*To enable the Cabinet to recommend to Council a balanced revenue budget for the financial year 2024/25 and to set the level of Council Tax.*

*To enable effective, transparent decision making and ensure sound financial management as part of the council's overall control environment.*

*The Cabinet also sets out the final assumptions being used in the budget for growth, inflation, demand for services, the estimated level of income from sales, fees and charges and the level of income estimated from core funding e.g. Council Tax, Business Rates and government grants as well as the level of reserves held and assessed by the council's Section 151 Officer, as required, to provide future financial resilience.*

*This provides the council with a MTFS to deliver on the Business Plan priorities and drives long term financial sustainability.*

**Meeting of the Overview and Scrutiny Management Committee  
Report on Proposed Amendments for the 2024/25 Budget**

**Purpose of report**

1. To report to the Overview and Scrutiny Management Committee the proposed amendments from Cllr Gavin Grant and Cllr Ian Thorn to the budget recommended to Cabinet on 6 February 2024 for the committee to appraise and raise any comments to Full Council.

**Background**

2. This meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question Cllr Gavin Grant and Cllr Ian Thorn, on the proposed amendments before the budget is considered by Full Council on 20 February 2024.
3. The Member proposal is amendment to the proposed Cabinet budget, as set out as follows:
  - A £0.003m increase in social welfare funding to each of the 18 Area Boards, and the establishment of a central fund of £0.036m that Area Boards can bid for extra social welfare funding.
4. The above proposal has the following impact on the 2024/25 base budget:

<b>Proposal</b>	<b>Impact £m</b>
£0.003m increase in social welfare funding to each of the 18 Area Boards	0.054
Establishment of a central fund of £0.036m that Area Boards can bid for extra social welfare funding	0.036
<b>Total annual pressure of proposals</b>	<b>0.090</b>
<b>Total pressure across MTFS</b>	<b>0.270</b>
<b>Funding Proposal of Pressure</b>	
Reduce the Business Plan Priority reserve allocation of £0.821m for Council wide enforcement activity by the total of £0.270m	0.270

5. The proposal has the effect of increasing budgets in the 2024/25 financial year which results in a revenue pressure in every year of the MTFS, with proposals for funding this pressure set out in the table above.

6. The impact of the funding of the proposal has the effect of reducing the Business Priority Plan Fund commitment of £0.821m to Council wide enforcement activity by £0.090m in 2024/25, and by a total of £0.270m over the MTFS period.

### **S.151 Officer Comments**

7. The proposal has been costed and this has been included in the figures above. This identifies that the amendment balances and therefore does not impact on the 2023/24 base budget proposed in the original paper to Cabinet and in doing so meets the financial test for an amendment to the budget to be considered by Full Council
8. The amendment looks to provide additional funding to Area Boards for social welfare. It increases the base budget for Area Boards and reduces the funding held in the Business Plan Priority reserve that was allocated to fund Council wide enforcement activity.

### **Monitoring Officer Comments**

9. Subject to the views of the Chairman of the Council and subject to this proposal being moved in accordance with the Rules of Procedure in Part 4 of the Constitution, this is an appropriate amendment within the meaning of Rule 20.6. There are no other legal implications.

### **Head of Paid Service Comments**

10. As Head of Paid Service, I can confirm that officers have provided independent advice. We are aware of the full details of the amendments, and they are policy amendments in nature.

### **Conclusion**

11. Overview and Scrutiny Management Committee are asked to consider the proposed amendments to the financial plan 2024/25 and inform Full Council on 20 February 2024.

**Wiltshire Council**

**Overview and Scrutiny Management Committee**

**12 February 2024**

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**Meeting of the Overview and Scrutiny Management Committee  
Report on Proposed Amendments for the 2024/25 Budget**

**Purpose of report**

1. To report to the Overview and Scrutiny Management Committee the proposed amendments from Cllr Gavin Grant and Cllr Ian Thorn to the budget recommended to Cabinet on 6 February 2024 for the committee to appraise and raise any comments to Full Council.

**Background**

2. This meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question Cllr Gavin Grant and Cllr Ian Thorn, on the proposed amendments before the budget is considered by Full Council on 20 February 2024.
3. The Member proposal is amendment to the proposed Cabinet budget, as set out as follows:
  - To remove the income budget introduced in 2022/23 as a result of the saving included in the budget to introduce parking charges for Blue Badge holders of £0.040m.
4. The above proposal has the following impact on the 2024/25 base budget:

<b>Proposal</b>	<b>Impact £m</b>
Remove the income budget introduced in 2022/23 as a result of the saving included in the budget to introduce parking charges for Blue Badge holders	0.040
<b>Total annual pressure of proposal</b>	<b>0.040</b>
<b>Total pressure across MTFS</b>	<b>0.120</b>
<b>Funding Proposal of Pressure</b>	
Reduce the Business Plan Priority reserve allocation of £0.821m for Council wide enforcement activity by the total of £0.120m	0.120

5. The proposal has the effect of reducing the income budget for car parking in the 2024/25 financial year which results in a revenue pressure in every year of the MTFS, with proposals for funding this pressure set out in the table above.

6. The impact of the funding of the proposal has the effect of reducing the Business Priority Plan Fund commitment of £0.821m to Council wide enforcement activity by £0.040m in 2024/25, and by a total of £0.120m over the MTFS period.

### **S.151 Officer Comments**

7. The proposal has been costed and this has been included in the figures above. This identifies that the amendment balances and therefore does not impact on the 2023/24 base budget proposed in the original paper to Cabinet and in doing so meets the financial test for an amendment to the budget to be considered by Full Council.
8. The amendment looks to reverse the decision that was made in the 2022/23 budget. It reduces the income in the base budget and reduces the funding held in the Business Plan Priority reserve that was allocated to fund Council wide enforcement activity.
9. From a purely financial perspective the proposal reduces the risk to the Council over the period of the MTFS. Income sources are subject to potential fluctuations in demand, although these had been factored into the budget, the replacement of this income source with guaranteed funding from the reserve reduces risk. Equally though any upside from an increase in demand for parking that will outstrip the budget estimate will not be made. The amendment however introduces a gap in the year following the MTFS period as there is also no plan set out for the year following the MTFS period to address the budget gap that, in effect, is slipped to that year by this temporary funding from the reserve.

### **Monitoring Officer Comments**

10. Subject to the views of the Chairman of the Council and subject to this proposal being moved in accordance with the Rules of Procedure in Part 4 of the Constitution, this is an appropriate amendment within the meaning of Rule 20.6. There are no other legal implications.

### **Head of Paid Service Comments**

11. As Head of Paid Service, I can confirm that officers have provided independent advice. We are aware of the full details of the amendments, and they are policy amendments in nature.

### **Conclusion**

12. Overview and Scrutiny Management Committee are asked to consider the proposed amendments to the financial plan 2024/25 and inform Full Council on 20 February 2024.

## Wiltshire Council

### Overview and Scrutiny Management Committee

12 February 2024

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#### Meeting of the Overview and Scrutiny Management Committee Report on Proposed Amendments for the 2024/25 Budget

##### Purpose of report

1. To report to the Overview and Scrutiny Management Committee the proposed amendments from Cllr Gavin Grant and Cllr Ian Thorn to the budget recommended to Cabinet on 6 February 2024 for the committee to appraise and raise any comments to Full Council.

##### Background

2. This meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question Cllr Gavin Grant and Cllr Ian Thorn, on the proposed amendments before the budget is considered by Full Council on 20 February 2024.
3. The Member proposal is amendment to the proposed Cabinet budget, as set out as follows:
  - Provision of funding of £0.075m to enable partnership working with VisitWiltshire or an equivalent body in both 2024/25 and 2025/26.
4. The above proposal has the following impact on the 2024/25 base budget:

Proposal	Impact £m
Provision of funding of £0.075m to enable partnership working with VisitWiltshire or an equivalent body	0.075
<b>Total pressure of proposal in 2024/25</b>	<b>0.075</b>
<b>Total pressure across 2024/25 and 2025/26</b>	<b>0.150</b>
<b>Funding Proposal of Pressure</b>	
Reduce the Wiltshire Towns Funding by £0.150m to allow for a budget surplus to fund this pressure	0.150

5. The proposal for this new provision of funding results in a budget pressure of £0.075m in 2024/25 and in 2025/26 with proposals for funding this pressure set out in the table above.
6. The impact of the funding of the proposal has the effect of reducing the Wiltshire Towns funding by £0.075m in 2024/25 and by £0.150m in total over the two years 2024/25 and 2025/26.

### **S.151 Officer Comments**

7. The proposal has been costed and this has been included in the figures above. This identifies that the amendment balances and therefore does not impact on the 2023/24 base budget proposed in the original paper to Cabinet and in doing so meets the financial test for an amendment to the budget to be considered by Full Council
8. The amendment looks to provide funding to enable partnership working with VisitWiltshire or an equivalent body in both 2024/25 and 2025/26. It increases the base budget for tourism and reduces the budget held for supporting Wiltshire's High Streets. There is a risk that the funding taken from supporting Wiltshire's High Streets may have a detrimental impact on economic growth and subsequent income from business rates but this is assessed as low.

### **Monitoring Officer Comments**

9. Subject to the views of the Chairman of the Council and subject to this proposal being moved in accordance with the Rules of Procedure in Part 4 of the Constitution, this is an appropriate amendment within the meaning of Rule 20.6. Any procurement of a service will need to be in accordance with the Financial Regulations in Part 9 of the Constitution, the Subsidy Control Act 2022 and other relevant legislation.

### **Head of Paid Service Comments**

10. As Head of Paid Service, I can confirm that officers have provided independent advice. We are aware of the full details of the amendments, and they are policy amendments in nature.

### **Conclusion**

11. Overview and Scrutiny Management Committee are asked to consider the proposed amendments to the financial plan 2024/25 and inform Full Council on 20 February 2024.



**APPENDIX to the Overview and Scrutiny Management Committee Minutes of 25  
January 2024  
Wiltshire Council**

**Cabinet 6 February 2024**

**Council 20 February 2024**

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**Report of the Overview and Scrutiny Management Committee on the Draft Budget  
2024/25 and Medium-Term Financial Strategy 2024/25-2026/27**

**Purpose of report**

1. To report to Full Council a summary of the main issues discussed at the meeting of the Overview and Scrutiny Management Committee held on 25 January 2024.

**Background**

2. The meeting of the Overview and Scrutiny Management Committee provides an opportunity for non-executive councillors to question the Cabinet Member with responsibility for Finance and the Chief Executives with the Director of Finance on the draft 2024-25 budget and medium-term financial strategy before it is considered at Cabinet on 6 February 2024 and Full Council on 20 February 2024.
3. The Leader of the Council, Councillor Richard Clewer and The Cabinet Member for Finance, Councillor Nick Botterill were supported by the Deputy Chief Executive and Corporate Director for Resources Andy Brown; and Section 151 Officer, Lizzie Watkin. In addition, Director of Legal & Governance (Monitoring Officer) and other members of the Corporate Leadership Team were present to provide clarification and answers to issues and queries raised by the Committee.
4. In addition to the draft Budget and Medium-Term Financial Strategy made available on the Council's website on 16 January 2024 and other public events, a briefing had been arranged on 17 January 2024 open to all elected Members to explain the budget and for technical questions to be answered.
5. Details had included:
  - The net general fund budget of 2024/2025 was proposed as £485.772m.
  - Council Tax requirement for the Council be set at £351.077m for 2024/25 with a Band D charge of £1,805.73, an increase of £1.65 per week; which would be a 2.99% general increase plus a levy of 2% to be spent solely on Adult Social Care.

**Main issues raised during questioning and debate**

6. This report is divided into sections relating to each of the Select Committee areas as budget proposals and impacts on services were discussed, before opening up to general queries.

## **APPENDIX to the Overview and Scrutiny Management Committee Minutes of 25 January 2024**

### Financial Planning Task Group

7. The report of the Financial Planning Task Group on the budget proposals was received. The report and its comments would be forwarded for attention at Cabinet and Full Council along with the report of the Overview and Scrutiny Management Committee itself.

### Environment Select Committee

8. Clarity was provided regarding the staff vacancy factor (paragraph 183), which had been set at 6.5% having previously been as low as 1.5%. It was noted that it was a varied picture across Council services regarding vacancies and that the Council was trying not to take a corporate view of this as some areas would have greater gaps and pressures and that this was difficult to ascertain with recruitment difficulties. It was noted that the Quarter 3 Budget Monitoring reports which would go to Cabinet would monitor and manage setting out implications.
9. Regarding a breakdown of the revenue and capital budgets for the council's de-carbonisation programme as set out in the Climate Strategy and whether other funding was being assigned for climate adaptation in 2024/2025, it was agreed that this was not possible to set out due to the way the budget was presented but would be brought back to the Environment Select Committee for further scrutiny.
10. Clarity was provided regarding the identification and consultation of affected groups by the removal of 20 cash ticket machines from car parks (Appendix 1, page 64). It was noted that, ten machines would be replaced and ten removed, with these considered to be carparks where residents were buying MiPermits and season tickets. Cash would still be accepted and due to the context of Wiltshire not having mobile coverage akin to places like London, it would be essential to retain the ability of people being able to pay by cash.
11. It was noted that green waste collection would increase from £66 to £70 and that there had been an uptake in the green waste service since Covid. Detail was provided that though there were 84,000 residents who paid for the service, collections would take place the same as other waste with vehicles having to attend every street. The cost would be to cover collections as a cost neutral exercise and would not be for profit as was the policy of the Environment Agency.
12. With the government funding of public transport savings deferred until 2025/2026 (Paragraph 78), officers provided assurance that Wiltshire Council would meet the deadline for delivering savings and enough time to plan for a sustainable and financially viable network with a timeline of action provided.
13. Clarity was sought that though planning fees have increased, the number of houses being built does seem to be slowing. Was this reflected in the income assumptions for planning fees? (Paragraph 87, Appendix 1, page 64). It was noted that the latest housing delivery test figures from government with 106% of the annual housing

## **APPENDIX to the Overview and Scrutiny Management Committee Minutes of 25 January 2024**

requirement in Wiltshire being delivered with it suggested that there was a healthy supply of planning permissions in the pipeline. It was anticipated that progressing the local plan at a pace would stimulate interest in the market and generate additional planning application. Officers were content to keep fees at the same level as previously and would review each year.

14. Assurance was provided that though the Leisure Culture & Communities income target had increased to £0.492m 2024/25 (Paragraph 97), it was believed that this was achievable. Further reassurance was sought that though the general budget was decreasing from £6.5m to £5.3m this wouldn't lead to losing a communal service to the wider public. Reassurance was provided that budget management was a top priority for leisure and a commercial team had been assembled with commercial operations experience.

### Health Select Committee

15. Concern was raised about how vacancy rates were being managed to provide services and that if money is being saved by not replacing people this might lead to managing services in a non-strategic way. In addition, clarity was sought as to how the risk of people leaving critical internal posts was mitigated. It was noted that there is an importance of recognising how important partners are in delivering care and though there is less control working externally, the Council works closely with recruitment of staff and developing a workforce with the promotion of the values of roles. Any savings would be made through vacancies, and internally they are not critical roles.
16. A breakdown of the savings cited for Adult Services was provided for 2023, with it noted that in 2023/24 there are £6.455m of savings in adults. £0.242m (3.75%) of these are unachievable. Further information on savings was in the Quarterly budget monitoring reports and the planned future savings were in appendix 1, annex 7 of the budget papers.
17. Regarding the £0.242m (3.75%) of savings being unachievable, it was noted that this might be due to factors beyond control such as unexpected demands in specific areas and shifts in some parts of care having high costs. A lot of monitoring is done to see what is to be expected.
18. Clarity was provided on what work is being done to reduce costs whilst maintaining good quality services, including the Adult Care Transformation Programme and the preventative agenda, and managing demand.
19. It was noted that the outreach enablement service is not compromised by the availability of adequate housing to support independent living and works with anyone wherever they might be, including placement settings or at home. Investment has allowed for the purchase of additional properties which can deliver more living solutions.

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20. It was stated that strategically there are opportunities for more joined up working between health and planning with health accounted within the local plan in the form of policies to encourage more cycling, designs to have open space, air quality and developers being required to contribute positively to residents through the Health and Wellbeing Policy.
21. Optimism was shared that savings might be made through taking an Integrated Care approach, however there was concern regarding the withdrawal of Integrated Care Board (ICB) funding from some services. It was stated that long term duplication would be reduced with staff capacity released to do other things. Working with the ICB would have to be strategically looked at as the long-term direction of travel with the need to advocate the priorities of the local authority and social care as key partners.
22. It was questioned whether the budget should not err on the side of caution inflation rates and whether the assessment was ambitious or realistic, to which it was stated that the Council is an evidence led organisation and the assumptions used are based upon evidence. Where inflation is included in contracts the specific inflation projection rate is used and when not, the Bank of England CPI forecast is used. Appendix 1, annex 5 set out the details of inflation pressures applied to the budget. The importance of budget monitoring processes was stressed with pressure built into the budget for costs in the current financial year where higher levels of inflation had not been able to be contained.

### Children's Select Committee

23. Clarity was provided regarding 21% of the council spend on supporting and safeguarding children and young people and that the actual current DSG deficit was £56.247m and that a scale of £70-90m had been identified for potential repayment which was influenced by the contribution towards the DSG deficit from the Department of Education.
24. It was noted that there was a budgeted contribution of £7m this year with no indication of the amount to be set aside in the MTFs. It was clarified that it was anticipated that there would be an opening balance on this reserve in the region of £11m and the reserve will have at least £18m by the end of 2024/25. Any residual balance, where reserves are not either set aside or identified to fund the deficit when required would require exceptional financial support from government, with a likely requirement to capitalise the balance, and either funded by capital receipts or borrowing. Borrowing for these purposes would attract a cost premium and would likely have to be paid over a period of 10 years.
25. It was stated that the council would remain liable for an estimated £60m to £70m cumulative deficit in the SEND funding when the Safety Valve programme ends (paras 51 and 142). Regarding addressing this deficit above and beyond the Safety Valve programme, currently national government funding for Councils is only confirmed for the 2024/25 financial year, with further updates awaited. Funding would also be affected by an expected election this year. Funding is not confirmed for years 2 and 3 of current MTFs period and when greater clarity of the government approach

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for local authority funding is given a strategy will be required as part of the budget setting process next year to identify funding for the high needs deficit liability.

26. Assurance was provided that regarding the High Needs Block deficit, senior officers and Cabinet are fully aware that this is the most significant financial liability risk for the council's financial sustainability and are prioritising accordingly.
27. It was stated that the school's forum had agreed to transfer £2m from the school's block to support high needs pupils, 0.55% requested which is above the 0.5% allowable without government approval. The disapplication was submitted by the deadline on 12 January 2024 and the school's forum agreed support in principle for the transfer at the meeting of 5th December and confirmed support for the transfer through a formal vote at the meeting on 18th January. This was not the first time the school's forum had done this as they approved a 0.7% transfer in 2020-21 however this was rejected by the Secretary of State for Education. It is understood that any disapplication received by local authorities with a Safety Valve agreement in place would be looked on favourably by the Secretary of State.
28. It was stated that page 50 of the draft budget showed £10m in the Capital Programme for the High Needs Block, to which it was clarified that this bid was made in lieu of any future High Needs Places Capital Allocation grant from the DfE and included a number of programmes aligned to the SEN Strategy and the safety valve plan includes the continued demand for Special School places and additional resource base places. The development of additional places is integral to the delivery of the safety valve plan.
29. Reference was made to page 14, paragraph 53 regarding traded services, with savings including increases in traded services income prices to reflect staff pay inflation. It was stated that regarding confidence of these savings, though there is always risk around ability to afford local authority services, the Council had seen increased buyback in the current financial year in School Effectiveness for example which might suggest services are well regarded by schools. This also includes trade in and outside of Wiltshire and the schools funding increasing by 1.7%.
30. Clarity was provided regarding the savings created by the PAUSE project which cost £0.3m per annum but created savings of £0.7m per annum.
31. Clarity was provided in relation to paragraph 48 that that an additional £22k would be made available for an increase in education welfare officers. £22k would be sufficient to cover the pay inflation of the EWOs rather than the cost of the additional posts investment. The EWO capacity had increased via latent demand reserve funding and growth.
32. Regarding anticipated pressure on children's statutory services, it was stated that it is difficult to estimate what is latent demand and then differentiate this from post pandemic business as usual. The decision was therefore made not to request additional draws on the latent demand reserve for next year but deal with anticipated demand and inflation through the MTFS. Previous years' drawdowns would stand.

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33. Clarity was sought regarding whether the care placement market was saturated, and children could not be placed anywhere or whether there was not enough capacity in house. It was stated that the Council was using more residential placements at a higher cost as a result. The Council was keen to further expand its own foster carers and the commitment to Fostering Excellence and the Mockingbird programme was reflective of this. Post pandemic carers have been challenging to recruit despite best efforts. IFA providers and external residential providers could “cherry pick” children and young people from across the southwest and as a result the Council could be subject to high-cost placements. The plans for children’s homes, solo children’s homes in Wiltshire aim to negate this pressure.
34. It was clarified that on page 15 paragraph 57, that £3.9m related to all demand and £4.7m related to all inflation.
35. Regarding Adoption West, the £1.125m related to the 2023/24 in year increase reflecting increased adoption support activity and 2023/24 pay inflation above the 4.5% budgeted plus the 4.5% budgeted for 2024/25. The Adoption West contractual commitment for 2024/25 was estimated to be £1m for 2024/25.
36. It was noted that paragraph 60 listed a £0.180m saving by using a Public Health Grant, which was confirmed as being an existing grant badged against existing children’s services expenditure.
37. Clarity was provided in relation to the following sentence from paragraph 62, “Other non-placement demand included is in the third year of the MTFS”, which related to the increased running costs of Canons House, assuming the capital investment was approved. The demand for more beds would bring cost avoidance in future years after 2026/27.
38. Clarity was provided relating to page 16, paragraph 62, “The increased running costs included within the demand estimates for providing respite to more children is estimated at £0.526m.” It was outlined that it was difficult to badge future savings (post the term of this MTFS) to this programme of work. The additional 4 beds would require more staffing and the larger building would have increased running costs. The investment aimed to ensure that families do not breakdown and respite avoids external residential care however, the numbers of children are small and future savings would need to be carefully considered.
39. Detail was provided on the Data and Performance team for people services, hosted within Families and Children’s, with it noted that the team supports the People Directorate as a whole, providing system and performance support, the demand is to support Education and Skills receiving the same level of funding as the other areas with a specific focus on pupil moves and statutory responsibilities related to children missing education and quality assurance.
40. It was questioned how certain the Council was that the latent demand would not be needed beyond the £3.2m drawdown in 23/24 and the £2.6m in the MTFS? It was

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noted that funding was required for further transformation across the council to ensure capacity to change to remain financially sustainable. Residual demand pressure had been built into the base budget and would continue to be assessed during the year through budget monitoring and setting future years budgets.

41. Clarity was sought regarding the school maintenance backlog and whether the £2m allocated yearly up to 2026/27 would be enough to clear the backlog and prevent new projects from being delayed. It was stated that this would not clear the backlog as the total backlog was £22.5m, which had grown from around £15.6m in the last year. The funding outlined would help prevent further growth in the backlog and enable the Council to address the highest priority work. Furthermore, the notion of prioritisation of work through condition surveys was outlined and that with the additional capital funding, the Council would have £5k per annum for the next few years. The Council was allocating £3.9m of this in 2024/25 to planned maintenance work and keeping £1.1m for emergency works to keep schools safe and open. This would almost double the usual funding for emergencies, so anything identified as "new" and requiring immediate funding would be able to be done rather than waiting for next year. It was noted that most work could only be done in school holidays which means that the Council would struggle to get enough competent contractors to increase the programme any more beyond the funding requested.
42. Regarding the decrease in SEN social care placements compared to 2023/24 (page 55), it was noted that the decrease of £0.297m related to the young people reaching 18 in 2024/25 and transferring to adult services, with fluctuations in the SEN social care support reflecting the actual cohort of children and young people.

### General Queries

43. It was questioned whether the final figures for 2023/24 would affect the budget figures for 2024/25 as these would not be known until May and what scrutiny measures were in place for making changes to the agreed budget for 2024/25. It was noted that the Council was always exposed to risk of changes to the financial position, however when making decisions, officers use what is currently known. Regarding 2023/24 there was a forecasted underspend, which was a good reflection of financial management and control and taking response to variances and undertaking mitigations. Assumptions are updated as late as possible and should any additional changes and mitigations be made, this would go through the budget monitoring process of Scrutiny, the Financial Planning Task Group and quarterly budget monitoring reports. Assurance was provided that a robust governance process was in place. Further clarity was provided that the Council would have to confirm the budget by 10 March 2024.
44. Clarity was provided that individual service areas make use of different levels of detail for individual contracts and use different inflation rates for different aspects. Officers were confident they had captured the different natures across services.
45. Detail was provided about the risk assessment of general reserves on page 96, with it noted that the new provider risk in adult social care was a one-off anticipated cost of

## **APPENDIX to the Overview and Scrutiny Management Committee Minutes of 25 January 2024**

having to find another care provider and that these were not hard and fast values but an assessment of a one-year implication. The listing of Stone Circle on the risk register was also discussed, with it stated that this register represented a worst-case scenario, and it was right and proper to have these funds set aside in case. Furthermore, the Stone Circle related risks were reported through the Stone Circle Shareholder Group.

### **Conclusion**

46. To note the Draft Wiltshire Council budget for 2024-25 and Medium-Term Financial Strategy for 2024-25 to 2026-27 and to refer the comments of the Committee and the report of the Financial Planning Task Group to Cabinet and Full Council for consideration on 6 February and 20 February respectively.
47. To support the Financial Planning Task Group's ongoing monitoring of the delivery of the budget and the development of the budget for 2025-26.

**Councillor Graham Wright**  
**Chairman of the Overview and Scrutiny Management Committee**

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Report Date: 5 February 2024



**Wiltshire Council**

**Full Council**

**20 February 2024**

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## **Housing Revenue Account (HRA) Budget Setting 2024/25 including Dwelling Rent Setting 2024/25 and 30-Year Business Plan Review**

### **Executive Summary**

The purpose of this report is to recommend to Council the approval of the Housing Revenue Account (HRA) Business Plan, Budget and associated housing funding decisions. To enable the delivery of the Business Plan there are some specific related matters that require a formal decision and are being addressed in this report and to which a number of the recommendations relate.

One of the main decisions that the Council must consider is the level of rent increase for our Council tenants as it forms the financial envelope for the HRA Business Plan against which the costs of delivering our priorities will need to operate within.

There is a clear and ongoing need to ensure that our HRA Business Plan retains a focus on housing quality and compliance, responding to the regulatory environment in our existing homes, a commitment to decarbonise our existing homes and make best use of our stock for our most vulnerable residents. We continue to prioritise growth by delivering many new affordable homes.

As such this report updates Members on the proposed Housing Revenue Account (HRA) Annual Revenue Budget and Capital Programme for 2024/25, including the proposed Rent Setting for 2024/25. This report also provides an update on the 30-Year Business Plan.

The proposals included in this report would enable the Council to set a balanced budget for the HRA for 2024/25 which is critical to ensure a strong and effective HRA is maintained.

The base business plan model shows a sustainable long term HRA that supports the Council's current investment plans. Repayment of existing and new borrowing is achieved over the life of the plan, and minimum balances are maintained. The plan has some resilience to economic and regulatory changes; however, this has limitations particularly in the earlier years of the plan due to the investment in the Council House Building Programme. For this reason, some scenario modelling with suggested mitigations has been undertaken as set out in the report.

This is the first standalone HRA annual budget report which will form part of the budget setting reports at Cabinet and Full Council but will remain separate from the General Fund medium-term financial strategy (MTFS) – providing a more detailed report for members with an aim of greater information and transparency.

## **Proposals**

That Council:

- a) Approve the HRA Annual Revenue Budget for 2024/25 as described in the report and Appendix 1.
- b) Approve the increase of 7.7% (CPI+1%) to Dwelling Rents and Garage Rents for 2024/25
- c) Approve the HRA Capital Programme for 2024/25 as described in the report and Appendix 2.
- d) Note the reviewed and updated assumptions in the HRA 30-Year Business Plan as detailed in the report.

## **Reason for Proposals**

To ensure a balanced budget (capital and revenue) for the HRA for 2024/25, and in so doing continue to provide services to tenants and investment in their homes.

To enable effective, transparent decision making and ensure sound financial management of the HRA as part of the council's overall control environment.

**James Barra**

**Director - Assets**

**Andy Brown**

**Deputy Chief Executive and Corporate Director of Resources**

**Housing Revenue Account (HRA) Budget Setting 2024/25 including Dwelling Rent Setting 2024/25 and 30-Year Business Plan Review**

**Purpose of Report**

1. This report updates Members on the proposed Housing Revenue Account (HRA) Annual Revenue Budget (including rent setting) and Capital Programme for 2024/25. Additionally, the report also provides an update on the 30-Year Business Plan Review.
2. The proposals included in this report would enable the Council to set a balanced budget for the HRA for 2024/25. A balanced budget is crucial for effective financial management and will allow the service to allocate resources efficiently and meet financial obligations while providing necessary services.

**Relevance to the Council's Business Plan**

3. The balancing of the HRA, budgeted capital programme and business plan review contribute to effective decision making and the alignment of resources and financial performance to the Council's priorities and objectives as laid down in the Business Plan. In particular the plan supports the Council's target to deliver 1,000 new affordable homes over the next 10 years.

**Background**

4. The HRA is a ring-fenced account that is held within the General Fund. The Council acts as the Landlord. Revenues are generated primarily from rents and other associated income and are used to cover costs associated with managing and maintaining a housing stock of approximately 5,300 properties. This includes expenses such as property maintenance, repairs, improvements, and other related services.
5. In April 2012, in accordance with the Localism Act 2011, the HRA (under the administration of Wiltshire Council) transitioned from a national subsidy system where it had to make an annual payment to Central Government to become 'self-financing'. This change allowed the Council to keep all rental income which was then used to cover the costs of managing and maintaining the housing stock, including expenses for repairs, improvements, as well as interest and debt repayments. As part of the self-financing agreement, the Government received a one-time capital payment of £118.810m from the Council.
6. To effectively utilise the newfound autonomy of the HRA under the self-financing system, a comprehensive 30-Year Business Plan (2012-2042) was implemented. This plan outlined the Council's overarching goals and objectives for the Housing Service, providing a roadmap for addressing both risks and opportunities.

7. The 30-Year Business Plan has been reviewed as part of the 2024/25 budget setting cycle and the key changes / updates to the plan are described below. A detailed report providing external assurance on our plan is attached at Appendix C. Key extracts from this document are included in this report. This report shows the key assumptions and outputs from the Council's latest HRA business plan, the changes from the previous approved version (including updates for inflation, interest rates and regulatory arrangements for RTB receipts) and some "what if?" analysis to stress test the latest plan against potential risks.
8. The previous approved model included a Council House Build programme (CHBP) of £273m for the 10 years from 2022/23. The CHBP remains unchanged and along with the programme of works for existing stock (including the decarbonisation plans) requires additional borrowing of £196m and revenue contributions of £9m to deliver the plans. The base business plan demonstrates that using a combination of resources from the Major Repairs Reserve (MRR) and from revenue, the HRA can finance the additional borrowing required and fully repay this borrowing (as well as the outstanding self-financing loans) over the course of the plan, while retaining a balance on the HRA at the end of the plan of £34m. This provides both a financially and operationally sustainable business model, against which capital plans can be continually monitored.
9. The HRA continues to face many risks and issues, many of which could be significant, in terms of financial impact to the business plan. These risks and issues are more significant for the council as it proactively drives forward substantial investment in social housing development, with both existing schemes and more schemes planned.

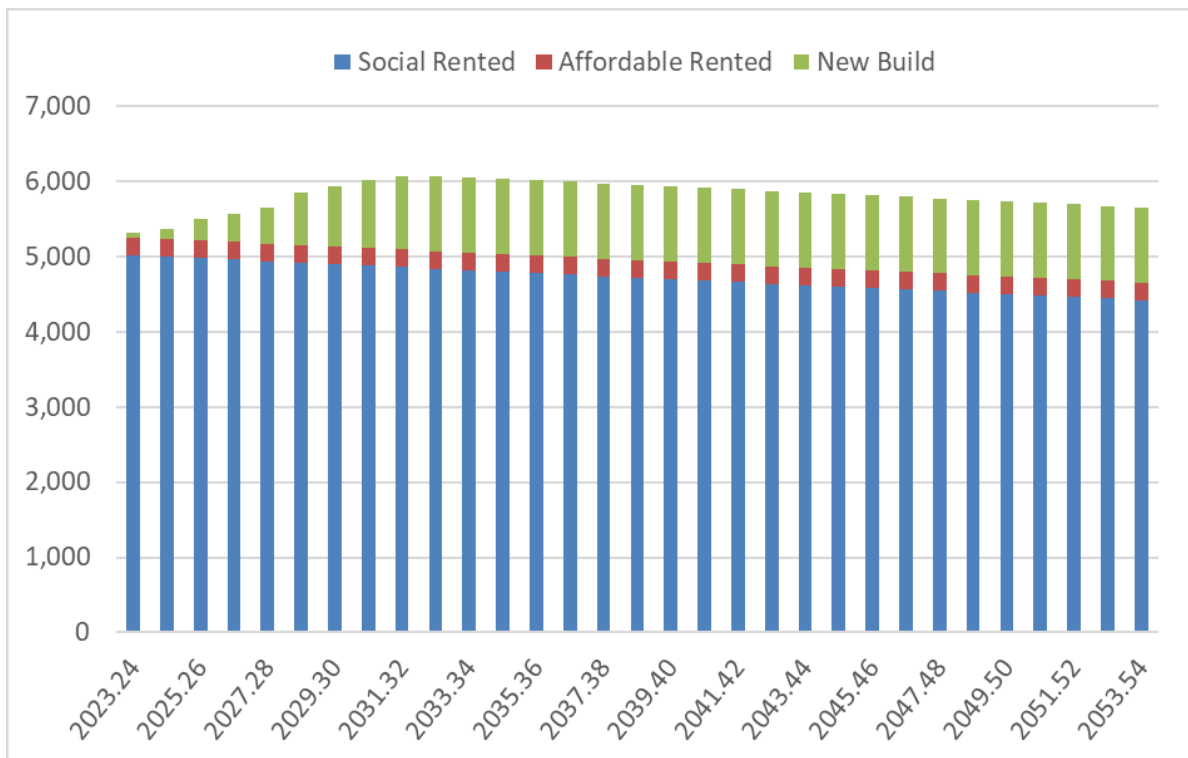
## **Main Considerations for the Council**

### HRA 30-Year Business Plan Review

10. The HRA 30-Year Business Plan is annually updated during the budget setting process to protect against adverse impacts on the organisation's ongoing concerns due to changing assumptions. This review ensures the continued viability and affordability of the HRA, providing flexibility in delivery to enhance the financial position.
11. The Business Plan has been revised to incorporate the budget estimates for 2024/25 and to account for the updated assumptions related to the prevailing economic conditions. The purpose of the business model is to consider at a strategic level the impact of plans and forecasts on the HRA over a 30-year period from 2023/24.

### Assumptions

12. Stock numbers on 1 April 2023, the Council owned 5,342 tenanted units (including 32 shared ownership and 270 at affordable rent). Projected Stock numbers are shown in the table below.



13. Inflation There are two measures of inflation included in the business plan: CPI which is used for rent calculations; and the Retail Price Index (RPI) which is used for other income and expenditure. In accordance with the September 2023 indices, RPI for 2024/25 is 8.9% and CPI is 6.7%. For later years, in line with the Government target, CPI is assumed at 2% (and RPI at 3%).

14. Rents and Other Income Social rent policy is set out in the Government’s policy statement. A direction is provided to the Regulator of Social Housing to regulate the policy through application of the Rent Standard. The regulation required a ceiling to be placed on rents at 7% for 2023/24 but for 2024/25 reverts to the previous limit on rent increases of CPI + 1%. The Government promised consultation regarding the ongoing policy for rent increases from 2025/26, which is still awaited. In the absence of any further advice the Council have made a prudent assumption that future rent increases will be limited at CPI only. Detailed rent modelling has been undertaken to support the inputs to the business plan.

15. Although not a regulatory requirement, constraining affordable rents (which apply to new properties supported by Government funding) at the level of the Local Housing Allowance (LHA) will be considered as part of the ongoing business planning work. This would only affect a small number of tenants (195) where the affordable weekly charge (for rent and services) exceeds LHA by on average £26.60. LHA rates were anticipated to be frozen until 2025/26 but in the Autumn Statement it was announced they would increase to the 30th percentile of local market rents from April 2024. It is planned to undertake detailed modelling of the impact of LHA on rents, once the rates for 2024/25 are known, so that this approach can be considered in advance of rent setting for 2025/26. Other income has been included in line with the HRA budgets and increased in line with RPI.

16. Right to buy (RTB) A reduction in RTB sales to 20 per year from 2023/24 is forecast based on the latest sales data. Detailed analysis of the implications for the Council is modelled separately. This modelling supports the Government return

required for pooling of receipts and the apportionment of forecast receipts (arising from future sales), with the outputs being reconciled and applied to the business plan. More details of the rules for dealing with RTB receipts are shown below under 'Usable RTB Receipts'.

17. Management and Maintenance All inputs are based on the latest estimates. Management (and service) costs are assumed to increase in line with CPI. Maintenance costs are assumed to be linked to RPI increases. Both management and maintenance costs are assumed to vary with stock changes.
18. Council House Build Programme The Council House Build Programme is the same as agreed in the previous approved business plan. Scheme costs total £273.1m, of which £9.2m was assumed to be incurred in 2022/23 (before the start of the business plan model).
19. Other Capital Expenditure. Provision is also made in the business plan for planned repairs and renewals for the Council's existing stock, which is linked to stock numbers, decarbonisation works and IT upgrades. Increases are assumed to be in line with RPI.
20. Reserves The Council has included a minimum revenue balance of £1m throughout the business plan. Where there is a shortfall in resources to meet the capital plans, revenue resources can be used if the balance on the revenue account does not fall below this level. However, to ensure that the level of borrowing required for the capital programme is affordable, it is necessary to maintain revenue balances at higher levels (to meet the financing costs of new borrowing). The approach adopted by the Council to resource the capital programme is shown below.

### **Resourcing the Capital Programme**

#### Useable RTB Receipts and Retained (1-4-1) Receipts.

21. The rules governing the distribution and use of RTB capital receipts are complex. There is a schedule that applies different treatment to HRA capital receipts. An initial draw on receipts is undertaken with a proportion being returned to Government. Any remaining receipts can be retained by the Council as 1-4-1 receipts only to be used in accordance with the terms of a retention agreement. The business plan currently assumes that all the RTB receipts except the local authority share are applied to the HRA.
22. An agreement between the Council and the Government sets out the requirements for the Council to be able to access the retained (1-4-1) receipts, which would otherwise be paid to the Government. The most recent retention agreement requires that receipts must form no more than 40% of 'eligible' expenditure ('relevant for the permitted purpose'), the balance coming from other resources including borrowing and the Council's own resources. If the receipts are not used within five years, they must be returned to the Government with compound interest at 4% above the Bank of England base rate. Under the special arrangements for 2022/23 and 2023/24 the Government share of receipts is added to the retained (1-4-1) receipts.

23. Grant is included for CHBP schemes, where agreed as part of the Homes England programme, that the Council is currently accessing for some developments.
24. Other Receipts includes any other HRA (non-schedule) receipts or non HRA receipts available to support capital expenditure, for example from Shared Ownership sales.
25. Major Repairs Reserve the HRA makes a provision by way of a credit to an MRR of an amount in respect of depreciation applied to the stock. This MRR is used to fund capital investment in refurbishment components such as kitchens, roofs etc.
26. Revenue Contribution to Capital Outlay (RCCO) To maximise the availability of revenue resources to support additional borrowing it has been assumed that no revenue contributions will be made to support the capital programme until 2030/31, by which time most of the current CHBP costs will have been incurred. After this time revenue balances can be used if this does not result in balances on the HRA falling below £1m.
27. Borrowing the Council borrowed £118.8m in 2012 to meet the self-financing settlement. The borrowing was undertaken with phased maturity dates continuing until 2036/37. The opening balance of these loans in 2023/24 is £86m. These are Public Works Loan Board (PWLB) fixed maturity loans with interest charged based on each specific loan. As no revenue resources have been assumed to support the capital programme until 2030/31, any shortfalls in resources are assumed to be met from additional borrowing using long term PWLB fixed maturity loans. Interest rate projections have been provided by Link Asset Services who are the council's Treasury Management advisors and are applied (based on 25-year borrowing) at 4.5% in 2024/25, 3.8% in 2025/26 and 3.6% thereafter. These rates assume that the concessionary rate of 40 basis points (0.4%) currently available to the HRA continues. When a loan matures, it is assumed that the loan will be refinanced until there are sufficient resources available in the plan to provide for repayment.

## Changes to the Previous Approved Business Plan

### Summary

28. The following table shows the changes to the annual opening balance on the HRA from the previous approved version to the latest base model. Many of the changes will impact the financing of the plan and the interest on balances. For clarity the table summarises all the financing and interest changes together. More details for each of the changes are provided in the sections below the table.

Opening Balance	Para	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Cabinet approved</b>		<b>13283</b>	<b>15937</b>	<b>19325</b>	<b>21956</b>	<b>24203</b>	<b>25691</b>	<b>27074</b>	<b>28282</b>	<b>20760</b>	<b>17308</b>
Inflation	3.2		(110)	(228)	(267)	(295)	(324)	(357)	(387)	(408)	(444)
Budget Update	3.3		(300)	160	147	133	107	89	71	62	52
RTB New Arrangements	3.4		16	21	35	54	70	85	100	125	128
Interest Rate Forecast	3.5		(287)	(908)	(1,088)	(1,392)	(1,304)	(1,509)	(1,702)	(1,821)	(1,908)
Financing	3.6		(388)	907	994	981	955	939	841	1,451	5,801
Opening Balance	3.7		(11,394)								
Interest on Balance	3.8		265	88	114	148	213	235	303	215	79
Annual B/Fwd	3.9		0	(12,197)	(12,157)	(12,222)	(12,592)	(12,875)	(13,394)	(14,167)	(14,541)
<b>New Base Model</b>		<b>13,283</b>	<b>3,740</b>	<b>7,168</b>	<b>9,734</b>	<b>11,611</b>	<b>12,816</b>	<b>13,681</b>	<b>14,115</b>	<b>6,219</b>	<b>6,476</b>

## Changes

29. Forecast inflation for 2024/25 included in the approved model was 6% for RPI and 5% for CPI. These are increased in line with the September indices in the current plan to 8.9% and 6.7%. The costs to the business plan reflect expenditure increasing more than income.
30. The 2023/24 budget is applied to the business plan; the surplus is less than previously anticipated and reduces the opening 2024/25 balance. Estimates for 2024/25 have also been updated and these are used for future year forecasts. The table includes updates to the loan portfolio at the 1 April 2023 in accordance with the latest advice from the Council's treasury team.
31. Despite the availability of concessionary interest rates for the HRA from the PWLB, the rates available for borrowing have grown significantly. Interest rates have been applied to the business plan based on the Council's latest projections, which have a significant impact on the business plan.
32. The opening balance on 1 April 2023 has been adjusted to reflect the repayment of self-financing loans originally anticipated to be refinanced, this is now scheduled to take place annually until 2031. Although this is a one-off adjustment, it forms a significant part of the variance between the Cabinet approved plan and the latest base model as it is applied to each year's brought forward adjustment.

## **Model Outputs and Analysis**

33. This section summarises the outputs to the business plan model, giving the latest picture of the current and forecast financial position of the HRA and its capital programme. It also quantifies some of the risks to the business both within and outside the control of the Council. To make viewing easier the tables are shown for the first ten years, which covers the duration of the CHBP, but the output analysis refers to the full 30-year period in recognition of the importance of long-term sustainability for the HRA.

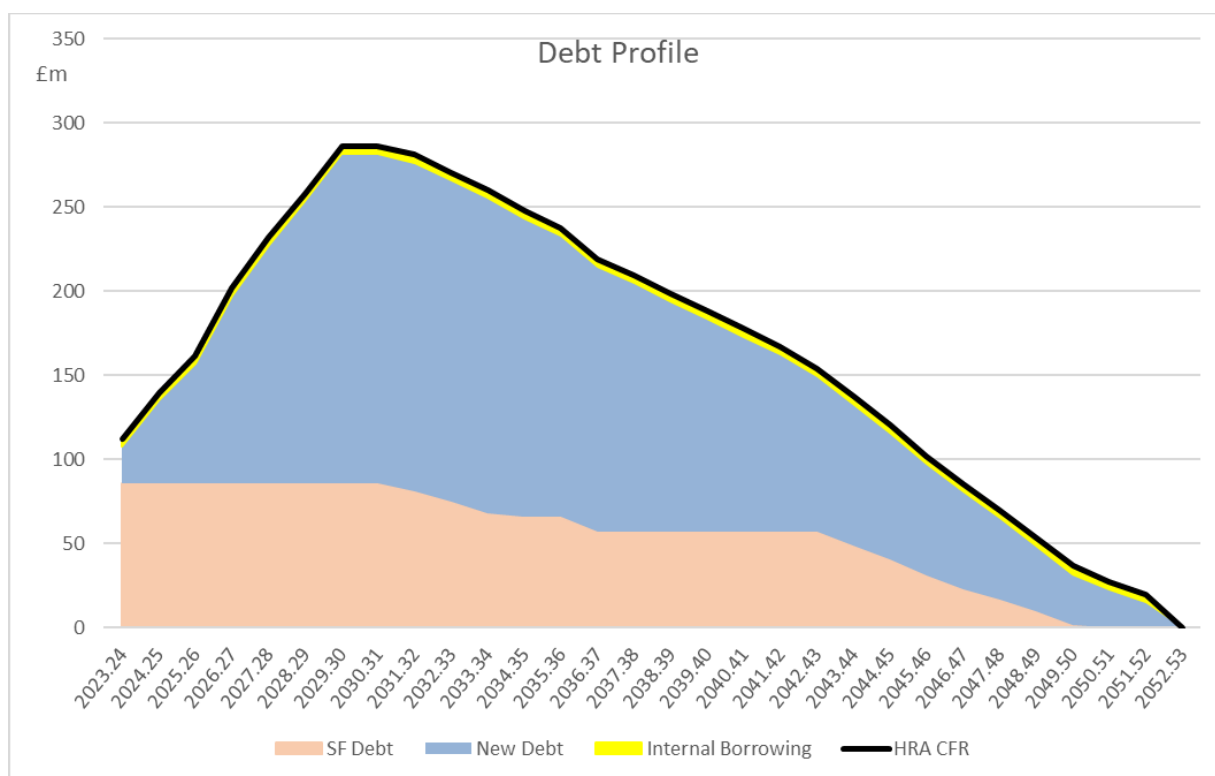
## Capital Expenditure and Resourcing

	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>CAPITAL EXPENDITURE</b>										
Major Works & Improvements	11,032	10,865	11,100	9,654	9,729	10,109	11,192	11,286	11,269	8,637
Works to promote decarbonisation	6,105	7,011	7,221	7,438	7,661	7,891	8,128	8,371	0	0
Development Schemes	42,171	35,021	21,674	48,818	40,607	32,021	27,132	13,715	3,202	80
Other	11	12	12	13	86	14	14	14	15	15
<b>Total Expenditure</b>	<b>59,319</b>	<b>52,909</b>	<b>40,008</b>	<b>65,923</b>	<b>58,083</b>	<b>50,035</b>	<b>46,466</b>	<b>33,387</b>	<b>14,486</b>	<b>8,732</b>
<b>FINANCING</b>										
External Borrowing	21,785	27,503	22,050	40,097	30,020	26,377	27,756	0	0	0
RTB Receipts	525	596	620	645	671	698	726	754	783	813
Retained Receipts	6,995	3,486	1,429	1,489	1,552	1,616	1,683	1,765	928	0
Grant	4,169	3,455	1,980	5,448	4,770	2,970	2,700	360	0	0
Other Capital Receipts	1,239	5,769	1,271	5,090	7,404	3,994	2,751	2,024	1,743	1,957
Major Repairs Reserve	24,605	12,100	12,658	13,154	13,665	14,380	10,850	19,600	11,032	5,963
Revenue Contributions	0	0	0	0	0	0	0	8,884	0	0
<b>Total Financing</b>	<b>59,319</b>	<b>52,909</b>	<b>40,008</b>	<b>65,923</b>	<b>58,083</b>	<b>50,035</b>	<b>46,466</b>	<b>33,387</b>	<b>14,486</b>	<b>8,732</b>



34. There are small differences between the council's current capital budget and the 30 year capital plan included in the HRA Business Plan produced by the consultant in November 2023 (attached in full as Appendix 3.) This is due to timing differences and more recent information around expenditure forecasts and the re-profiling of spend into future years that the council is reflecting in the capital budget that are not included in the Business Plan.

35. The business plan calculates the additional borrowing requirements to meet any shortfall in resources to deliver the capital programme plans. The borrowing is assumed at concessionary HRA rates based on the forecasts from the Council's advisors (applied as a consolidated rate on an annual basis). This additional borrowing is used to resource the CHBP and programme of works for existing stock (including the decarbonisation plans) until 2029/30. In 2030/31 revenue balances are used to support the capital programme and no further borrowing is required. The additional annual borrowing requirements until 2029/30 total £196m and the revenue support for 2030/31 is £9m. During this time, the outstanding loans undertaken to meet the cost of self-financing are refinanced at maturity.



36. The Council's debt management strategy is to provide for repayment of debt once there are sufficient resources available in the plan, which commences in 2031/32. By using a combination of resources from the MRR and from revenue the Council can fully repay the additional borrowing and the residual self-financing loans over the course of the 30-year plan, leaving revenue balances of £34m. This provides a financially sustainable business model, against which the capital plans can be continually monitored. However, the model is dependent on maintaining balances and any decisions that reduce income or increase expenditure could not only affect the provision for debt repayment but also the capacity for new development in the future.

37. The business plan assumes that as soon as additional resources are available in the HRA these will be used to provide for the repayment of debt. In practice, whether the loans are repaid will be subject to corporate treasury decisions and will affect the HRA capital financing requirement (HRA CFR), which could have implications for the Council's overall financing requirement.

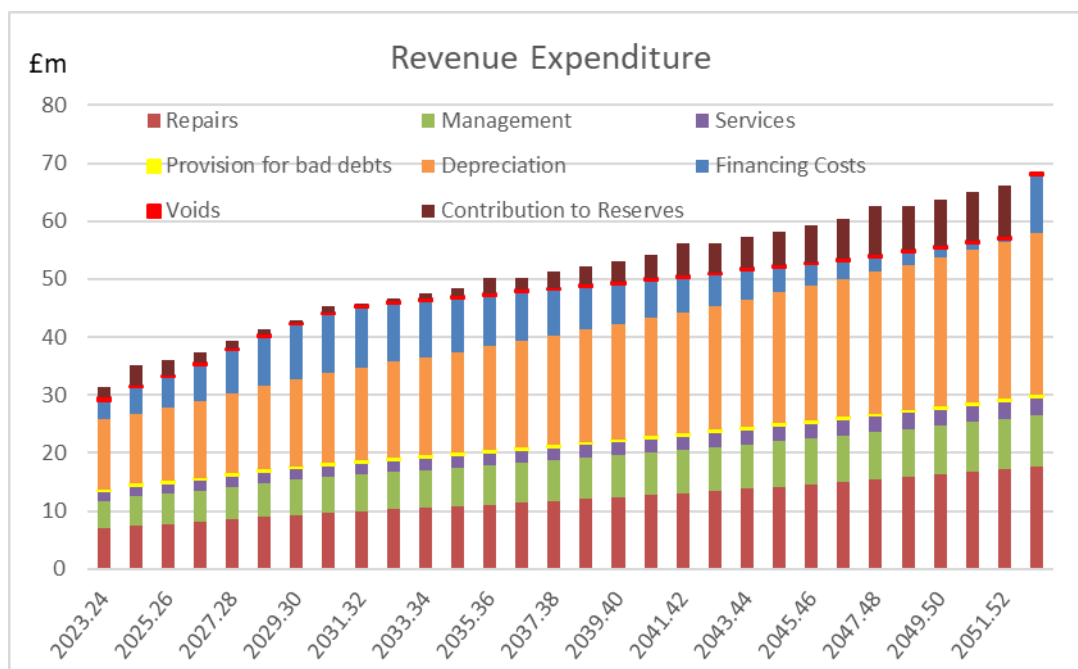
### Revenue Projections

	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>INCOME AND EXPENDITURE ACCOUNT</b>										
<b>Income</b>										
Dwelling Rents	28,542	32,066	32,920	34,231	36,027	37,929	39,508	41,729	42,074	42,947
Voids	(619)	(257)	(262)	(271)	(282)	(293)	(303)	(318)	(319)	(326)
Net Rents	27,923	31,809	32,658	33,960	35,746	37,636	39,205	41,411	41,755	42,621
Non Dwelling Rents	405	425	438	451	465	479	493	508	523	539
Charges for services and facilities	1,132	1,200	1,236	1,273	1,311	1,351	1,391	1,433	1,476	1,520
Contribution towards expenditure	1,201	1,226	1,263	1,301	1,340	1,380	1,422	1,464	1,508	1,554
Other Income	141	132	136	140	145	149	153	158	163	168
<b>Expenditure</b>										
Repairs and maintenance	(7,134)	(7,521)	(7,782)	(8,113)	(8,595)	(8,962)	(9,336)	(9,687)	(9,995)	(10,269)
Supervision and management	(4,609)	(5,006)	(5,163)	(5,343)	(5,630)	(5,821)	(6,012)	(6,179)	(6,310)	(6,413)
Special services	(1,654)	(1,829)	(1,866)	(1,903)	(1,941)	(1,980)	(2,019)	(2,060)	(2,101)	(2,143)
Provision for bad debts	(370)	(370)	(370)	(370)	(370)	(370)	(370)	(370)	(370)	(370)
Depreciation	(12,100)	(12,100)	(12,658)	(13,154)	(13,665)	(14,380)	(14,943)	(15,508)	(16,043)	(16,524)
<b>Net cost of services</b>	<b>4,935</b>	<b>7,967</b>	<b>7,893</b>	<b>8,243</b>	<b>8,805</b>	<b>9,483</b>	<b>9,985</b>	<b>11,171</b>	<b>10,607</b>	<b>10,682</b>
Interest payable	(3,477)	(4,718)	(5,545)	(6,630)	(7,939)	(8,986)	(9,992)	(10,522)	(10,527)	(10,279)
HRA investment income	393	179	219	265	339	368	442	339	177	189
<b>Surplus / (deficit) for the year</b>	<b>1,851</b>	<b>3,428</b>	<b>2,566</b>	<b>1,878</b>	<b>1,205</b>	<b>864</b>	<b>435</b>	<b>988</b>	<b>257</b>	<b>592</b>
<b>MOVEMENT IN THE HRA BALANCE</b>										
Surplus / (deficit) for the year	1,851	3,428	2,566	1,878	1,205	864	435	988	257	592
Capital Expenditure funded by the HRA	0	0	0	0	0	0	0	(8,884)	0	0
Increase/(decrease) in the HRA balance	1,851	3,428	2,566	1,878	1,205	864	435	(7,896)	257	592
HRA Balance Brought Forward	1,889	3,740	7,168	9,734	11,611	12,816	13,681	14,115	6,219	6,476
HRA Balance Carried Forward	3,740	7,168	9,734	11,611	12,816	13,681	14,115	6,219	6,476	7,067

38. The revenue projections show the cost of borrowing increasing over the CHBP investment period. However, there is sufficient operating income to be able to meet those costs and retain an annual surplus, which ensures that the minimum revenue balance is maintained. After the end of the CHBP, no additional borrowing is required so revenue resources provide for the repayment of borrowing. This reduces the interest payable, which increases the annual surplus and builds on the reserve to allow further provision for repayment. The combination of the use of revenue resources and MRR to provide for debt repayment keeps revenue balances at between £20m and £25m in the longer term. Balances increase in the last few years of the business plan allowing for an additional revenue provision to be made in the final year of the plan (2052/53) to fully repay the outstanding debt including the internal borrowing that the HRA has with the General Fund. This reduces the revenue balance at the end of the plan to £34m.

39. The business plan is sensitive to changes particularly at the start of the plan as a change to year 1 has an impact for the remainder of the 30 years. Maintaining the revenue balances provides for debt repayment if the current forecast is achieved. Any local decisions to reduce income or increase expenditure would inhibit this plan, reducing the ability to provide for debt repayment. In particular, the effect of lower rent increases (local decision or regulated) would have significant consequences for the business (as assessed in the analysis of the risk in relation to rents below).

40. The following chart illustrates how the Council plans to use its HRA income to meet revenue expenditure over the course of the 30-year business plan.



41. As noted above, the financing costs in the final year of the plan (2052/53) include the use of revenue resources to repay loans, as a result in that year there is no contribution to reserves.

42. Risks Sensitivity tests have been applied to the base model to assess the impact of changes to the forecasts. Each test has been undertaken against the base model, except where considered as a compensating adjustment to mitigate any negative impact on the business plan. The risk to the business plan is likely to result from a blend of changes, the further in the future the forecast the more changes are likely. This analysis considers some of these risks but the impact of a combination of tests will not necessarily be equal to the sum of the individual tests.

### Rents

43. Social rents are regulated through the policy statement and Rent Standard. Restrictions on annual increases are applied through the regulations so there is no option to increase charges for existing tenants beyond the regulation allowed increase. The Council have assumed that this increase will be limited to CPI only from 2025/26 but the Government could (and have previously) provided additional constraints on rents. A test has therefore been undertaken to show the impact of rent increases limited to CPI – 1% from 2025/26. Although this is less likely than CPI only increases it is not outside the scope of the regulatory requirements.

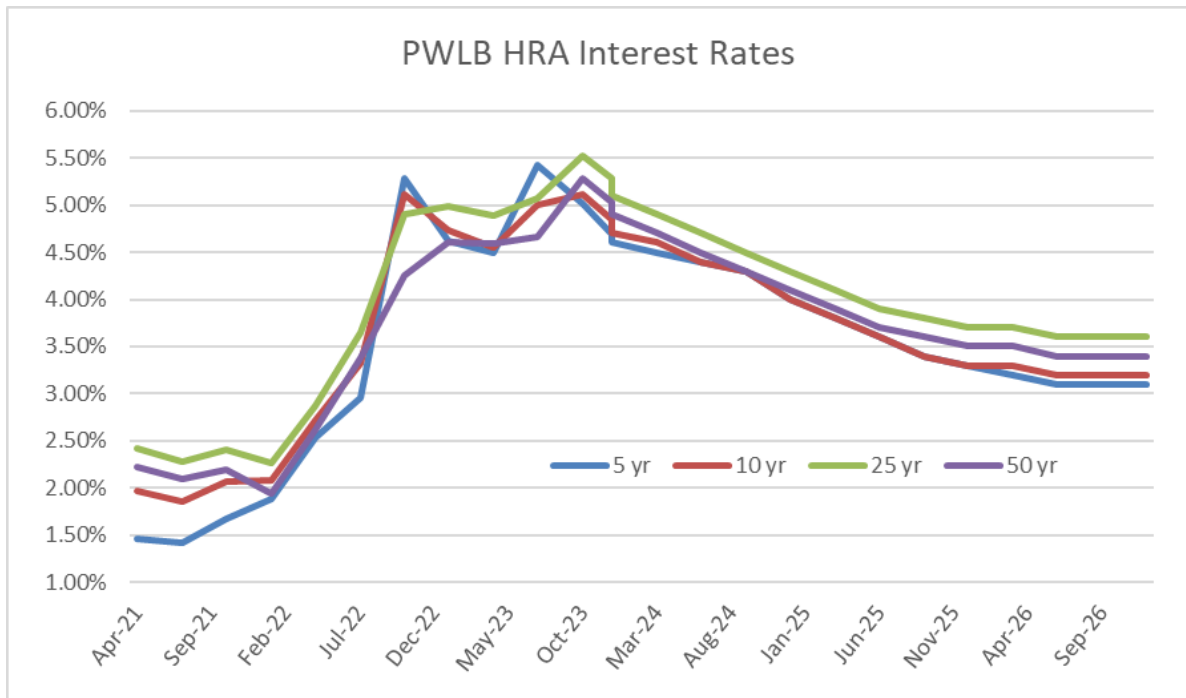
44. Given the experience of the impact of rent reductions between 2016 and 2020, it is not a surprise that an annual 1% reduction in rents compared to the base model has a significant impact on the business plan. All other things being equal, the cost is about £195m over the 30-year plan. The HRA goes into deficit by 2028/29 and with increasing deficits each year, there is a shortfall in resources to meet the capital programme in 2030/31 and revenue balances fall below the Council's minimum required balance in 2031/32. If the Council were setting this budget in 2031/32 it would not meet the statutory requirement for a balanced budget. This

analysis is based on the borrowing for the capital plans remaining unchanged. In practice, it is unlikely that the Council would wish to commit to borrowing where the HRA was unable to meet the future financing costs (as ultimately these would become a cost to the General Fund). Further consideration is given below to how the Council may address this risk.

45. There are some opportunities for the Council to mitigate the risks of rent regulation. A formula rent for each social rented property is calculated with reference to the January 1999 value, bed size and location. Flexibility can then be applied to the formula rent (up to 5% for general needs and 10% for supported housing) where there is a clear rationale that takes account of local circumstances and affordability. It is understood that some local authorities are using the flexibility with justification based on funding decarbonisation works (which are additional to planned capital works), which will reduce future energy costs but it is unclear how this is viewed by the Regulator of Social Housing. Restrictions on annual increases are applied through the regulations so there is no option to increase charges for existing tenants beyond the regulation allowed increase. For new tenancies, the Council can (and does) re-let at the formula rent, so there is potential for actual rent to be set taking account of the available flexibility. The use of formula rent flexibility would be beneficial to the business plan and could be considered whether or not additional constraints are applied to future rent increases.
46. The Council could also choose to reduce its debt repayments. Debt repayments are limited to only those that can be met using available resources in the MRR to limit any impact on the revenue balances (although the restriction on rents still creates long term annual HRA deficits). This leaves a shortfall in resources available to meet the capital programme of £55m between 2027/28 and 2029/30. Consideration has been given to reducing the CHBP to try and balance the business plan but the consequent loss of new build units and the risk of interest payments on returned 1-4-1 receipts create a deficit on the revenue balances.
47. The analysis shows that the costs of rent constraint can be partly offset through the actions above but ultimately an ongoing annual deficit on the HRA is not a sustainable business model in the long term. It is important to recognise that where costs are subject to inflationary increases and rent income is constrained at less than inflation it is very unlikely that any local authority could continue to balance its HRA.

#### Interest

48. Interest rate projections have been provided by Link Asset Services and represent their latest forecasts, which have been discounted in line with the concessionary rate available for the HRA from the PWLB. A recent announcement from the Treasury extended the availability of the concessionary rate until June 2025.



49. If the availability of the concessionary rate ends in June 2025, there remains sufficient revenue balance in the final year of the plan (2052/53) to make provision for the full repayment of the outstanding debt including the internal borrowing that the HRA has with the General Fund. The revenue balance at the end of the plan is reduced to £7m (compared to £34m in the base model) indicating that the additional 40 basis points on borrowing after 2025/26 has a cost of £27m over the planning period.

50. In the light of the recent volatility in interest rates and the impact on the business plan of the updated forecasts (shown in the changes to the previously approved plan), an additional 1% on the forecast rates has been tested. The additional revenue costs of the borrowing result in annual HRA deficits from 2027/28 and a shortfall in resources to support the capital programme in 2030/31. The revenue contribution from 2030/31 has been removed, which maintains minimum balances until 2031/32. For some time thereafter the revenue balance is negative. To rebalance the revenue account would require additional income or savings. One option for the Council would be to apply the formula rent flexibility as detailed for offsetting rent constraint in the analysis above. This reduces the annual HRA deficits and removes the negative HRA revenue balance (although the revenue balance is critically low in 2034/35). The annual revenue account moves to a surplus from 2037/38 and the balance continues to increase, which provides for debt repayment. The balances are, however, not sufficient to repay all the debt with £14m remaining at the end of the plan.

### Summary

51. The analysis in this section shows the business plan outputs using the previously approved CHBP and the latest estimates. This forms the 'base' business plan. To consider the risks of regulatory and economic changes, sensitivity tests have been undertaken. The output analysis is shown below.

Business Model	Revenue Balance at Year 30	Debt Outstanding at Year 30
	£m	£m
Base	34	0
Rent Constraint at CPI - 1%*		
Removal of Concessionary HRA rate	7	0
Interest rates + 1% offset by rent flexibility	1	14

\* Accurate outputs are only available where the business plan is balanced over 30 years  
The analysis of rent constraint shows this is not achieved and comparable outputs are therefore not available.

### **Business Plan review conclusions**

52. The base business model shows a sustainable long term HRA that supports the Council's current CHBP and existing stock capital plans. Repayment of new borrowing and the existing self-financing loans is achieved over the course of the planning period and revenue balances are maintained above the minimum required level throughout with a balance of £34m at the end of the plan. The Council have taken a prudent approach to future rent increase regulations, which adds to the robustness of the current model.
53. The "what if?" analysis has shown that the base plan has some resilience to adverse economic and regulatory changes. If interest rates increase above the forecast levels, the Council can maintain a viable business plan, if it is able to apply formula rent flexibility across all its stock. However, if the Government were to impose an additional restriction on rents with increases at a maximum of CPI -1%, a balanced business plan is not sustainable in the long term.
54. The analysis reflects the Council's debt management strategy to provide for debt repayment once resources are available. This is dependent on maintaining revenue balances at the planned levels and any decisions that reduce income or increase expenditure could not only affect the provision for debt repayment but also the capacity to consider new development in the future.

### **Budget Estimates for 2024/25**

55. Appendix 1 provides an overview of the proposed revenue budget for 2024/25.
56. The main changes to the budget include:

Resources have been enhanced in several areas of the service to address current and future challenges. Salary budgets have been increased to accommodate additional posts to deal with:

- Implementing a new Asset Management function focusing on strategy and investment for existing HRA homes, ensuring that we invest appropriately securing long-term viability and ongoing suitability of the assets.
- Lettings – providing a dedicated lettings service for the HRA.
- An Estates Surveyor will be appointed to deliver a full mapping review of HRA land, undertake future Right-To-Buy valuations, deal with all HRA-related enquiries where leases or licences are needed, and deal with the release of land covenants.

57. Energy costs have experienced an increase above inflation rate for all blocks and communal areas where the HRA is responsible for payment.
58. The budget has been adjusted to account for inflation impacting all contracts and material costs.
59. There has been a rise in mandatory payments to the Housing Ombudsman and Regulator of Social Housing.
60. It is important to note that the budget estimate for rent does not precisely align with the figure in the business plan. The budget relies on specific assumptions that will not exactly match those in the plan, particularly concerning additional rent related to new build completions and purchase that are expected to be finalised in the remainder of the financial year 2023/24.

### Dwelling Rental Income and garage rental income

61. The Welfare Reform and Work Act of 2016 mandated a Social Rent reduction, requiring all social housing landlords to decrease tenants rent by 1% annually for a four-year period, from April 2016 to April 2019 (excluding shared ownership homes and temporary accommodation). On 17<sup>th</sup> November 2022 the Chancellor of the Exchequer delivered his Autumn statement and announced the decision to impose a 7% ceiling to social housing rents replacing the annual rent standard for 2023/24 (which would have meant increasing rents by CPI + 1% for that year). This ceiling is to be lifted from 2024/25 meaning that rents can be increased by a maximum of CPI + 1% in 2024/25 reverting to CPI thereafter.
62. Therefore, in accordance with the Regulator of Social Housing's Rent Standard, it is proposed Dwelling and garage rents for 2024/25 will increase by CPI+1%. Table 3 below shows the average weekly rent for existing and new tenants.

Table 3: Average Weekly Rents

Average Overall Rent Increase for Two and Three Bed Houses		
	2023/24	2024/25
2 Bed Rent	£100.50	£108.24
2 Bed Rent Increase	7%	7.70%
3 Bed Rent	£109.61	£118.05
3 Bed Rent Increase	7%	7.70%
Average Rent	£100.63	£108.38
Average Rent Increase	6.58	7.75

Rents for Garages			
	Current Charge	Charge with 7.7% increase	No. of Garages
	£	£	
Weekly charge for 53 weeks in 2024/25	9.19	9.90	948
*Higher weekly charge	12.58	13.55	39
Annual rental income	£487,745	£525,302	
Increase in annual rent		£37,556	
Percentage increase in annual rent		7.70%	

\* A higher rent is payable for some newer, garages

63. The service participates in a benchmarking group comprising other organisations that use the same housing consultancy provider as Wiltshire. The provider has confirmed that for 2024/25 all 19 local authorities in the group are proposing to increase their rents by CPI + 1% in 2024/25. Using 2023/24 data, Wiltshire has one of the lowest average weekly rents and are in the lower quartile (ranking at 14 out of 19 providers) although it should be noted that 7 of the providers are London authorities.
64. Yearly rental income growth is crucial for realising the HRA's long-term aspirations and ensuring business continuity and in part to recover from prolonged period of rent reduction or capping. The ambitious capital programme that focuses on construction good quality low or zero carbon affordable housing in Wiltshire and making long-term improvements to the existing housing stock. This includes the energy efficiency programme making the housing more carbon neutral and therefore more cost effective for our tenants.
65. Other key programmes include estate improvements to waste facilities and upgrading of sewerage treatment works. Rental income will be allocated to fund the interest payments, maintain existing homes and assets, and support community initiatives, enhancing the overall quality of service for tenants and fostering community projects. The Council also provides a range of discretionary support to tenants that includes tenancy sustainment, financial support, and mental health support.
66. Making the decision to increase our rents is never easy and seeks to strike a balance between affordability for tenants, acknowledging the support services in place, with the investment required in homes and for the longer-term viability of the business plan for current and future tenants. This is even more challenging considering the current economic climate and current cost of living pressures however there are a number of options available to tenants who are struggling:
67. A number of our tenants will be impacted by the Removal of the Spare Room Subsidy (RSRS.) In January 2023, Cabinet approved a housing policy change – namely that any social housing tenant who was under-occupying their home would be awarded Band 1 status (the highest available) to assist with an urgent move to a smaller property. In addition, discretionary housing payments (below) can be applied to cover removal costs. We are aware of 113 tenants who are currently under-occupying. This equates to 12% of those on partial benefits.
68. Over the last 12 months, there has been an increase in tenants seeking assistance with their housing costs. The service has a variety of support options in place to assist tenants facing financial hardship. These professionals help tenants to manage their finances and optimise available income, such as access to benefits. Officers actively monitor arrears and maintain regular engagement with tenants, ensuring early intervention for those who are facing financial challenge. Tenants can apply for and be supported to apply for a discretionary housing payment (DHP) - this is a ringfenced grant from central government determined by the DWP each year that local authorities can award at their discretion to those in receipt of Housing Benefit (HB) or Universal Credit (UC) housing costs to meet any shortfall between the rent and the housing costs they are awarded. In order to receive a DHP tenants have to be in receipt of HB or UC Housing costs and there has to be a shortfall in rent. Currently only those in temporary or supported accommodation are



helped to move with funding from the discretionary housing pot. Funding is targeted at those least able to meet the shortfall. Wiltshire has been awarded £0.320m this financial year and funds need to be returned if unspent. Spend to date this year is £0.200m and applications are welcomed via our website.

69. Additional assistance is also provided to tenants through the Tenant Utility Hardship Fund, introduced in 2022/23. These resources are intended to support tenants who have been impacted by the escalating cost of living. The funding for this programme is derived from feed-in-tariff income generated by solar panels installed on the housing stock.
70. The Income Team has implemented the new Rent Sense software system which uses analytics to rationalise rent arrears accounts, the system is showing good early results. At the time of writing this report, the Support Team have dealt with 324 support cases so far, this financial year with 105 cases currently being worked on. In the year to date the team have secured financial gains for our tenants in the amount of £0.442m.

Table 4 – Income Increases for Tenants

	<b>% of tenancies</b>	<b>2024 Increase</b>
<b>Housing Residents</b>		
Full Benefits	50%	6.70%
Partial Benefits	18%	6.70%
Pensioners (state pension only)	17%	8.50%
Wage Earners:	15%	<i>Analysed below</i>
	<u><b>100%</b></u>	
<b>Analysis of Wage Earners Increased income</b>		
National Living Wage		10%
Minimum Wage - 21-24 rate		12%
Minimum Wage - 18-20 rate		15%
Minimum Wage - 16-17 rate		21%
Apprentice Rate		21%
General Pay Inflation ( <i>per B of E and HMT panel</i> )		<4%

71. It should be noted, that approximately 50% of our tenants are in receipt of benefits (Housing Benefit or Universal Credit) that covers the full cost of their rent and service charge (based on data as of January 2024). Of the remaining 50% approximately 18% are in receipt of benefit that partially covers their rent, 17% are pensioners who are in receipt of an 8.5% state pension increase for 2024 meaning that only 15% of tenants will be affected by the full increase who are wage earners. It should also be remembered that tenants have already benefited from below inflation rent increases in 2023/24 via the rent cap. Additionally, tenants also benefited from the 'social rent reduction' which required social landlords to reduce their rents by 1% each year for four years from 2016. The decision on rents does not just have a one-year impact, it compounds over the life of the business plan and so has a lasting impact on the viability of the business plan.

## Capital Programme

72. The proposed Capital Programme 2024/25 is set out in Appendix 2.

### Planned Refurbishment of Council Stock

73. The planned maintenance programmes for the housing stock (kitchen, bathroom, roof, window replacement) continue to be delivered against budget. A procurement exercise has been conducted, leading to the appointment of new planned maintenance providers under contracts that commenced in October 2023. New work programmes are currently being scoped for the next 5-year period, and this is expected to require some adjustments to the capital profiling over the coming years.

74. A key work area of capital spending is through the Housing Energy Efficiency Programme (HEEP) which aims to improve energy efficiency and reduce carbon emissions across all housing assets over the next 10 years. This programme includes improving levels of insulation, removing gas heating and hot water systems and replacing them with electric systems, and installing solar panels. The programme aims to reduce tenant's utility bills as well as supporting the broader climate change mitigation agenda.

### Potential Household Savings from Energy Efficiency Measures

<b>Energy Efficiency Measure</b>	<b>Estimated Saving</b>
Loft Insulation	5%-10%
Cavity Wall Insulation	10%-15%
Solid Wall Insulation	3%-5%
Floor Insulation	5%-10%
Windows and Doors	1%-5%
LED Lighting	0.50%
*Hot Water	30%
Replacement of storage heaters with high heat retention storage heaters	20%-25%
Solar PV (on suitable properties only)	10%-30%

*\*Installation of smart hot water cylinders to be used in conjunction with solar divertors attached to solar PV (on suitable properties)*

75. The service continues to explore the use of electric vehicles for the service and has purchased the first 2 small fully electric vans. This approach will continue to be explored with further electric vehicles joining the fleet as the technology and carrying capacity improves.

76. Project works are planned for the coming year delivering improvements to The Friary and Bemerton Heath estates. The works include changes to hard and soft landscaping areas to improve aesthetics and reduce anti-social behaviour and installing new waste and recycling bin facilities to reduce fly-tipping and improve recycling opportunities.

77. Minor refurbishment projects are also planned across several of the Sheltered Schemes, on a programme that will be delivered over the next 3-4 years.

## **Council House Build Programme**

78. The Council House Build Programme is a 10-year delivery programme to provide 1,000 additional owned and managed Council Homes.
79. The Programme is to deliver this by means of 70% land led developments where the Council will manage the development of sites from project inception through to occupation. A variety of delivery methods have been considered, the current mainstay of the delivery model is via offsite MMC construction with an ongoing contract with Rollalong Ltd, this contract is to run for three years and deliver in excess of 150 MMC zero carbon homes. The Council are currently developing its own standard house types that in the future will be able to be deployed into further development sites, both for general needs and sheltered affordable housing.
80. The remaining 30% of the programme is to be delivered by means of acquisition, this is being undertaken by working in partnership with regional/national developers on s106 and development agreement sites. Further there is engagement in the open market to purchase strategic homes for the use of affordable housing mainly for general needs, rough sleepers and refugees.
81. To date the programme has delivered 96 additional Council Homes, with a further 409 in the pipeline being actively being progressed by the Residential Development Team.

## **Overview and Scrutiny Engagement**

82. The Council's Housing Board discussed this report in December 2023 and recommendations were put forward to Cabinet. In so doing they asked for more information in the following areas to be included in the final report to Cabinet, all of these additions have been made where possible.

*For the paper to be updated to reflect key issues raised by the Housing Board:*

- Greater analysis of the impact of the rent increase on tenants in relation to partial benefit receipt, working tenants, under occupation, and tenants in receipt of pension.*
- For tenants that are under occupying their home provide greater details around under occupation, which would include potential support for moving (downsizing), the basket of costs regarding Adult Social Care, communicating Home 4 Wiltshire recent banding changes, the use of Discretionary Housing payments and what the 113 under occupying residents represents as a percentage of the 20% of residents in receipt of partial benefit.*
- An indication of the likely cost savings for tenants where retrofitting for energy efficiency purposes has been undertaken.*

## **Safeguarding Implications**

83. The HRA has an ongoing responsibility for the safeguarding of vulnerable people within its communities. There are no changes proposed within this report.

## **Public Health Implications**

84. The links between adequate housing and health is well documented, clearly the provision of social housing targets the most vulnerable people in society who could face many health challenges due to their circumstances. The provision of secure housing has a substantial positive impact on the quality of people's lives. The recommendations in this report are considered to have positive public health implications by the management of a sustainable social housing service that also incorporates substantial growth in new homes and investment in our current housing stock.

## **Procurement Implications**

85. A compliant procurement process will be followed in line with Public Contract Regulations 2015 for any required procurement. Procurement process will be designed and run, in conjunction with the Council's Procurement team and policies followed.

## **Workforce Implications**

86. There are no changes proposed within this report with negative workforce implications.

## **Equalities Impact of the Proposal**

87. The council's budget planning framework is supported by the development of Equality Impact Assessments (EIAs) for the budget proposals, identifying possible disproportionate impact in relation to the protected characteristics as described within the Equality Act 2010. The EIAs also identify potential mitigation where applicable.

88. The provision of social housing is by its nature supportive of the most vulnerable people in society in particular with regard to economic status and age. The key proposal within the report that will have the most significant impact on residents is the rent increase. As set out in the report full consideration has been given to the financial circumstances of our tenants in relation to income and the cost of living pressures. Consequently the service provides a wide range of support and assistance for our tenants in times of hardship as described in the report.

89. The increase to rent and services charges will be applied across the housing stock. The outcome of our EIA is that the increase in rent will have a neutral effect on protected groups.

90. To help support tenants on low incomes the housing service will continue to provide a number of initiatives to enable them to manage their finances and maximise their income:

- Publish clear information on rent which helps tenants to manage their own finances;
- Signpost tenants to a relevant benefit agency to help ensure they are maximising their income to meet their living costs;

- Take action to raise the awareness of accessing a range of welfare benefits; and
- Provide the opportunity to access direct support in checking they are in receipt of the welfare benefits they are entitled to claim.

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

91. As part of the Major Works capital programme, the HRA will be looking to replace components in a thermally efficient way where possible, for example installing air source heat pumps, external wall insulation and thermally efficient windows. Further detail on the Housing Energy Efficiency Programme can be found at Section 11 – Capital Programme.

### **Financial Implications – Section 151 Officer Commentary**

92. A review of the HRA Business Plan has been prepared by a housing finance specialist provider based on information provided by the Council's operational and finance professionals. There is a degree of scenario modelling which can be used to test appropriateness of rent levels and inflation on costs and interest levels which provides the required level of reassurance that risk is mitigated. Modelling shows that charging rent at a level less than recommended in this report will have a twofold impact firstly in this financial year and an ongoing impact, in all future financial years.

93. The plan includes use of the Major Repairs Reserve (MRR) and revenue – the HRA can finance the additional borrowing required, fully repay this borrowing and self-financing loans, over the course of the plan leaving a balance at the end of the plan of £34 million.

94. The Interest Cover ratio compares the net cost of services to the interest payable. The Interest cover of 125% remains the ambition although due to the significant build programme there is a period within the plan does not achieve this – 2027/28 to 2034/35. It is recognised that during and shortly after a substantial development programme lower than 125% is often found and this is known and understood and in the wider national housing sector. If development is in fact delivered over a longer period than planned, the borrowing will be reduced, and short-term interest cover ratio improved.

95. There is always a risk in borrowing significant sums of money and the removal of the borrowing cap means that the Council can be more ambitious in terms of its development and acquisitions programme. Any schemes that the Council will consider borrowing money to finance, will be subject to the usual rigorous internal processes that ensure that the schemes are viable, meet Council priorities and will deliver homes that meet local needs. However, housing is viewed over the long-term and short-term fluctuations can have an impact which will need to be managed.

96. Included in the changes section is an adjustment to the opening balance of the plan to reflect the repayment of self-financing loans originally anticipated to be refinanced, this is now scheduled to take place annually until 2031. Although this is a one-off adjustment, it forms a significant part of the variance between the Cabinet

approved plan and the latest base model as it is applied to each year's brought forward adjustment.

97. The Business Plan provides a model for the future HRA based on best estimates and assumptions available. In recent years, we have seen significant economic change in relation to inflation and interest rates. Work will continue to monitor and refine these assumptions to inform strategic decision making and the plan will be adjusted as appropriate.

### **Legal Implications**

98. Under Section 76 of the Local Government and Housing Act 1989, the council is required, in advance of the financial year, to formulate proposals which satisfy the requirement that, on certain stated assumptions, the Housing Revenue Account for that year does not show a debit balance. The council is obliged to implement those proposals and from time to time to determine whether the proposals satisfy the 'break even' requirement. If not, then the council shall make such provisions as are reasonably practicable towards securing that the proposals as revised, shall satisfy the requirement.
99. Under Section 24 of the Housing Act 1985, the council can make such reasonable charges as it determines for the tenancy or occupation of its houses. The council is obliged, from time to time, to review rents charged and make such changes, as circumstances may require. In exercising this function (determining and fixing rent), the council should have regard to the rents charged in the private sector. A decision to increase rent constitutes a variation of the terms of a tenancy. Under Section 103 of the Housing Act 1985, in respect of secure tenancies, a notice of variation (specifying the variation and date on which it takes effect) must be served on each tenant. For non-secure tenancies (excluding introductory tenancies), a notice must be served that complies with Section 25 of the Housing Act 1985. The Housing Act 1985 defines the legal requirements for informing tenants of rent increases. In practice this requires the issue of written notification to each tenant a minimum of four weeks in advance of the date that the increase becomes operative.
100. Transfers between the HRA and General Fund are limited to specific circumstances. Housing rents should never be subsidised by the General Fund and likewise, Council Tax cannot be subsidised by the HRA. The Localism Act 2011 reshaped local authority housing financing by abolishing the national subsidy system and moving to a self-financing framework effective from April 2012. Consequently, local authority housing revenue accounts gained the capacity to retain all rental income, empowering them to effectively cover the costs associated with housing stock management and maintenance.

### **Andy Brown – Deputy Chief Executive and Corporate Director of Resources**

Report Authors: James Barraah, Director Assets and Marie Taylor, Head of Finance, Children & Education, Rozalyn Vernon, Principal Accountant, Resources & HRA

### **Appendices**

Appendix 1: Revenue Budget 2024/25

Appendix 2: Capital Budget 2024/25

Appendix 3: Housing Finance Specialists report - December 2023

## **Background Papers**

None

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**Appendix 1: Proposed HRA Revenue Budget 2024/25**

<b>Outturn 2022-23 £m</b>	<b>Budget Heading</b>	<b>Budget 2023-24 £m</b>	<b>Movement £m</b>	<b>Budget 2024-25 £m</b>
	<b>HRA Expenditure</b>			
0.319	Provision for Bad Debt	0.370	-	0.370
3.143	HRA Interest	2.939	- 0.217	2.722
12.028	HRA Depreciation	12.100	-	12.100
6.694	Repairs and Maintenance	6.407	0.373	6.779
0.463	Supervision and Management Special	0.692	0.131	0.822
3.261	Supervision and Management General	3.894	0.529	4.424
<b>25.908</b>		<b>26.401</b>	<b>0.816</b>	<b>27.218</b>
	<b>HRA Income</b>			
- 0.206	Interest	- 0.378	- 0.021	- 0.399
- 26.304	Rents	- 28.137	- 3.185	- 31.322
<b>- 26.510</b>		<b>- 28.515</b>	<b>- 3.206</b>	<b>- 31.721</b>
<b>0.602</b>	<b>Transfer to / (-from) HRA Reserve</b>	<b>2.113</b>	<b>2.390</b>	<b>4.503</b>

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## Appendix 2: Capital Programme HRA

Scheme name	Budget 24/25	Budget 25/26	Future Years
<b>Housing Revenue Account</b>			
HRA - Council House Build Programme (Phase 2)	0.234	0.000	0.000
HRA - Council House Build Programme (Phase 3.1)	3.940	3.940	0.000
HRA - Council House Build Programme (Phase 3.2)	5.070	3.154	0.000
HRA - Council House Build Programme (Phase 3.3)	7.951	6.494	0.000
HRA - Council House Build Programme (Phase 3.4)	8.612	8.418	0.000
HRA - Council House Build Programme (Phase 3.5)	0.000	16.595	84.149
HRA - Council House Build Programme (Phase 3.6)	0.000	2.443	0.000
HRA - Refurbishment of Council Stock	19.302	16.192	79.090
HRA - Highways Road Adoptions	0.550	0.540	3.100
<b>Housing Revenue Account Total</b>	<b>45.659</b>	<b>57.776</b>	<b>166.339</b>

This table reflects more recent information around expenditure forecasts and the re-profiling of spend into future years that the council is reflecting in the capital budget that are not included in the Business Plan (see para 7.1.0)

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HFS

Housing Finance Specialists

Wiltshire Council

HRA Business Plan 2023/24

8 December 2023

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# 1. Executive Summary

- 1.1 One of the six principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) voluntary code for a self-financed Housing Revenue Account (HRA) is that the authority has arrangements in place to monitor and maintain the viability of the housing business and provides a business planning process underpinned by appropriate financial modelling. A business plan sets out how a local authority plans to meet its financial obligations for the management and maintenance of its housing stock and how it proposes to fund investment in improvements and in new housing.
- 1.2 This report shows the key assumptions and outputs from the Council's latest HRA business plan, the changes from the previous approved version (including updates for inflation, interest rates and regulatory arrangements for RTB receipts) and some "what if?" analysis to stress test the latest plan against potential risks.
- 1.3 The previous approved model included a Council House Build programme (CHBP) of £273m for the 10 years from 2022/23. The CHBP remains unchanged and along with the programme of works for existing stock (including the decarbonisation plans) requires additional borrowing of £196m and revenue contributions of £9m. The base business plan demonstrates that using a combination of resources from the Major Repairs Reserve (MRR) and from revenue, the HRA can finance the additional borrowing required and fully repay this borrowing (as well as the outstanding self-financing loans) over the course of the plan, while retaining a balance on the HRA at the end of the plan of £34m. This provides a sustainable business model, against which capital plans can be continually monitored. Any decisions that reduce income or increase expenditure would affect balances and reduce the ability to provide for the repayment of debt, which is illustrated in the risk analysis.
- 1.4 The "what if?" analysis shows that the base plan has some resilience to adverse economic and regulatory changes provided that the Council adopt a flexible approach to debt management. If interest rates increase above the forecast levels, the Council can maintain a viable business plan, if it is able to apply formula rent flexibility across all its stock. If the Council decide to apply a required interest cover ratio of 125% for each year, this can be achieved by removing later unspecified phases of the CHBP or reducing costs of management and maintenance. However, if the Government were to impose an additional restriction on rents with increases at a maximum of the Consumer Price Index (CPI) -1%, a balanced business plan is not sustainable in the long term.



- 1.5 The business plan model provides a picture for the future HRA based on the best estimates and assumptions available. Ongoing work will refine these assumptions and reflect future changes to continue to help inform strategic decisions of the Council.





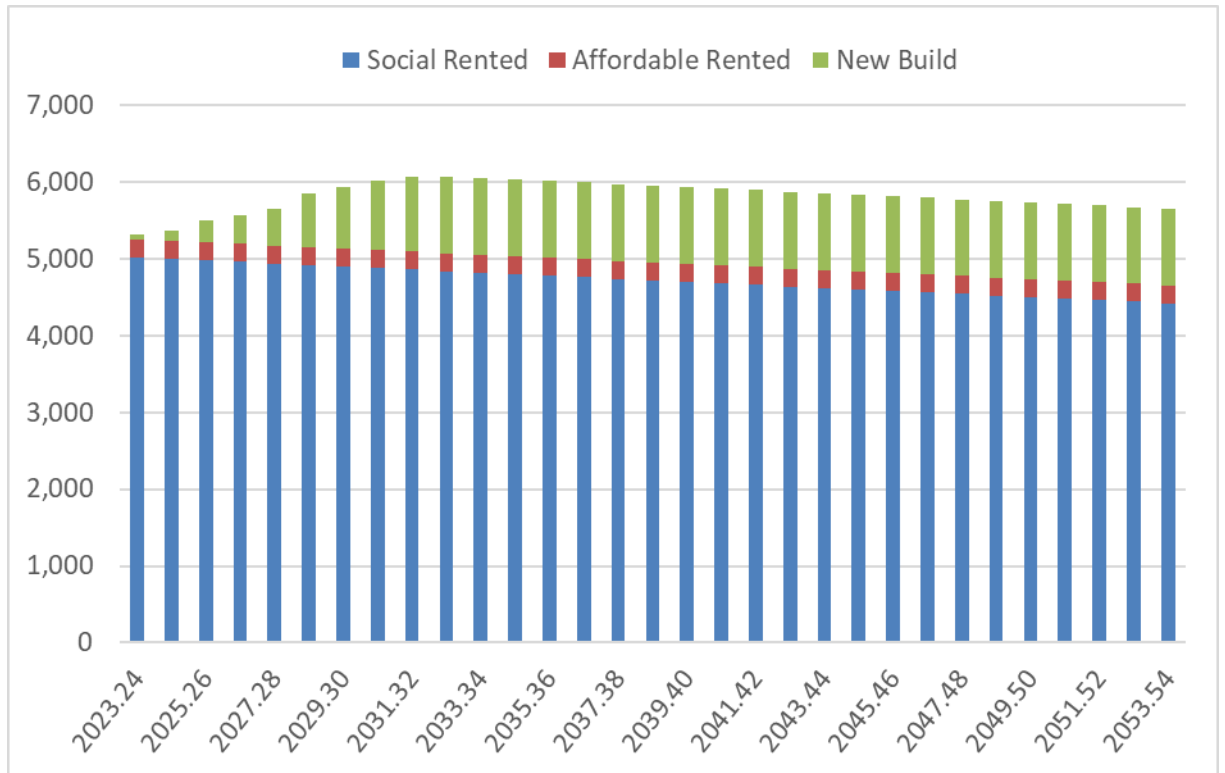
## 2. Assumptions and Regulations

### Introduction

- 2.1 All references in this paper to regulations may be subject to interpretation and legal advice should be sought before taking any action dependent on that interpretation.
- 2.2 It is a requirement to have a HRA where the Council own 200 or more social dwellings. The HRA is a landlord account primarily for the Council's tenants, recording the transactions arising from the provision of social housing under the terms of Part II of the Housing Act 1985. It is not a separate fund but a ring-fenced account for housing (where credits and debits are prescribed by statute) within the Council's General Fund and for which the Council cannot budget for a deficit. If property is not provided under the powers listed in Section 74(1) of the Local Government and Housing Act 1989, or in directions made under that Section, the Council must not account for it in the HRA. This is the HRA ring fence, the operation of which is supported by Government guidance.
- 2.3 The purpose of the business model is to consider at a strategic level the impact of plans and forecasts on the HRA over a 30-year period from 2023/24. On 1 April 2023, the Council owned 5,342 tenanted units (including 32 shared ownership and 270 at affordable rent).



2.4 Projected stock numbers are shown on the table below.



### Inflation

2.5 There are two measures of inflation included in the business plan: CPI which is used for rent calculations; and the Retail Price Index (RPI) which is used for other income and expenditure. In accordance with the September 2023 indices, RPI for 2024/25 is 8.9% and CPI is 6.7%. For later years, in line with the Government target, CPI is assumed at 2% (and RPI at 3%).



## Rents and Other Income

- 2.6 Social rent policy is set out in the Government's policy statement. A direction is provided to the Regulator of Social Housing to regulate the policy through application of the Rent Standard. The regulation required a ceiling to be placed on rents at 7% for 2023/24 but for 2024/25 reverts to the previous limit on rent increases of CPI + 1%. The Government promised consultation regarding the ongoing policy for rent increases from 2025/26, which is still awaited. In the absence of any further advice the Council have made a prudent assumption that future rent increases will be limited at CPI only. Detailed rent modelling has been undertaken to support the inputs to the business plan.
- 2.7 Although not a regulatory requirement, constraining affordable rents (which apply to new properties supported by Government funding) at the level of the Local Housing Allowance (LHA) will be considered as part of the ongoing business planning work. This would only affect a small number of tenants (195) where the affordable weekly charge (for rent and services) exceeds LHA by on average £26.60. LHA rates were anticipated to be frozen until 2025/26 but in the Autumn Statement it was announced they would increase to the 30th percentile of local market rents from April 2024. It is planned to undertake detailed modelling of the impact of LHA on rents, once the rates for 2024/25 are known, so that this approach can be considered in advance of rent setting for 2025/26.
- 2.8 Other income has been included in line with the HRA budgets and increased in line with RPI.

## Right to Buy (RTB)

- 2.9 A reduction in RTB sales to 20 per year from 2023/24 is forecast based on the latest sales data. Detailed analysis of the implications for the Council is modelled separately. This modelling supports the Government return required for pooling of receipts and the apportionment of forecast receipts (arising from future sales), with the outputs being reconciled and applied to the business plan. More details of the rules for dealing with RTB receipts are shown below under 'Usable RTB Receipts'.

## Management and Maintenance

- 2.10 All inputs are based on the latest estimates. Management (and service) costs are assumed to increase in line with CPI. Maintenance costs are assumed to be linked to RPI increases. Both management and maintenance costs are assumed to vary with stock changes.



## CHBP

- 2.11 The Council House Build Programme is the same as agreed in the previous approved business plan. Scheme costs total £273.1m, of which £9.2m was assumed to be incurred in 2022/23 (before the start of the business plan model).
- 2.12 New properties are excluded from the requirements of pooling provided that they have been recorded in an application to Government.

## Other Capital Expenditure

- 2.13 Provision is also made in the business plan for planned repairs and renewals for the Council's existing stock, which is linked to stock numbers, decarbonisation works and IT upgrades. Increases are assumed to be in line with RPI.

## Reserves

- 2.14 The Council has included a minimum revenue balance of £1m throughout the business plan. Where there is a shortfall in resources to meet the capital plans, revenue resources can be used if the balance on the revenue account does not fall below this level. However, to ensure that the level of borrowing required for the capital programme is affordable, it is necessary to maintain revenue balances at higher levels (to meet the financing costs of new borrowing). The approach adopted by the Council to resource the capital programme is shown below.



## Resourcing the Capital Programme

### Usable RTB Receipts

- 2.15 The rules governing the distribution and use of capital receipts are contained in the Local Authorities (Capital Finance and Accounting) Regulations 2003 as amended. A schedule was introduced (in its current form) to the regulations by Statutory Instrument (SI) 2012/711 (and subsequent amendments). This applies different treatment to HRA capital receipts between those defined in the schedule to the regulations and other (non-schedule receipts). The schedule applies to properties sold under the RTB or by the grant of a shared ownership lease of more than 50% or where 50% is exceeded within two years of the original lease. These (schedule) receipts are apportioned and recorded in annual returns to the Government ('pooling returns') as: transaction costs; allowable debt; local authority share; government share and the buyback allowance. Any remaining receipts can be retained by the Council as 1-4-1 receipts only to be used in accordance with the terms of a retention agreement. The business plan currently assumes that all the RTB receipts except the local authority share are applied to the HRA.

### Retained (1-4-1) Receipts

- 2.16 An agreement between the Council and the Government sets out the requirements for the Council to be able to access the retained (1-4-1) receipts, which would otherwise be paid to the Government. The most recent retention agreement requires that receipts must form no more than 40% of 'eligible' expenditure ('relevant for the permitted purpose'), the balance coming from other resources including borrowing and the Council's own resources. If the receipts are not used within five years, they must be returned to the Government with compound interest at 4% above the Bank of England base rate. Under the special arrangements for 2022/23 and 2023/24 the Government share of receipts is added to the retained (1-4-1) receipts.
- 2.17 Once the Council is certain that it no longer requires retained (1-4-1) receipts to support its new development plans it could voluntarily return these at the end of the year received and thereby reduce any interest liability that would arise if these receipts were not used and then compulsorily returned at the end of 5 years. Once returned these receipts cannot be reclaimed and the opportunity to support new build plans by up to 40% will have been lost. No voluntary returns have currently been assumed.



### Grant

- 2.18 Grant is included for CHBP schemes, where agreed as part of the Homes England programme.

### Other Receipts

- 2.19 This includes any other HRA (non-schedule) receipts or non HRA receipts available to support capital expenditure.

### MRR

- 2.20 The Accounts and Audit Regulations 2015 require “a relevant authority which is required by section 74(3) of the Local Government and Housing Act 1989 to keep a HRA, to include in the statement of accounts an account in respect of a reserve for major repairs to property of the authority to which section 74(1) of the Act applies (to be called a major repairs reserve).” This reserve includes a credit of an amount in respect of any charge for depreciation included in the HRA under the Item 8 Credit and Item 8 Debit (General) Determination 2017 (as amended).

### RCCO

- 2.21 To maximise the availability of revenue resources to support additional borrowing it has been assumed that no revenue contributions will be made to support the capital programme until 2030/31, by which time most of the current CHBP costs will have been incurred. After this time revenue balances can be used if this does not result in balances on the HRA falling below £1m.



### Borrowing

- 2.22 The Council borrowed £118.8m in 2012 to meet the self-financing settlement. The borrowing was undertaken with phased maturity dates continuing until 2036/37. The opening balance of these loans in 2023/24 is £86m. These are Public Works Loan Board (PWLB) fixed maturity loans with interest charged based on each specific loan. As no revenue resources have been assumed to support the capital programme until 2030/31, any shortfalls in resources are assumed to be met from additional borrowing using long term PWLB fixed maturity loans. Interest rate projections have been provided by Link Asset Services and are applied (based on 25-year borrowing) at 4.5% in 2024/25, 3.8% in 2025/26 and 3.6% thereafter. These rates assume that the concessionary rate of 40 basis points (0.4%) currently available to the HRA continues. When a loan matures, it is assumed that the loan will be refinanced until there are sufficient resources available in the plan to provide for repayment.



## 3. Changes to Previous Approved Business Plan

### Summary

- 3.1 The following table shows the changes to the annual opening balance on the HRA from the previous approved version to the latest base model. Many of the changes will impact the financing of the plan and the interest on balances. For clarity the table summarises all the financing and interest changes together. More details for each of the changes are provided in the sections below the table.

Opening Balance	Para	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Cabinet approved</b>		<b>13,283</b>	<b>15,937</b>	<b>19,325</b>	<b>21,956</b>	<b>24,203</b>	<b>25,691</b>	<b>27,074</b>	<b>28,282</b>	<b>20,760</b>	<b>17,308</b>
Inflation	3.2		(110)	(228)	(267)	(295)	(324)	(357)	(387)	(408)	(444)
Budget Update	3.3		(300)	160	147	133	107	89	71	62	52
RTB New Arrangements	3.4		16	21	35	54	70	85	100	125	128
Interest Rate Forecast	3.5		(287)	(908)	(1,088)	(1,392)	(1,304)	(1,509)	(1,702)	(1,821)	(1,908)
Financing	3.6		(388)	907	994	981	955	939	841	1,451	5,801
Opening Balance	3.7		(11,394)								
Interest on Balances	3.8		265	88	114	148	213	235	303	215	79
Annual B/Fwd	3.9		0	(12,197)	(12,157)	(12,222)	(12,592)	(12,875)	(13,394)	(14,167)	(14,541)
<b>New Base Model</b>		<b>13,283</b>	<b>3,740</b>	<b>7,168</b>	<b>9,734</b>	<b>11,611</b>	<b>12,816</b>	<b>13,681</b>	<b>14,115</b>	<b>6,219</b>	<b>6,476</b>

### Changes

- 3.2 Forecast inflation for 2024/25 included in the approved model was 6% for RPI and 5% for CPI. These are increased in line with the September indices in the current plan to 8.9% and 6.7%. The costs to the business plan reflect expenditure increasing more than income.
- 3.3 The 2023/24 budget is applied to the business plan, the surplus is less than previously anticipated and reduces the opening 2024/25 balance. Estimates for 2024/25 have also been updated and these are used for future year forecasts. The line in the table includes updates to the loan portfolio at the 1 April 2023 in accordance with the latest advice from the Council's treasury team.





- 3.4 Changes to the arrangements for apportioning receipts from RTB sales were introduced for 2022/23 and 2023/24, in March 2023, to allow the Council to use the Government share of receipts provided these were used in accordance with the terms of the retention agreement. This provides additional receipts to support the CHBP. This is partly offset by the reduction in forecast RTB sales, which reduces the resources available to support the capital programme overall and increases the amount of additional borrowing required. The net effect is to marginally increase balances as the net additional resources reduce the requirement for borrowing and the related interest charges.
- 3.5 Despite the availability of concessionary interest rates for the HRA from the PWLB, the rates available for borrowing have grown significantly. Interest rates have been applied to the business plan based on the Council's latest projections, which have a significant impact on the business plan.
- 3.6 Changes to the borrowing requirements, availability of resources from the MRR and the use of revenue finance to support the capital programme are combined and recorded in the table as financing. The higher figures in 2031/32 and 2032/33 include the additional revenue contribution to support the capital programme and the use of the MRR to repay the maturing self-financing loan rather than repayment from revenue.
- 3.7 The opening balance on 1 April 2023 has been adjusted to reflect the repayment of self-financing loans originally anticipated to be refinanced. Although this is a one-off adjustment, it forms a significant part of the variance between the Cabinet approved plan and the latest base model as it is applied to each year's brought forward adjustment.
- 3.8 Wherever there are changes to the HRA operating position and movement in balances, the interest paid to the HRA (in accordance with the Item 8 credit arrangements) will change. This line summarises the interest on balances movement for all the above updates.
- 3.9 The brought forward adjustment relates to the movement in balances arising from the changes in earlier years and represents the cumulative impact of all the changes made.



## 4. Model Outputs and Analysis

### Introduction

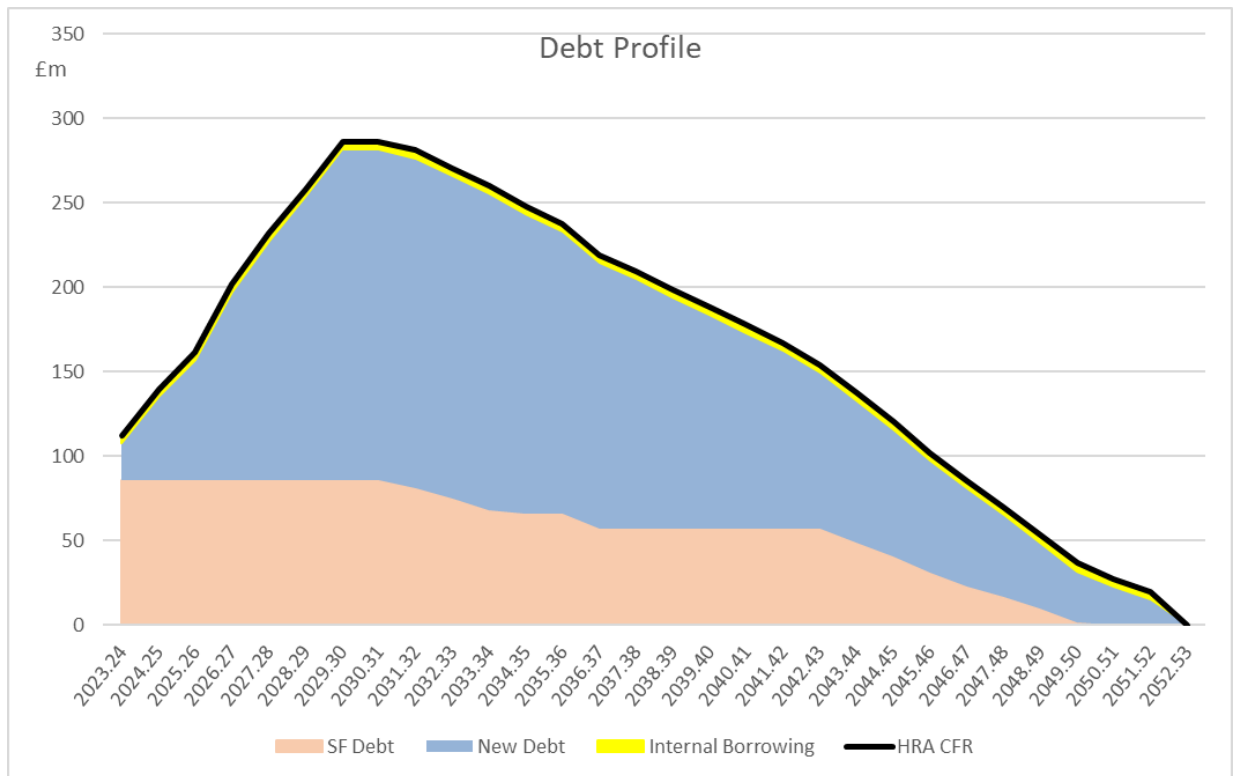
- 4.1 This section summarises the outputs to the business plan model, giving the latest picture of the current and forecast financial position of the HRA and its capital programme. It also quantifies some of the risks to the business both within and outside the control of the Council. To make viewing easier the tables are shown for the first ten years, which covers the duration of the CHBP, but the output analysis refers to the full 30-year period in recognition of the importance of long-term sustainability for the HRA.

### Capital Expenditure and Resourcing

	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>CAPITAL EXPENDITURE</b>										
Major Works & Improvements	11,032	10,865	11,100	9,654	9,729	10,109	11,192	11,286	11,269	8,637
Works to promote decarbonisation	6,105	7,011	7,221	7,438	7,661	7,891	8,128	8,371	0	0
Development Schemes	42,171	35,021	21,674	48,818	40,607	32,021	27,132	13,715	3,202	80
ICT	11	12	12	13	86	14	14	14	15	15
<b>Total Expenditure</b>	<b>59,319</b>	<b>52,909</b>	<b>40,008</b>	<b>65,923</b>	<b>58,083</b>	<b>50,035</b>	<b>46,466</b>	<b>33,387</b>	<b>14,486</b>	<b>8,732</b>
<b>FINANCING</b>										
External Borrowing	21,785	27,503	22,050	40,097	30,020	26,377	27,756	0	0	0
RTB Receipts	525	596	620	645	671	698	726	754	783	813
Retained Receipts	6,995	3,486	1,429	1,489	1,552	1,616	1,683	1,765	928	0
Grant	4,169	3,455	1,980	5,448	4,770	2,970	2,700	360	0	0
Other Capital Receipts	1,239	5,769	1,271	5,090	7,404	3,994	2,751	2,024	1,743	1,957
Major Repairs Reserve	24,605	12,100	12,658	13,154	13,665	14,380	10,850	19,600	11,032	5,963
Revenue Contributions	0	0	0	0	0	0	0	8,884	0	0
<b>Total Financing</b>	<b>59,319</b>	<b>52,909</b>	<b>40,008</b>	<b>65,923</b>	<b>58,083</b>	<b>50,035</b>	<b>46,466</b>	<b>33,387</b>	<b>14,486</b>	<b>8,732</b>



4.2 The business plan calculates the additional borrowing requirements to meet any shortfall in resources to meet the capital programme. The borrowing is assumed at concessionary HRA rates based on the forecasts from the Council’s advisors (applied as a consolidated rate on an annual basis). This additional borrowing is used to resource the CHBP and programme of works for existing stock (including the decarbonisation plans) until 2029/30. In 2030/31 revenue balances are used to support the capital programme and no further borrowing is required. The additional annual borrowing requirements until 2029/30 total £196m and the revenue support for 2030/31 is £9m. During this time, the outstanding loans undertaken to meet the cost of self-financing are refinanced at maturity.





- 4.3 The Council's debt management strategy is to provide for repayment of debt once there are sufficient resources available in the plan, which commences in 2031/32. By using a combination of resources from the MRR and from revenue the Council can fully repay the additional borrowing and the residual self-financing loans over the course of the 30-year plan, leaving revenue balances of £34m. This provides a sustainable business model, against which the capital plans can be continually monitored. However, the model is dependent on maintaining balances and any decisions that reduce income or increase expenditure could not only affect the provision for debt repayment but also the capacity for new development in the future.
- 4.4 The business plan assumes that as soon as additional resources are available in the HRA these will be used to provide for the repayment of debt. In practice, whether the loans are repaid will be subject to corporate treasury decisions and will affect the HRA capital financing requirement (HRA CFR), which could have implications for the Council's overall financing requirement.

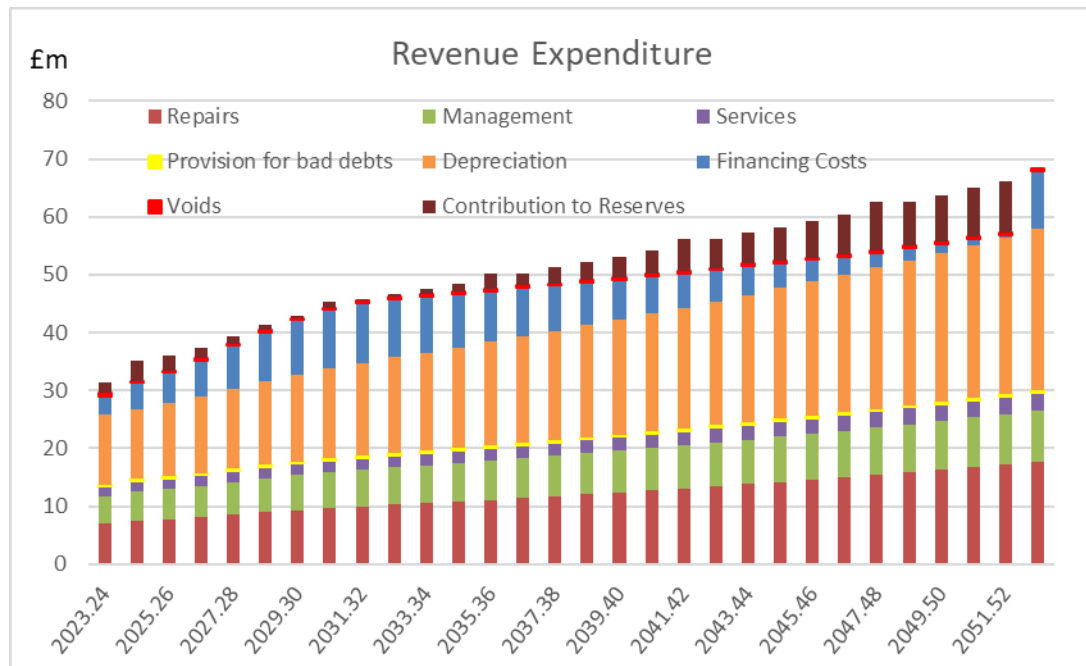


## Revenue Projections

	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>INCOME AND EXPENDITURE ACCOUNT</b>										
<b>Income</b>										
Dwelling Rents	28,542	32,066	32,920	34,231	36,027	37,929	39,508	41,729	42,074	42,947
Voids	(619)	(257)	(262)	(271)	(282)	(293)	(303)	(318)	(319)	(326)
<b>Net Rents</b>	<b>27,923</b>	<b>31,809</b>	<b>32,658</b>	<b>33,960</b>	<b>35,746</b>	<b>37,636</b>	<b>39,205</b>	<b>41,411</b>	<b>41,755</b>	<b>42,621</b>
Non Dwelling Rents	405	425	438	451	465	479	493	508	523	539
Charges for services and facilities	1,132	1,200	1,236	1,273	1,311	1,351	1,391	1,433	1,476	1,520
Contribution towards expenditure	1,201	1,226	1,263	1,301	1,340	1,380	1,422	1,464	1,508	1,554
Other Income	141	132	136	140	145	149	153	158	163	168
<b>Expenditure</b>										
Repairs and maintenance	(7,134)	(7,521)	(7,782)	(8,113)	(8,595)	(8,962)	(9,336)	(9,687)	(9,995)	(10,269)
Supervision and management	(4,609)	(5,006)	(5,163)	(5,343)	(5,630)	(5,821)	(6,012)	(6,179)	(6,310)	(6,413)
Special services	(1,654)	(1,829)	(1,866)	(1,903)	(1,941)	(1,980)	(2,019)	(2,060)	(2,101)	(2,143)
Provision for bad debts	(370)	(370)	(370)	(370)	(370)	(370)	(370)	(370)	(370)	(370)
Depreciation	(12,100)	(12,100)	(12,658)	(13,154)	(13,665)	(14,380)	(14,943)	(15,508)	(16,043)	(16,524)
<b>Net (Cost) of Services</b>	<b>4,935</b>	<b>7,967</b>	<b>7,893</b>	<b>8,243</b>	<b>8,805</b>	<b>9,483</b>	<b>9,985</b>	<b>11,171</b>	<b>10,607</b>	<b>10,682</b>
Interest payable	(3,477)	(4,718)	(5,545)	(6,630)	(7,939)	(8,986)	(9,992)	(10,522)	(10,527)	(10,279)
HRA investment income	393	179	219	265	339	368	442	339	177	189
<b>Surplus / (Deficit) for the year</b>	<b>1,851</b>	<b>3,428</b>	<b>2,566</b>	<b>1,878</b>	<b>1,205</b>	<b>864</b>	<b>435</b>	<b>988</b>	<b>257</b>	<b>592</b>
<b>MOVEMENT IN THE HRA BALANCE</b>										
Surplus / (deficit) for the year	1,851	3,428	2,566	1,878	1,205	864	435	988	257	592
Capital Expenditure funded by the HRA	0	0	0	0	0	0	0	(8,884)	0	0
Increase/(decrease) in the HRA balance	1,851	3,428	2,566	1,878	1,205	864	435	(7,896)	257	592
HRA Balance Brought Forward	1,889	3,740	7,168	9,734	11,611	12,816	13,681	14,115	6,219	6,476
HRA Balance Carried Forward	3,740	7,168	9,734	11,611	12,816	13,681	14,115	6,219	6,476	7,067



- 4.5 The revenue projections show the cost of borrowing increasing over the CHBP investment period. However, there is sufficient operating income to be able to meet those costs and retain an annual surplus, which ensures that the minimum revenue balance is maintained. After the end of the CHBP, no additional borrowing is required so revenue resources provide for the repayment of borrowing. This reduces the interest payable, which increases the annual surplus and builds on the reserve to allow further provision for repayment. The combination of the use of revenue resources and MRR to provide for debt repayment keeps revenue balances at between £20m and £25m in the longer term. Balances increase in the last few years of the business plan allowing for an additional revenue provision to be made in the final year of the plan (2052/53) to fully repay the outstanding debt including the internal borrowing that the HRA has with the General Fund. This reduces the revenue balance at the end of the plan to £34m.
- 4.6 The business plan is sensitive to changes particularly at the start of the plan as a change to year 1 has an impact for the remainder of the 30 years. Maintaining the revenue balances provides for debt repayment if the current forecast is achieved. Any local decisions to reduce income or increase expenditure would inhibit this plan, reducing the ability to provide for debt repayment. In particular, the effect of lower rent increases (local decision or regulated) would have significant consequences for the business (as assessed in the analysis of the risk in relation to rents below).
- 4.7 The following chart illustrates how the Council plans to use its HRA income to meet revenue expenditure over the course of the 30-year business plan.



4.8 As noted above, the financing costs in the final year of the plan (2052/53) include the use of revenue resources to repay loans, as a result in that year there is no contribution to reserves.

## Risks

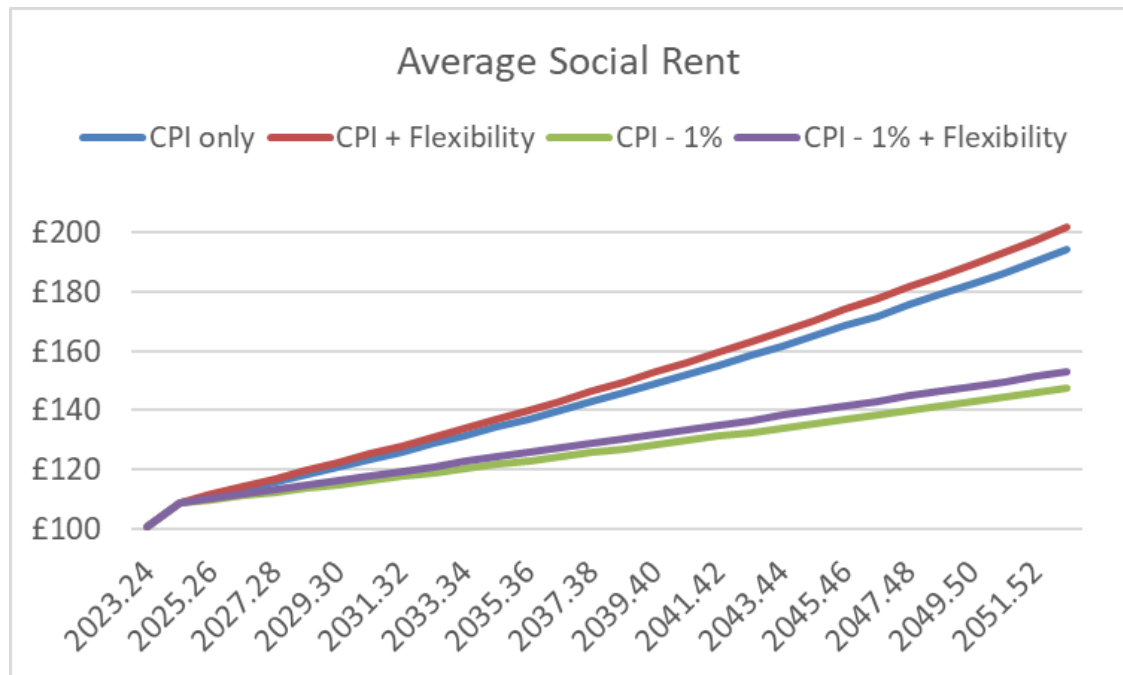
4.9 Sensitivity tests have been applied to the base model to assess the impact of changes to the forecasts. Each test has been undertaken against the base model, except where considered as a compensating adjustment to mitigate any negative impact on the business plan. The risk to the business plan is likely to result from a blend of changes, the further in the future the forecast the more changes are likely. This analysis considers some of these risks but the impact of a combination of tests will not necessarily be equal to the sum of the individual tests.



## Rents

- 4.10 Social rents are regulated through the policy statement and Rent Standard. Restrictions on annual increases are applied through the regulations so there is no option to increase charges for existing tenants beyond the regulation allowed increase. The Council have assumed that this increase will be limited to CPI only from 2025/26 but the Government could (and have previously) provided additional constraints on rents. A test has therefore been undertaken to show the impact of rent increases limited to CPI – 1% from 2025/26. Although this is less likely than CPI only increases it is not outside the scope of the regulatory requirements.
- 4.11 Given the experience of the impact of rent reductions between 2016 and 2020, it is not a surprise that an annual 1% reduction in rents compared to the base model has a significant impact on the business plan. All other things being equal, the cost is about £195m over the 30-year plan. The HRA goes into deficit by 2028/29 and with increasing deficits each year, there is a shortfall in resources to meet the capital programme in 2030/31 and revenue balances fall below the Council's minimum required balance in 2031/32. If the Council were setting this budget in 2031/32 it would not meet the statutory requirement for a balanced budget. This analysis is based on the borrowing for the capital plans remaining unchanged. In practice, it is unlikely that the Council would wish to commit to borrowing where the HRA was unable to meet the future financing costs (as ultimately these would become a cost to the General Fund). Further consideration is given below to how the Council may address this risk.
- 4.12 There are some opportunities for the Council to mitigate the risks of rent regulation. A formula rent for each social rented property is calculated with reference to the January 1999 value, bed size and location. Flexibility can then be applied to the formula rent (up to 5% for general needs and 10% for supported housing) where there is a clear rationale that takes account of local circumstances and affordability. It is understood that some local authorities are using the flexibility with justification based on funding decarbonisation works (which are additional to planned capital works), which will reduce future energy costs but it is unclear how this is viewed by the Regulator of Social Housing. Restrictions on annual increases are applied through the regulations so there is no option to increase charges for existing tenants beyond the regulation allowed increase. For new tenancies, the Council can (and does) re-let at the formula rent, so there is potential for actual rent to be set taking account of the available flexibility. The use of formula rent flexibility would be beneficial to the business plan and could be considered whether or not additional constraints are applied to future rent increases.





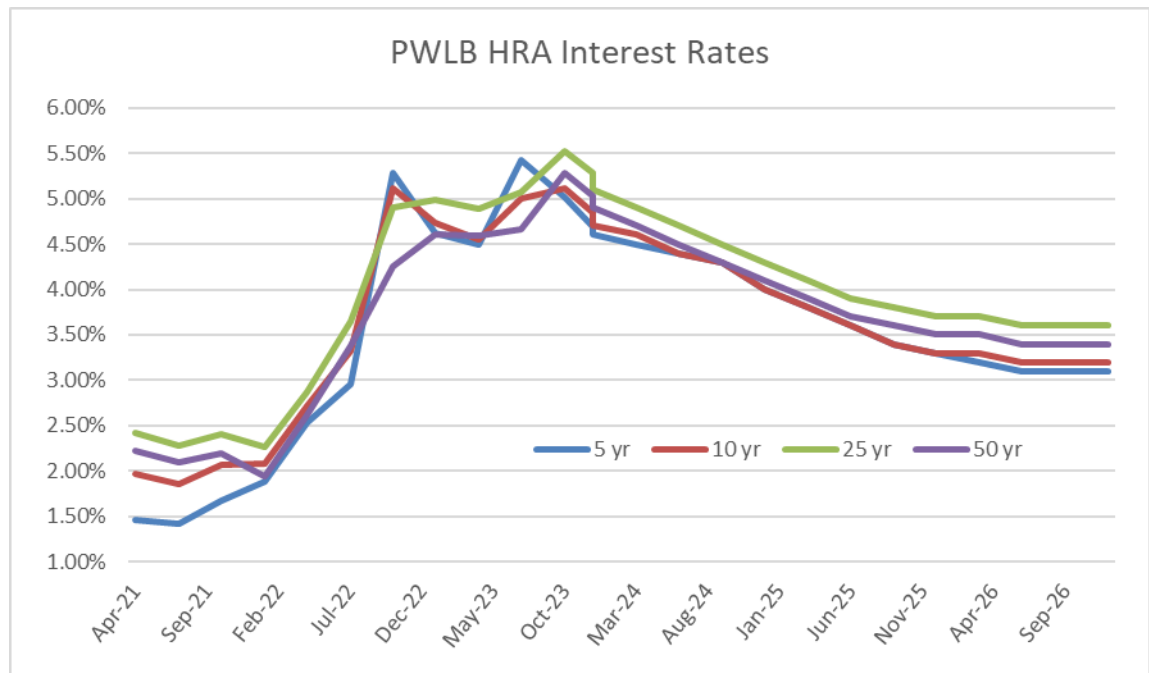
- 4.13 The use of formula rent flexibility to mitigate the impact of maximum increases of CPI - 1% from 2025/26 offsets the cost (of CPI – 1% rent increases) by about £24m over the 30-year plan. The HRA still goes into deficit by 2028/29 with increasing deficits each year but there are enough resources to meet the capital programme in 2030/31. However, revenue balances still fall below the Council’s minimum required balance in 2031/32.
- 4.14 The Council may wish to consider other options for generating income through rents. It is possible to increase the January 1999 value for major works (to increase the formula rent) but these are exceptional cases as defined in the policy statement: “As the price base is constant, the valuation of a property for social rent purposes should generally remain the same over time. However, a registered provider may re-value where it has carried out major works that materially affect the value of the property. This is only likely to arise in exceptional circumstances, as ‘major works’ do not include normal stock management activity such as repairs, maintenance or updating of properties (for example, fitting new kitchens or bathrooms). Major structural alterations (such as adding an extra room or extension) would be an example of ‘major works’ for the purposes of this paragraph.” Any such changes are likely to have a minimal impact on the business plan. It is also possible for the Council to charge up to market rents for ‘high income’ tenants but although this option is available, it has not been used by other authorities.



- 4.15 The Council could also choose to reduce its debt repayments. Debt repayments are limited to only those that can be met using available resources in the MRR to limit any impact on the revenue balances (although the restriction on rents still creates long term annual HRA deficits). This leaves a shortfall in resources available to meet the capital programme of £55m between 2027/28 and 2029/30. Consideration has been given to reducing the CHBP to try and balance the business plan but the consequent loss of new build units and the risk of interest payments on returned 1-4-1 receipts create a deficit on the revenue balances. As the business plan modelling is predicated on a balanced position being achieved, where there is a shortfall in resources to meet the capital plans but the plans are still included, the revenue implications reflect this and are, therefore, not recorded here.
- 4.16 The analysis shows that the costs of rent constraint can be partly offset through the actions above but ultimately an ongoing annual deficit on the HRA is not a sustainable business model in the long term. It is important to recognise that where costs are subject to inflationary increases and rent income is constrained at less than inflation it is very unlikely that any local authority could continue to balance its HRA.

#### Interest

- 4.17 Interest rate projections have been provided by Link Asset Services and represent their latest forecasts, which have been discounted in line with the concessionary rate available for the HRA from the PWLB. A recent announcement from the Treasury extended the availability of the concessionary rate until June 2025.



4.18 If the availability of the concessionary rate ends in June 2025, there remains sufficient revenue balance in the final year of the plan (2052/53) to make provision for the full repayment of the outstanding debt including the internal borrowing that the HRA has with the General Fund. The revenue balance at the end of the plan is reduced to £7m (compared to £34m in the base model) indicating that the additional 40 basis points on borrowing after 2025/26 has a cost of £27m over the planning period.

In the light of the recent volatility in interest rates and the impact on the business plan of the updated forecasts (shown in the changes to the previously approved plan), an additional 1% on the forecast rates has been tested. The additional revenue costs of the borrowing result in annual HRA deficits from 2027/28 and a shortfall in resources to support the capital programme in 2030/31. The revenue contribution from 2030/31 has been removed, which maintains minimum balances until 2031/32. For some time thereafter the revenue balance is negative. To rebalance the revenue account would require additional income or savings. One option for the Council would be to apply the formula rent flexibility as detailed for offsetting rent constraint in the analysis above. This reduces the annual HRA deficits and removes the negative HRA revenue balance (although the revenue balance is critically low in 2034/35). The annual revenue account moves to a surplus from 2037/38 and the balance continues to increase, which provides for debt repayment. The balances are, however, not sufficient to repay all the debt with £14m remaining at the end of the plan.



4.19 The business plan model measures the viability of the forecast HRA over 30 years. There are varied methods for assessing the robustness of the plan, which include the resourcing of the capital programme, net operating costs, gearing of asset value: debt and the interest cover ratio. Some commentators have promoted the latter (at 125%) to the “golden rule” as it is used by housing associations as a requirement of their loan covenants. In the Cabinet approved plan, it was recognised that during and shortly after a substantial development programme lower than 125% cover was often the norm. The interest cover ratio compares the net cost of services to the interest payable (see the table on revenue projections). The base model has a lower ratio between years 2027/28 and 2034/25. To increase the ratio above 125% requires either reduced interest charges or a reduction to the net cost of services (increased income or reduced expenditure).

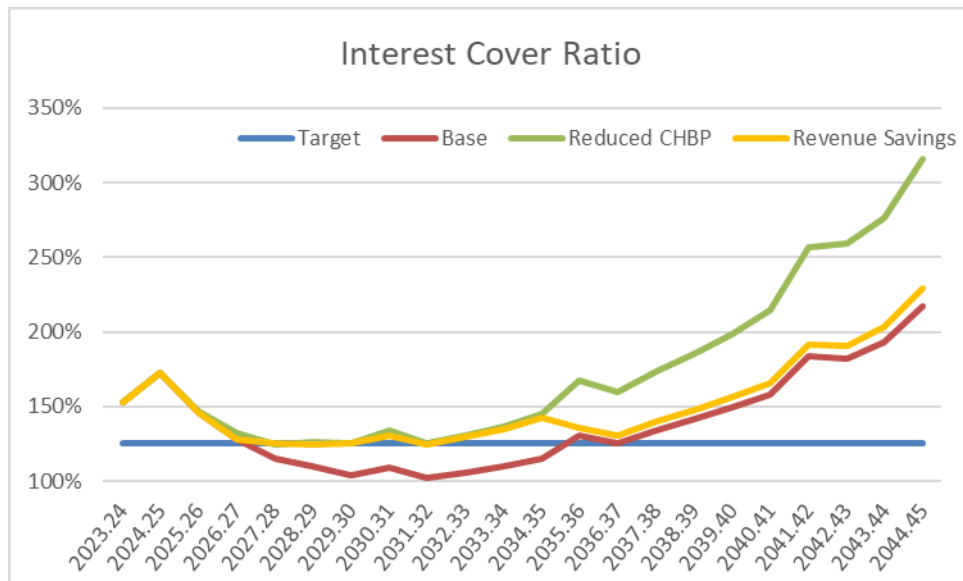
Reducing the interest charges, assuming no change to the rates available, would require reductions in borrowing. Given the limited available resources in the first ten years of the plan, this would require a reduction in capital expenditure. Non-specific schemes from CHBP phases 3.7 to 3.10 and the affordable rent scheme from phase 3.6 have been removed. This reduces the borrowing requirements from 2025/26. As there is less borrowing, interest costs are down and less resources from the MRR are needed to provide for the repayment of debt in later years. Outstanding debt is fully repaid by the end of the plan and revenue balances increase to £88m (from £34m in the base model). Removing these phases from the CHBP is expected to reduce the number of new homes delivered to 637.

To reduce the net cost of services, the Council could consider the use of formula rent flexibility (as noted above) and / or savings in expenditure on the management and maintenance of the Council’s stock. The annual savings (or additional income) required compared to the base model are as follows:

Year	Savings Required to meet Interest Cover Ratio of 125% £m
2027/28	0.8
2028/29	1.3
2029/30	2.0
2030/31	2.0
2031/32	2.2
2032/33	2.2
2033/34	2.2
2034/35	2.2
<b>Total</b>	<b>14.9</b>



- 4.20 The savings increase the annual surplus in the years applied and consequently the interest cover ratio. There are no other changes and the outstanding debt is fully repaid by the end of the plan with revenue balances increased to £61m (from £34m in the base model). The increase represents the savings and additional interest received on balances over the 30-year plan.



4.21 In practice, to consistently achieve an interest cover ratio of 125% would require regular review of borrowing requirements for the capital plans and monitoring of the operating position of the HRA.

Summary

4.22 The analysis in this section shows the business plan outputs using the previously approved CHBP and the latest estimates. This forms the ‘base’ business plan. To consider the risks of regulatory and economic changes, sensitivity tests have been undertaken. The output analysis is shown below.

Business Model	Revenue Balance at Year 30 (£m)	Debt Outstanding at Year 30 (£m)
Base	34	0
Rent Constraint at CPI - 1% *		
Removal of Concessionary HRA rate	7	0
Interest rates + 1% offset by rent flexibility	1	14
Reduced CHBP to meet interest cover ratio	88	0
Revenue savings to meet interest cover ratio	61	0

\* Accurate outputs are only available where the business plan is balanced over 30 years. The analysis of rent constraint shows this is not achieved and comparable outputs are therefore not available.



## 5. Conclusions

- 5.1 The base business model shows a sustainable long term HRA that supports the Council's current CHBP and existing stock capital plans. Repayment of new borrowing and the existing self-financing loans is achieved over the course of the planning period and revenue balances are maintained above the minimum required level throughout with a balance of £34m at the end of the plan. The Council have taken a prudent approach to future rent increase regulations, which adds to the robustness of the current model.
- 5.2 The "what if?" analysis has shown that the base plan has some resilience to adverse economic and regulatory changes. If interest rates increase above the forecast levels, the Council can maintain a viable business plan, if it is able to apply formula rent flexibility across all its stock. If the Council decide to apply a required interest cover ratio of 125% for each year, this can be achieved by removing later phases of the CHBP that are unspecified. However, if the Government were to impose an additional restriction on rents with increases at a maximum of CPI -1%, a balanced business plan is not sustainable in the long term.
- 5.3 The analysis reflects the Council's debt management strategy to provide for debt repayment once resources are available. This is dependent on maintaining revenue balances at the planned levels and any decisions that reduce income or increase expenditure could not only affect the provision for debt repayment but also the capacity to consider new development in the future. Testing shows that it may not always be possible to provide for the repayment of debt so to ensure sufficient resources are retained in the HRA a more flexible approach may be required to manage future capital plans.
- 5.4 The business plan provides a forecast based on the information available. It is designed as a tool to help inform strategic decisions by recognising the long-term financial impact on the HRA. In practice, there will be many changes both within and outside the control of the Council, which will require regular review and reflection in the financial model.





**Wiltshire Council**

**Council**

**20 February 2024**

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## **Council Tax Setting 2024/25**

### **Executive Summary**

This report sets out, in the complex format prescribed by law, the resolutions required from the Council to set the Council Tax for the year 2024/25.

A Cabinet decision was made on 12 December 2023 to approve the tax base of 194,423.87 band D equivalent households. A draft net budget requirement of £490.298m (which in order to fund a council tax requirement of £351.077m) gives a band D council tax, inclusive of the 2% Adult Social Care Levy for 2024/25 of £1,805.73.

Fire, Police and Town/Parish precepts are in addition to the Wiltshire Council basic Council Tax.

The main body of the report sets out the statutory calculations, and shows the Fire, Police and Town/Parish precepts for every parish in the Wiltshire Council Tax Area along with the total Council Tax figures.

### **Proposal**

That the Council approves the resolutions as set out within the report.

### **Reason for Proposal**

To meet the statutory requirement to set the Council Tax. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

**Terence Herbert**  
**Chief Executive**

**Andy Brown**  
**Deputy Chief Executive and Corporate Director of Resources**

**Lizzie Watkin**  
**Director Finance & Procurement (S151 Officer)**

## **Wiltshire Council**

### **Council**

**20 February 2024**

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## **Council Tax Setting 2024/25**

### **Purpose of Report**

1. The purpose of this report is to enable the Council to calculate and approve the Council Tax requirement for 2024/25.

### **Background**

2. The Localism Act 2011 requires the billing authority to calculate the council tax requirement for the year.
3. A decision was made in Cabinet to approve the 2024/25 Wiltshire Council tax base of 194,423.87 on 12 December 2023.

### **Wiltshire Council**

4. The 2024/25 Local Government Finance Settlement set out central government's decision in respect of the core principle and package of flexibilities in respect of Council Tax for 2024/25. The principles and flexibilities that apply to Wiltshire Council are:
  - (a) Unitary authorities may increase the basic element (core principle) of the council tax with a threshold of 3.00% triggering a local referendum.
  - (b) Local authorities with the responsibility for adult social care have an additional flexibility on their council tax referendum threshold to be used entirely for adult social care. These local authorities will be able to increase the adult social care precept by a further 2% on top of the basic element (core principle).
5. At the Cabinet meeting on 6 February 2024, it was recommended that Wiltshire Council increase its basic element of the band D Council Tax by 2.99% for 2024/25 (2.99% for 2023/24).
6. It was also recommended at the same meeting that Wiltshire Council take up the additional 2.00% flexibility in respect of adult social care for 2024/25.
7. The total recommended increase to the average band D Council Tax for 2024/25 is therefore 4.99% (4.99% for 2023/24). This results in an average band D Council Tax of £1,805.73 for 2024/25 (£1,719.90 for 2023/24).
8. Since the Cabinet meeting on 6 February 2024, the precept levels of other precepting authorities have been received.

## Town & Parish Councils

9. The 2024/25 Local Government Finance Settlement confirmed that no referendum principles would apply for Town & Parish Councils for 2024/25.
10. The Town & Parish Council Precepts for 2024/25 are detailed in Appendix C including the total of £32,726,540.10. The increase in the average band D Council Tax for Town & Parish Councils is 8.12% and results in an average band D Council Tax figure of £168.33 for 2024/25 (£155.69 for 2023/24).
11. Outstanding confirmation remains for one Parish Council following their meeting on 7 February 2024, and although there is not an anticipated change between the draft figure included for that parish and final, if a change in value is confirmed an update will be given at the Full Council.

## Office of the Police & Crime Commissioner for Wiltshire & Swindon

12. The government for 2024/25 has set a capping level of a £13 increase on Band D council tax levels for all Police & Crime Commissioners.
13. The Office of the Police & Crime Commissioner for Wiltshire & Swindon met on 8 February 2024 and set their precept in respect of the Wiltshire area at £52,352,515 exclusive of a Council Tax Collection Fund surplus of £308,208. This results in a band D Council Tax of £269.27 for 2024/25. This represents an increase of £13.00 (5.07%) compared to £256.27 for 2023/24.

## Dorset & Wiltshire Fire and Rescue Authority

14. The 2024/25 Local Government Finance Settlement confirmed that Fire & Rescue Authorities may increase the basic element of the council tax by 2.99% on the amount of council tax in 2023/24 without triggering a local referendum.
15. Dorset & Wiltshire Fire and Rescue Authority met on 8 February 2024 and set their precept in respect of the Wiltshire area. The amount for their precept of the Wiltshire area is £16,905,156 exclusive of a Council Tax Collection Fund surplus of £101,548.
16. This will result in a band D Council Tax of £86.95 for 2024/25. This represents an increase of £2.52 (2.98%) compared to £84.43 for 2023/24.

## Conclusions

17. The recommendations are set out in the formal Council Tax Resolution in Appendix A.
18. The Wiltshire Council element of the Council Tax is recommended to be increased as follows:

	<b>2023/24</b> <b>%</b>	<b>2024/25</b> <b>%</b>
Wiltshire Council (Basic Amount)	2.99	2.99
Wiltshire Council (Adult Social Care)	2.00	2.00
<b>Total</b>	<b>4.99</b>	<b>4.99</b>

19. If the formal Council Tax Resolution in Appendix A is approved, the total band D Council Tax will be as follows:

	<b>2023/24</b> <b>£</b>	<b>2024/25</b> <b>£</b>	<b>Increase</b> <b>£</b>	<b>Increase</b>
Wiltshire Council	1,719.90	1,805.73	85.83	4.99%
Office of the Police & Crime Commissioner for Wiltshire & Swindon	256.27	269.27	13.00	5.07%
Dorset & Wiltshire Fire and Rescue Authority (draft)	84.43	86.95	2.52	2.98%
<b>Sub – Total</b>	<b>2,060.60</b>	<b>2,061.95</b>	<b>101.35</b>	<b>4.36%</b>
Town & Parish Council (average)	155.69	168.33	12.64	8.12%
<b>Total</b>	<b>2,216.29</b>	<b>2,330.28</b>	<b>113.99</b>	<b>5.14%</b>

20. The Adult Social Care Precept will account for £260.28 of the 2024/25 Wiltshire Council Band D figure above (£225.88 for 2023/24).
21. These increases do not require a referendum.

#### **Risks Assessment**

22. A full risk assessment of the budget proposals has been provided to Cabinet on 6 February 2024 in the Budget 2024/25 & MTFS Report.

#### **Equality and Diversity Impacts of the Proposal**

23. None have been identified as directly arising from this report, although equality and diversity impacts have been considered by officers and portfolio holders when preparing budget proposals.

#### **Financial Implications**

24. The financial implications are outlined in the report.

#### **Workforce Implications**

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

#### **Legal Implications**

26. The legal implications are outlined in the report.

#### **Public Health Implications**

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

#### **Environmental Implications**

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

## **Safeguarding Implications**

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

## **Options Considered**

30. The calculations are as defined by law, and the figures will change only if the budget proposal is amended and affects the council tax requirement.

## **Reasons for Proposals**

31. To meet the statutory requirement to set the Council Tax. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

## **Proposal**

32. That the Council approves the resolutions as set out within the report.

**Terence Herbert**  
**Chief Executive**

**Andy Brown**  
**Deputy Chief Executive & Director of Resources**

**Lizzie Watkin**  
**Director of Finance & Procurement (S151 Officer)**

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Report Author: Sally Self, Chief Accountant, email: [sally.self@wiltshire.gov.uk](mailto:sally.self@wiltshire.gov.uk)

## **Background Papers**

*The following published documents set out the statutory requirements and powers relevant to the subject of this report:*

Local Government Finance Act 1992  
Localism Act 2011

The Referendums Relating to Council Tax Increases (Principles) (England) Report 2024/25 as part of the final Local Government Finance Settlement

*The following published documents have been referred to during the preparation of this report:*

Wiltshire Council's Budget – Budget 2024/25 & MTFS report  
Council Tax Base 2024/25 Cabinet Decision 13 December 2023

## **Appendices:**

Appendix A Wiltshire Council - Council Tax Resolution 2024/25  
Appendix B Wiltshire Council - Council Tax Banding Schedule by Authority 2024/25  
Appendix C Wiltshire Council - Town & Parish Precepts 2024/25

**The Council is recommended to resolve as follows:**

1. It be noted that on 13 December 2023 Cabinet met and approved:
  - (a) the Council Tax Base 2024/25 for the whole Wiltshire Council area as 194,423.87 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
  - (b) for dwellings in those parts of its area to which a Parish precept relates as in the attached Appendix.
2. Calculate that the Council Tax requirement for the Council's own purposes for 2024/25 (excluding parish precepts) is £ 351,077,014.78
3. That the following amounts be calculated for the year 2024/25 in accordance with Sections 31 to 36 of the Act:
  - (a) £1,128,309,438.35 **(Gross Revenue Expenditure including transfers to reserves, parish precepts and any collection fund deficit)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils).
  - (b) £605,285,111.25 **(Gross Revenue Income including transfers from reserves, General Government Grants and any collection fund surplus)** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) £523,024,327.10 **(Net Revenue Expenditure including parish precepts)** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
  - (d) £1,974.06 **(Wiltshire Council band D tax plus average Town & Parish Councils Band D Council Tax)** being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the amount of its Council Tax for the year (including Parish precepts), as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
1,316.04	1,535.38	1,754.72	1,974.06	2,412.74	2,851.42	3,290.10	3,948.12

(e) £32,726,540.10 **(Aggregate of Town & Parish Council Precepts)** being the aggregate amount of all special items (Parish Precepts) referred to in Section 34(1) of the Act (as per the attached Appendix C).

(f) £1,805.73 **(band D Council Tax for Wiltshire Council purposes only)** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates, as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
1,203.82	1,404.46	1,605.09	1,805.73	2,207.00	2,608.28	3,009.55	3,611.46

## Wiltshire Council - Council Tax Banding Schedule by Authority 2024/25

<b>Council Tax Schedule 2024/25</b>	<b>Band A (£)</b>	<b>Band B (£)</b>	<b>Band C (£)</b>	<b>Band D (£)</b>	<b>Band E (£)</b>	<b>Band F (£)</b>	<b>Band G (£)</b>	<b>Band H (£)</b>
Wiltshire Council (inclusive of Adult Social Care Levy)	1,203.82	1,404.46	1,605.09	1,805.73	2,207.00	2,608.28	3,009.55	3,611.46
Office of the Police & Crime Commissioner for Wiltshire & Swindon	179.51	209.43	239.35	269.27	329.11	388.95	448.78	538.54
Dorset & Wiltshire Fire and Rescue Authority	57.97	67.63	77.29	86.95	106.27	125.59	144.92	173.90
Town & Parish Council (Average)	112.22	130.92	149.63	168.33	205.74	243.14	280.55	336.66
<b>Total</b>	<b>1,553.52</b>	<b>1,812.44</b>	<b>2,071.36</b>	<b>2,330.28</b>	<b>2,848.12</b>	<b>3,365.96</b>	<b>3,883.80</b>	<b>4,660.56</b>

<b>Council Tax Charge by band per Parish/Town Council</b>								
Aldbourn Parish Council	44.30	51.68	59.07	66.45	81.22	95.98	110.75	132.90
Alderbury Parish Council	42.53	49.61	56.70	63.79	77.97	92.14	106.32	127.58
All Cannings Parish Council	53.41	62.32	71.22	80.12	97.92	115.73	133.53	160.24
Allington Parish Council	57.81	67.45	77.08	86.72	105.99	125.26	144.53	173.44
Alton Parish Council	38.11	44.46	50.81	57.16	69.86	82.56	95.27	114.32
Alvediston Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amesbury Town Council	102.69	119.81	136.92	154.04	188.27	222.50	256.73	308.08
Ansty Parish Council	20.91	24.39	27.88	31.36	38.33	45.30	52.27	62.72
Ashton Keynes Parish Council	37.81	44.12	50.42	56.72	69.32	81.93	94.53	113.44
Atworth Parish Council	49.95	58.27	66.60	74.92	91.57	108.22	124.87	149.84
Avebury Parish Council	43.05	50.22	57.40	64.57	78.92	93.27	107.62	129.14
Barford St Martin Parish Council	33.02	38.52	44.03	49.53	60.54	71.54	82.55	99.06
Baydon Parish Council	36.64	42.75	48.85	54.96	67.17	79.39	91.60	109.92
Beechingstoke Parish Council	42.96	50.12	57.28	64.44	78.76	93.08	107.40	128.88
Berwick Bassett & W/Bourne Monkton Parish Council	32.88	38.36	43.84	49.32	60.28	71.24	82.20	98.64
Berwick St James Parish Council	16.00	18.67	21.33	24.00	29.33	34.67	40.00	48.00
Berwick St John Parish Council	38.08	44.43	50.77	57.12	69.81	82.51	95.20	114.24
Berwick St Leonard Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Biddestone Parish Council	51.74	60.36	68.99	77.61	94.86	112.10	129.35	155.22
Bishops Cannings Parish Council	41.48	48.39	55.31	62.22	76.05	89.87	103.70	124.44
Bishopstone Parish Council	17.95	20.95	23.94	26.93	32.91	38.90	44.88	53.86
Bishopstrow Parish Council	15.07	17.58	20.09	22.60	27.62	32.64	37.67	45.20
Bowerchalke Parish Council	20.31	23.70	27.08	30.47	37.24	44.01	50.78	60.94
Box Parish Council	74.97	87.47	99.96	112.46	137.45	162.44	187.43	224.92
Boyton Parish Council	11.56	13.49	15.41	17.34	21.19	25.05	28.90	34.68
Bradford On Avon Town Council	182.11	212.46	242.81	273.16	333.86	394.56	455.27	546.32
Bratton Parish Council	62.68	73.13	83.57	94.02	114.91	135.81	156.70	188.04
Braydon Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



## Wiltshire Council - Council Tax Banding Schedule by Authority 2024/25

<b>Council Tax Schedule 2024/25</b>	<b>Band A (£)</b>	<b>Band B (£)</b>	<b>Band C (£)</b>	<b>Band D (£)</b>	<b>Band E (£)</b>	<b>Band F (£)</b>	<b>Band G (£)</b>	<b>Band H (£)</b>
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Office of the Police & Crime Commissioner for Wiltshire & Swindon	179.51	209.43	239.35	269.27	329.11	388.95	448.78	538.54
Dorset & Wiltshire Fire and Rescue Authority	57.97	67.63	77.29	86.95	106.27	125.59	144.92	173.90
Town & Parish Council (Average)	112.22	130.92	149.63	168.33	205.74	243.14	280.55	336.66
<b>Total</b>	<b>1,553.52</b>	<b>1,812.44</b>	<b>2,071.36</b>	<b>2,330.28</b>	<b>2,848.12</b>	<b>3,365.96</b>	<b>3,883.80</b>	<b>4,660.56</b>

<b>Council Tax Charge by band per Parish/Town Council</b>								
Bremhill Parish Council	21.95	25.61	29.27	32.93	40.25	47.57	54.88	65.86
Brinkworth Parish Council	30.70	35.82	40.93	46.05	56.28	66.52	76.75	92.10
Britford Parish Council	30.45	35.53	40.60	45.68	55.83	65.98	76.13	91.36
Broad Hinton & W/Bourne Bassett Parish Council	26.39	30.79	35.19	39.59	48.39	57.19	65.98	79.18
Broad Town Parish Council	24.58	28.68	32.77	36.87	45.06	53.26	61.45	73.74
Broadchalke Parish Council	46.23	53.93	61.64	69.34	84.75	100.16	115.57	138.68
Brokenborough Parish Council	17.43	20.34	23.24	26.15	31.96	37.77	43.58	52.30
Bromham Parish Council	53.77	62.74	71.70	80.66	98.58	116.51	134.43	161.32
Broughton Gifford Parish Council	32.67	38.12	43.56	49.01	59.90	70.79	81.68	98.02
Bulford Parish Council	27.77	32.40	37.03	41.66	50.92	60.18	69.43	83.32
Bulkington Parish Council	84.46	98.54	112.61	126.69	154.84	183.00	211.15	253.38
Burbage Parish Council	24.49	28.58	32.66	36.74	44.90	53.07	61.23	73.48
Burcombe Parish Council	38.17	44.54	50.90	57.26	69.98	82.71	95.43	114.52
Buttermere Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Calne Town Council	150.90	176.05	201.20	226.35	276.65	326.95	377.25	452.70
Calne Without Parish Council	14.48	16.89	19.31	21.72	26.55	31.37	36.20	43.44
Castle Combe Parish Council	23.32	27.21	31.09	34.98	42.75	50.53	58.30	69.96
Chapmanslade Parish Council	13.79	16.08	18.38	20.68	25.28	29.87	34.47	41.36
Charlton Parish Council	27.06	31.57	36.08	40.59	49.61	58.63	67.65	81.18
Charlton St Peter & Wilsford Parish Council	11.01	12.85	14.68	16.52	20.19	23.86	27.53	33.04
Cherhill Parish Council	36.74	42.86	48.99	55.11	67.36	79.60	91.85	110.22
Cheverell Magna (Great Cheverell) Parish Council	44.31	51.70	59.08	66.47	81.24	96.01	110.78	132.94
Chicklade Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chilmark Parish Council	29.85	34.82	39.80	44.77	54.72	64.67	74.62	89.54
Chilton Foliat Parish Council	25.21	29.41	33.61	37.81	46.21	54.61	63.02	75.62
Chippenham Town Council	206.49	240.91	275.32	309.74	378.57	447.40	516.23	619.48
Chippenham Without Parish Council	87.17	101.70	116.23	130.76	159.82	188.88	217.93	261.52
Chirton Parish Council	50.20	58.57	66.93	75.30	92.03	108.77	125.50	150.60

## Wiltshire Council - Council Tax Banding Schedule by Authority 2024/25

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Office of the Police & Crime Commissioner for Wiltshire & Swindon	179.51	209.43	239.35	269.27	329.11	388.95	448.78	538.54
Dorset & Wiltshire Fire and Rescue Authority	57.97	67.63	77.29	86.95	106.27	125.59	144.92	173.90
Town & Parish Council (Average)	112.22	130.92	149.63	168.33	205.74	243.14	280.55	336.66
<b>Total</b>	<b>1,553.52</b>	<b>1,812.44</b>	<b>2,071.36</b>	<b>2,330.28</b>	<b>2,848.12</b>	<b>3,365.96</b>	<b>3,883.80</b>	<b>4,660.56</b>

<b>Council Tax Charge by band per Parish/Town Council</b>								
Chitterne Parish Council	52.09	60.78	69.46	78.14	95.50	112.87	130.23	156.28
Cholderton Parish Council	36.67	42.78	48.89	55.00	67.22	79.44	91.67	110.00
Christian Malford Parish Council	40.51	47.26	54.01	60.76	74.26	87.76	101.27	121.52
Chute Forest Parish Council	41.07	47.91	54.76	61.60	75.29	88.98	102.67	123.20
Chute Parish Council	34.58	40.34	46.11	51.87	63.40	74.92	86.45	103.74
Clarendon Park Parish Council	24.95	29.11	33.27	37.43	45.75	54.07	62.38	74.86
Clyffe Pypard Parish Council	19.03	22.20	25.37	28.54	34.88	41.22	47.57	57.08
Codford Parish Council	37.33	43.56	49.78	56.00	68.44	80.89	93.33	112.00
Colerne Parish Council	54.69	63.80	72.92	82.03	100.26	118.49	136.72	164.06
Collingbourne Ducis Parish Council	52.35	61.07	69.80	78.52	95.97	113.42	130.87	157.04
Collingbourne Kingston Parish Council	46.33	54.06	61.78	69.50	84.94	100.39	115.83	139.00
Compton Bassett Parish Council	46.53	54.28	62.04	69.79	85.30	100.81	116.32	139.58
Compton Chamberlayne Parish Council	30.16	35.19	40.21	45.24	55.29	65.35	75.40	90.48
Coombe Bissett Parish Council	23.59	27.53	31.46	35.39	43.25	51.12	58.98	70.78
Corsham Town Council	164.81	192.28	219.75	247.22	302.16	357.10	412.03	494.44
Corsley Parish Council	28.80	33.60	38.40	43.20	52.80	62.40	72.00	86.40
Coulston Parish Council	31.88	37.19	42.51	47.82	58.45	69.07	79.70	95.64
Cricklade Town Council	155.44	181.35	207.25	233.16	284.97	336.79	388.60	466.32
Crudwell Parish Council	20.16	23.52	26.88	30.24	36.96	43.68	50.40	60.48
Dauntsey Parish Council	59.28	69.16	79.04	88.92	108.68	128.44	148.20	177.84
Devizes Town Council	138.13	161.15	184.17	207.19	253.23	299.27	345.32	414.38
Dilton Marsh Parish Council	30.07	35.08	40.09	45.10	55.12	65.14	75.17	90.20
Dinton Parish Council	36.14	42.16	48.19	54.21	66.26	78.30	90.35	108.42
Donhead St Andrew Parish Council	34.01	39.67	45.34	51.01	62.35	73.68	85.02	102.02
Donhead St Mary Parish Council	27.66	32.27	36.88	41.49	50.71	59.93	69.15	82.98
Downton Parish Council	97.67	113.95	130.23	146.51	179.07	211.63	244.18	293.02
Durnford Parish Council	13.29	15.50	17.72	19.93	24.36	28.79	33.22	39.86
Durrington Town Council	69.26	80.80	92.35	103.89	126.98	150.06	173.15	207.78

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<b>Council Tax Charge by band per Parish/Town Council</b>								
East Kennett Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
East Knoyle Parish Council	27.11	31.62	36.14	40.66	49.70	58.73	67.77	81.32
Easterton Parish Council	54.07	63.09	72.10	81.11	99.13	117.16	135.18	162.22
Easton Grey Parish Council	12.47	14.54	16.62	18.70	22.86	27.01	31.17	37.40
Easton Royal Parish Council	47.29	55.17	63.05	70.93	86.69	102.45	118.22	141.86
Ebbesbourne Wake Parish Council	22.93	26.76	30.58	34.40	42.04	49.69	57.33	68.80
Edington Parish Council	41.37	48.27	55.16	62.06	75.85	89.64	103.43	124.12
Enford Parish Council	48.09	56.10	64.12	72.13	88.16	104.19	120.22	144.26
Erlestoke Parish Council	52.86	61.67	70.48	79.29	96.91	114.53	132.15	158.58
Etchilhampton Parish Council	27.79	32.43	37.06	41.69	50.95	60.22	69.48	83.38
Everleigh Parish Council	28.95	33.78	38.60	43.43	53.08	62.73	72.38	86.86
Figheledean Parish Council	58.60	68.37	78.13	87.90	107.43	126.97	146.50	175.80
Firsdow Parish Council	66.57	77.66	88.76	99.85	122.04	144.23	166.42	199.70
Fittleton cum Haxton Parish Council	41.43	48.33	55.24	62.14	75.95	89.76	103.57	124.28
Fonthill Bishop Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fonthill Gifford Parish Council	24.41	28.47	32.54	36.61	44.75	52.88	61.02	73.22
Fovant Parish Council	34.73	40.51	46.30	52.09	63.67	75.24	86.82	104.18
Froxfield Parish Council	59.40	69.30	79.20	89.10	108.90	128.70	148.50	178.20
Kennet Valley Parish Council	40.13	46.82	53.51	60.20	73.58	86.96	100.33	120.40
Grafton Parish Council	19.64	22.91	26.19	29.46	36.01	42.55	49.10	58.92
Great Bedwyn Parish Council	35.02	40.86	46.69	52.53	64.20	75.88	87.55	105.06
Great Hinton Parish Council	20.53	23.96	27.38	30.80	37.64	44.49	51.33	61.60
Great Somerford Parish Council	23.90	27.88	31.87	35.85	43.82	51.78	59.75	71.70
Great Wishford Parish Council	21.65	25.26	28.87	32.48	39.70	46.92	54.13	64.96
Grimstead Parish Council	48.69	56.81	64.92	73.04	89.27	105.50	121.73	146.08
Grittleton Parish Council	9.69	11.31	12.92	14.54	17.77	21.00	24.23	29.08
Ham Parish Council	11.31	13.19	15.08	16.96	20.73	24.50	28.27	33.92
Hankerton Parish Council	20.94	24.43	27.92	31.41	38.39	45.37	52.35	62.82

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Office of the Police & Crime Commissioner for Wiltshire & Swindon	179.51	209.43	239.35	269.27	329.11	388.95	448.78	538.54
Dorset & Wiltshire Fire and Rescue Authority	57.97	67.63	77.29	86.95	106.27	125.59	144.92	173.90
Town & Parish Council (Average)	112.22	130.92	149.63	168.33	205.74	243.14	280.55	336.66
<b>Total</b>	<b>1,553.52</b>	<b>1,812.44</b>	<b>2,071.36</b>	<b>2,330.28</b>	<b>2,848.12</b>	<b>3,365.96</b>	<b>3,883.80</b>	<b>4,660.56</b>

<b>Council Tax Charge by band per Parish/Town Council</b>								
Heddington Parish Council	25.00	29.17	33.33	37.50	45.83	54.17	62.50	75.00
Heytesbury & Knook Parish Council	39.39	45.96	52.52	59.09	72.22	85.35	98.48	118.18
Heywood Parish Council	15.79	18.42	21.05	23.68	28.94	34.20	39.47	47.36
Hilmarton Parish Council	28.38	33.11	37.84	42.57	52.03	61.49	70.95	85.14
Hilperton Parish Council	10.47	12.22	13.96	15.71	19.20	22.69	26.18	31.42
Hindon Parish Council	48.57	56.66	64.76	72.85	89.04	105.23	121.42	145.70
Holt Parish Council	32.26	37.64	43.01	48.39	59.14	69.90	80.65	96.78
Horningsham Parish Council	123.07	143.58	164.09	184.60	225.62	266.64	307.67	369.20
Hullavington Parish Council	28.73	33.51	38.30	43.09	52.67	62.24	71.82	86.18
Idmiston Parish Council	64.02	74.69	85.36	96.03	117.37	138.71	160.05	192.06
Keevil Parish Council	28.15	32.85	37.54	42.23	51.61	61.00	70.38	84.46
Kilminster Parish Council	62.96	73.45	83.95	94.44	115.43	136.41	157.40	188.88
Kington Langley Parish Council	44.41	51.82	59.22	66.62	81.42	96.23	111.03	133.24
Kington St Michael Parish Council	110.67	129.11	147.56	166.00	202.89	239.78	276.67	332.00
Lacock Parish Council	51.50	60.08	68.67	77.25	94.42	111.58	128.75	154.50
Landford Parish Council	51.05	59.55	68.06	76.57	93.59	110.60	127.62	153.14
Langley Burrell Parish Council	60.24	70.28	80.32	90.36	110.44	130.52	150.60	180.72
Latton Parish Council	40.22	46.92	53.63	60.33	73.74	87.14	100.55	120.66
Laverstock & Ford Parish Council	54.19	63.22	72.25	81.28	99.34	117.40	135.47	162.56
Lea & Cleverton Parish Council	24.35	28.40	32.46	36.52	44.64	52.75	60.87	73.04
Leigh Parish Council	18.15	21.18	24.20	27.23	33.28	39.33	45.38	54.46
Limpley Stoke Parish Council	50.37	58.76	67.16	75.55	92.34	109.13	125.92	151.10
Little Bedwyn Parish Council	15.29	17.83	20.38	22.93	28.03	33.12	38.22	45.86
Little Cheverell Parish Council	50.06	58.40	66.75	75.09	91.78	108.46	125.15	150.18
Little Somerford Parish Council	41.06	47.90	54.75	61.59	75.28	88.96	102.65	123.18
Longbridge Deverill Parish Council	13.66	15.94	18.21	20.49	25.04	29.60	34.15	40.98
Luckington Parish Council	25.49	29.73	33.98	38.23	46.73	55.22	63.72	76.46
Ludgershall Town Council	94.37	110.09	125.82	141.55	173.01	204.46	235.92	283.10

## Wiltshire Council - Council Tax Banding Schedule by Authority 2024/25

<b>Council Tax Schedule 2024/25</b>	<b>Band A (£)</b>	<b>Band B (£)</b>	<b>Band C (£)</b>	<b>Band D (£)</b>	<b>Band E (£)</b>	<b>Band F (£)</b>	<b>Band G (£)</b>	<b>Band H (£)</b>
Wiltshire Council (inclusive of Adult Social Care Levy)	1,203.82	1,404.46	1,605.09	1,805.73	2,207.00	2,608.28	3,009.55	3,611.46
Office of the Police & Crime Commissioner for Wiltshire & Swindon	179.51	209.43	239.35	269.27	329.11	388.95	448.78	538.54
Dorset & Wiltshire Fire and Rescue Authority	57.97	67.63	77.29	86.95	106.27	125.59	144.92	173.90
Town & Parish Council (Average)	112.22	130.92	149.63	168.33	205.74	243.14	280.55	336.66
<b>Total</b>	<b>1,553.52</b>	<b>1,812.44</b>	<b>2,071.36</b>	<b>2,330.28</b>	<b>2,848.12</b>	<b>3,365.96</b>	<b>3,883.80</b>	<b>4,660.56</b>

<b>Council Tax Charge by band per Parish/Town Council</b>								
Lydiard Millicent Parish Council	54.45	63.53	72.60	81.68	99.83	117.98	136.13	163.36
Lydiard Tregoze Parish Council	34.21	39.92	45.62	51.32	62.72	74.13	85.53	102.64
Lyneham & Bradenstoke Parish Council	26.27	30.64	35.02	39.40	48.16	56.91	65.67	78.80
Maiden Bradley Parish Council	132.99	155.16	177.32	199.49	243.82	288.15	332.48	398.98
Malmesbury Town Council	158.31	184.70	211.08	237.47	290.24	343.01	395.78	474.94
Manningford Parish Council	30.97	36.14	41.30	46.46	56.78	67.11	77.43	92.92
Marden Parish Council	22.94	26.76	30.59	34.41	42.06	49.70	57.35	68.82
Market Lavington Parish Council	64.62	75.39	86.16	96.93	118.47	140.01	161.55	193.86
Marlborough Town Council	164.65	192.09	219.53	246.97	301.85	356.73	411.62	493.94
Marston Meysey Parish Council	30.17	35.19	40.22	45.25	55.31	65.36	75.42	90.50
Marston Parish Council	21.52	25.11	28.69	32.28	39.45	46.63	53.80	64.56
Melksham Town Council	117.13	136.65	156.17	175.69	214.73	253.77	292.82	351.38
Melksham Without Parish Council	59.96	69.95	79.95	89.94	109.93	129.91	149.90	179.88
Mere Parish Council	105.79	123.43	141.06	158.69	193.95	229.22	264.48	317.38
Mildenhall Parish Council	60.05	70.05	80.06	90.07	110.09	130.10	150.12	180.14
Milston Parish Council	15.15	17.68	20.20	22.73	27.78	32.83	37.88	45.46
Milton Lilbourne Parish Council	40.20	46.90	53.60	60.30	73.70	87.10	100.50	120.60
Minety Parish Council	17.18	20.04	22.91	25.77	31.50	37.22	42.95	51.54
Monkton Farleigh Parish Council	35.42	41.32	47.23	53.13	64.94	76.74	88.55	106.26
Netheravon Parish Council	50.35	58.75	67.14	75.53	92.31	109.10	125.88	151.06
Netherhampton Parish Council	28.44	33.18	37.92	42.66	52.14	61.62	71.10	85.32
Nettleton Parish Council	12.15	14.17	16.20	18.22	22.27	26.32	30.37	36.44
Newton Toney Parish Council	68.54	79.96	91.39	102.81	125.66	148.50	171.35	205.62
North Bradley Parish Council	18.17	21.20	24.23	27.26	33.32	39.38	45.43	54.52
North Newnton Parish Council	51.84	60.48	69.12	77.76	95.04	112.32	129.60	155.52
North Wraxall Parish Council	41.95	48.94	55.93	62.92	76.90	90.88	104.87	125.84
Norton & Foxley Parish Meeting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Norton Bavant Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Wiltshire Council - Council Tax Banding Schedule by Authority 2024/25

<b>Council Tax Schedule 2024/25</b>	<b>Band A (£)</b>	<b>Band B (£)</b>	<b>Band C (£)</b>	<b>Band D (£)</b>	<b>Band E (£)</b>	<b>Band F (£)</b>	<b>Band G (£)</b>	<b>Band H (£)</b>
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Office of the Police & Crime Commissioner for Wiltshire & Swindon	179.51	209.43	239.35	269.27	329.11	388.95	448.78	538.54
Dorset & Wiltshire Fire and Rescue Authority	57.97	67.63	77.29	86.95	106.27	125.59	144.92	173.90
Town & Parish Council (Average)	112.22	130.92	149.63	168.33	205.74	243.14	280.55	336.66
<b>Total</b>	<b>1,553.52</b>	<b>1,812.44</b>	<b>2,071.36</b>	<b>2,330.28</b>	<b>2,848.12</b>	<b>3,365.96</b>	<b>3,883.80</b>	<b>4,660.56</b>

<b>Council Tax Charge by band per Parish/Town Council</b>								
Oaksey Parish Council	47.32	55.21	63.09	70.98	86.75	102.53	118.30	141.96
Odstock Parish Council	48.61	56.71	64.81	72.91	89.11	105.31	121.52	145.82
Ogbourne St Andrew Parish Council	15.10	17.62	20.13	22.65	27.68	32.72	37.75	45.30
Ogbourne St George Parish Council	40.60	47.37	54.13	60.90	74.43	87.97	101.50	121.80
Orcheston Parish Council	20.79	24.26	27.72	31.19	38.12	45.05	51.98	62.38
Patney Parish Council	14.56	16.99	19.41	21.84	26.69	31.55	36.40	43.68
Pewsey Parish Council	66.18	77.21	88.24	99.27	121.33	143.39	165.45	198.54
Pitton & Farley Parish Council	32.12	37.47	42.83	48.18	58.89	69.59	80.30	96.36
Potterne Parish Council	35.31	41.19	47.08	52.96	64.73	76.50	88.27	105.92
Poulshot Parish Council	61.84	72.15	82.45	92.76	113.37	133.99	154.60	185.52
Preshute Parish Council	36.07	42.09	48.10	54.11	66.13	78.16	90.18	108.22
Purton Parish Council	101.81	118.78	135.75	152.72	186.66	220.60	254.53	305.44
Quidhampton Parish Council	49.72	58.01	66.29	74.58	91.15	107.73	124.30	149.16
Ramsbury Parish Council	53.94	62.93	71.92	80.91	98.89	116.87	134.85	161.82
Redlynch Parish Council	27.46	32.04	36.61	41.19	50.34	59.50	68.65	82.38
Rowde Parish Council	54.41	63.47	72.54	81.61	99.75	117.88	136.02	163.22
Royal Wootton Bassett Town Council	166.72	194.51	222.29	250.08	305.65	361.23	416.80	500.16
Rushall Parish Council	77.78	90.74	103.71	116.67	142.60	168.52	194.45	233.34
Salisbury City Council	242.66	283.10	323.55	363.99	444.88	525.76	606.65	727.98
Savernake Parish Council	6.37	7.43	8.49	9.55	11.67	13.79	15.92	19.10
Seagry Parish Council	82.87	96.69	110.50	124.31	151.93	179.56	207.18	248.62
Sedgehill & Semley Parish Council	36.26	42.30	48.35	54.39	66.48	78.56	90.65	108.78
Seend Parish Council	26.69	31.14	35.59	40.04	48.94	57.84	66.73	80.08
Semington Parish Council	23.69	27.63	31.58	35.53	43.43	51.32	59.22	71.06
Shalbourne Parish Council	20.39	23.78	27.18	30.58	37.38	44.17	50.97	61.16
Sherrington Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sherston Parish Council	80.77	94.23	107.69	121.15	148.07	174.99	201.92	242.30
Shrewton Parish Council	30.41	35.47	40.54	45.61	55.75	65.88	76.02	91.22

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<b>Council Tax Charge by band per Parish/Town Council</b>								
Sopworth Parish Council	4.69	5.48	6.26	7.04	8.60	10.17	11.73	14.08
South Newton Parish Council	27.02	31.52	36.03	40.53	49.54	58.54	67.55	81.06
South Wraxall Parish Council	14.55	16.97	19.40	21.82	26.67	31.52	36.37	43.64
Southwick Parish Council	23.37	27.26	31.16	35.05	42.84	50.63	58.42	70.10
St Paul Without	10.04	11.71	13.39	15.06	18.41	21.75	25.10	30.12
Stanton St Bernard Parish Council	32.28	37.66	43.04	48.42	59.18	69.94	80.70	96.84
Stanton St Quintin Parish Council	19.03	22.20	25.37	28.54	34.88	41.22	47.57	57.08
Stapleford Parish Council	31.56	36.82	42.08	47.34	57.86	68.38	78.90	94.68
Staverton Parish Council	28.26	32.97	37.68	42.39	51.81	61.23	70.65	84.78
Steeple Ashton Parish Council	41.99	48.99	55.99	62.99	76.99	90.99	104.98	125.98
Steeple Langford Parish Council	14.47	16.88	19.29	21.70	26.52	31.34	36.17	43.40
Stert Parish Council	10.91	12.72	14.54	16.36	20.00	23.63	27.27	32.72
Stockton Parish Council	7.35	8.57	9.80	11.02	13.47	15.92	18.37	22.04
Stourton Parish Council	36.55	42.64	48.73	54.82	67.00	79.18	91.37	109.64
Stratford Tony Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sutton Benger Parish Council	17.87	20.85	23.83	26.81	32.77	38.73	44.68	53.62
Sutton Mandeville Parish Council	10.40	12.13	13.87	15.60	19.07	22.53	26.00	31.20
Sutton Veny Parish Council	37.60	43.87	50.13	56.40	68.93	81.47	94.00	112.80
Swallowcliffe Parish Council	29.44	34.35	39.25	44.16	53.97	63.79	73.60	88.32
Teffont Parish Council	56.82	66.29	75.76	85.23	104.17	123.11	142.05	170.46
Tidcombe & Fosbury Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tidworth Town Council	134.65	157.09	179.53	201.97	246.85	291.73	336.62	403.94
Tilshead Parish Council	38.61	45.04	51.48	57.91	70.78	83.65	96.52	115.82
Tisbury Parish Council	91.75	107.05	122.34	137.63	168.21	198.80	229.38	275.26
Tockenham Parish Council	65.85	76.83	87.80	98.78	120.73	142.68	164.63	197.56
Tollard Royal Parish Council	47.67	55.61	63.56	71.50	87.39	103.28	119.17	143.00
Trowbridge Town Council	180.43	210.51	240.58	270.65	330.79	390.94	451.08	541.30
Upavon Parish Council	40.17	46.86	53.56	60.25	73.64	87.03	100.42	120.50

## Wiltshire Council - Council Tax Banding Schedule by Authority 2024/25

<b>Council Tax Schedule 2024/25</b>	<b>Band A (£)</b>	<b>Band B (£)</b>	<b>Band C (£)</b>	<b>Band D (£)</b>	<b>Band E (£)</b>	<b>Band F (£)</b>	<b>Band G (£)</b>	<b>Band H (£)</b>
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<b>Council Tax Charge by band per Parish/Town Council</b>								
Upper Deverills Parish Council	30.32	35.37	40.43	45.48	55.59	65.69	75.80	90.96
Upton Lovell Parish Council	23.93	27.92	31.91	35.90	43.88	51.86	59.83	71.80
Upton Scudamore Parish Council	27.90	32.55	37.20	41.85	51.15	60.45	69.75	83.70
Urchfont Parish Council	68.70	80.15	91.60	103.05	125.95	148.85	171.75	206.10
Warminster Town Council	144.33	168.39	192.44	216.50	264.61	312.72	360.83	433.00
West Ashton Parish Council	24.13	28.16	32.18	36.20	44.24	52.29	60.33	72.40
West Dean Parish Council	119.51	139.42	159.34	179.26	219.10	258.93	298.77	358.52
West Knoyle Parish Council	51.37	59.93	68.49	77.05	94.17	111.29	128.42	154.10
West Lavington Parish Council	46.25	53.95	61.66	69.37	84.79	100.20	115.62	138.74
West Tisbury Parish Council	37.83	44.14	50.44	56.75	69.36	81.97	94.58	113.50
Westbury Town Council	161.08	187.93	214.77	241.62	295.31	349.01	402.70	483.24
Westwood Parish Council	62.38	72.78	83.17	93.57	114.36	135.16	155.95	187.14
Whiteparish Parish Council	39.26	45.80	52.35	58.89	71.98	85.06	98.15	117.78
Wilcot & Huish Parish Council	23.17	27.03	30.89	34.75	42.47	50.19	57.92	69.50
Wilsford-cum-Lake Parish Council	5.21	6.07	6.94	7.81	9.55	11.28	13.02	15.62
Wilton Town Council	104.01	121.34	138.68	156.01	190.68	225.35	260.02	312.02
Wingfield Parish Council	64.27	74.99	85.70	96.41	117.83	139.26	160.68	192.82
Winsley Parish Council	20.30	23.68	27.07	30.45	37.22	43.98	50.75	60.90
Winterbourne Parish Council	34.65	40.42	46.20	51.97	63.52	75.07	86.62	103.94
Winterbourne Stoke Parish Council	73.12	85.31	97.49	109.68	134.05	158.43	182.80	219.36
Winterslow Parish Council	63.89	74.53	85.18	95.83	117.13	138.42	159.72	191.66
Woodborough Parish Council	43.15	50.34	57.53	64.72	79.10	93.48	107.87	129.44
Woodford Parish Council	23.87	27.84	31.82	35.80	43.76	51.71	59.67	71.60
Wootton Rivers Parish Council	24.19	28.23	32.26	36.29	44.35	52.42	60.48	72.58
Worton Parish Council	28.97	33.80	38.63	43.46	53.12	62.78	72.43	86.92
Wylve Parish Council	24.63	28.73	32.84	36.94	45.15	53.36	61.57	73.88
Yatton Keynell Parish Council	27.47	32.04	36.62	41.20	50.36	59.51	68.67	82.40
Zeals Parish Council	14.85	17.33	19.80	22.28	27.23	32.18	37.13	44.56



## Wiltshire Council - Town &amp; Parish Precepts 2024/25

Parish/Town Council	2023/24			2024/25			C Tax Increase/ (Decrease )
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Aldbourn Parish Council	809.57	46,000.00	56.82	812.98	54,020.00	66.45	16.95%
Alderbury Parish Council	1,019.26	56,939.86	55.86	1,039.45	66,307.00	63.79	14.20%
All Cannings Parish Council	269.76	20,000.00	74.14	274.59	22,000.00	80.12	8.07%
Allington Parish Council	218.49	15,000.00	68.65	224.85	19,500.00	86.72	26.32%
Alton Parish Council	112.35	5,469.20	48.68	111.49	6,373.00	57.16	17.42%
Alvediston Parish Meeting	49.88	0.00	0.00	51.10	0.00	0.00	0.00%
Amesbury Town Council	4,501.46	628,842.00	139.70	4,613.06	710,596.00	154.04	10.26%
Ansty Parish Council	82.97	2,450.00	29.53	81.31	2,550.00	31.36	6.20%
Ashton Keynes Parish Council	673.10	36,335.00	53.98	673.02	38,173.00	56.72	5.08%
Atworth Parish Council	486.65	34,356.00	70.60	486.10	36,417.00	74.92	6.12%
Avebury Parish Council	225.05	14,532.00	64.57	227.49	14,689.03	64.57	0.00%
Barford St Martin Parish Council	208.51	10,100.00	48.44	214.03	10,600.00	49.53	2.25%
Baydon Parish Council	308.98	14,000.00	45.31	308.25	16,940.00	54.96	21.30%
Beechingstoke Parish Council	67.53	4,270.00	63.23	68.28	4,400.00	64.44	0.00%
Berwick Bassett & W/Bourne Monkton Parish Council	108.04	5,357.00	49.58	110.17	5,434.00	49.32	(0.52%)
Berwick St James Parish Council	83.29	2,000.00	24.01	83.32	2,000.00	24.00	(0.04%)
Berwick St John Parish Council	135.36	7,500.00	55.41	137.42	7,850.00	57.12	3.09%
Berwick St Leonard Parish Council	14.84	0.00	0.00	16.21	0.00	0.00	0.00%
Biddestone Parish Council	260.42	19,208.70	73.76	258.00	20,022.18	77.61	5.22%
Bishops Cannings Parish Council	1,323.05	75,000.00	56.69	1,325.87	82,500.00	62.22	9.75%
Bishopstone Parish Council	281.19	5,000.00	17.78	278.47	7,500.00	26.93	51.46%
Bishopstrow Parish Council	72.29	1,600.00	22.13	70.79	1,600.00	22.60	2.12%
Bowerchalke Parish Council	185.67	5,657.35	30.47	187.30	5,707.03	30.47	0.00%
Box Parish Council	1,775.80	178,865.00	100.72	1,774.40	199,547.00	112.46	11.66%
Boyton Parish Council	84.39	1,450.00	17.18	83.61	1,450.00	17.34	0.93%
Bradford On Avon Town Council	4,144.54	1,038,663.17	250.61	4,146.80	1,132,740.00	273.16	9.00%
Bratton Parish Council	506.27	41,327.00	81.63	506.30	47,603.00	94.02	15.18%
Braydon Parish Council	30.67	0.00	0.00	30.74	0.00	0.00	0.00%
Bremhill Parish Council	481.75	13,250.00	27.50	482.85	15,900.00	32.93	19.75%
Brinkworth Parish Council	645.40	28,462.14	44.10	642.74	29,600.63	46.05	4.42%
Britford Parish Council	190.60	7,500.00	39.35	197.02	9,000.00	45.68	16.09%
Broad Hinton & W/Bourne Bassett Parish Council	389.48	14,829.80	38.08	388.03	15,363.13	39.59	3.97%
Broad Town Parish Council	276.36	10,096.00	36.53	275.21	10,146.00	36.87	0.93%
Broadchalke Parish Council	324.77	11,937.00	36.76	321.62	22,300.00	69.34	88.63%

## Wiltshire Council - Town &amp; Parish Precepts 2024/25

Parish/Town Council	2023/24			2024/25			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Brokenborough Parish Council	105.09	1,963.08	18.68	103.70	2,711.76	26.15	39.99%
Bromham Parish Council	767.54	45,000.00	58.63	768.68	62,000.00	80.66	37.57%
Broughton Gifford Parish Council	361.57	18,190.59	50.31	371.17	18,190.59	49.01	(2.58%)
Bulford Parish Council	1,436.37	57,386.90	39.95	1,432.42	59,679.14	41.66	4.28%
Bulkington Parish Council	121.10	11,366.00	93.86	122.45	15,513.00	126.69	34.98%
Burbage Parish Council	847.38	31,064.95	36.66	852.69	31,324.00	36.74	0.22%
Burcombe Parish Council	63.16	3,245.00	51.38	63.40	3,630.00	57.26	11.44%
Buttermere Parish Council	31.65	0.00	0.00	30.79	0.00	0.00	0.00%
Calne Town Council	6,327.46	1,364,011.00	215.57	6,355.29	1,438,519.00	226.35	5.00%
Calne Without Parish Council	1,477.77	32,097.00	21.72	1,518.42	32,980.08	21.72	0.00%
Castle Combe Parish Council	173.56	6,000.00	34.57	171.53	6,000.00	34.98	1.19%
Chapmanslade Parish Council	342.49	6,750.00	19.71	350.58	7,250.00	20.68	4.92%
Charlton Parish Council	247.03	9,500.00	38.46	246.36	10,000.00	40.59	5.54%
Charlton St Peter & Wilsford Parish Council	85.01	1,450.00	17.06	87.78	1,450.00	16.52	(3.17%)
Cherhill Parish Council	364.48	15,000.00	41.15	362.89	20,000.00	55.11	33.92%
Cheverell Magna (Great Cheverell) Parish Council	247.71	13,699.00	55.30	245.35	16,308.00	66.47	20.20%
Chicklade Parish Council	40.30	0.00	0.00	40.32	0.00	0.00	0.00%
Chilmark Parish Council	244.83	9,600.00	39.21	245.71	11,000.00	44.77	14.18%
Chilton Foliat Parish Council	198.22	7,540.00	38.04	209.37	7,917.00	37.81	(0.60%)
Chippenham Town Council	13,290.16	3,968,965.00	298.64	13,404.17	4,151,782.00	309.74	3.72%
Chippenham Without Parish Council	89.94	12,000.00	133.42	91.77	12,000.00	130.76	(1.99%)
Chirton Parish Council	183.58	12,978.00	70.69	184.42	13,886.46	75.30	6.52%
Chitterne Parish Council	140.32	10,421.38	74.27	137.76	10,765.00	78.14	5.21%
Cholderton Parish Council	91.65	4,765.80	52.00	92.49	5,086.95	55.00	5.77%
Christian Malford Parish Council	376.19	27,838.75	74.00	383.16	23,281.49	60.76	(17.89%)
Chute Forest Parish Council	89.68	5,400.00	60.21	91.72	5,650.00	61.60	2.31%
Chute Parish Council	177.11	9,000.00	50.82	173.51	9,000.00	51.87	2.07%
Clarendon Park Parish Council	135.18	1,000.00	7.40	136.68	5,116.00	37.43	405.81%
Clyffe Pypard Parish Council	157.34	1,000.00	6.36	157.67	4,500.00	28.54	348.74%
Codford Parish Council	364.12	20,565.00	56.48	365.15	20,447.23	56.00	(0.85%)
Colerne Parish Council	944.91	72,644.68	76.88	941.72	77,249.29	82.03	6.70%
Collingbourne Ducis Parish Council	387.09	26,109.22	67.45	385.37	30,259.87	78.52	16.41%
Collingbourne Kingston Parish Council	228.78	14,500.00	63.38	230.22	16,000.00	69.50	9.66%

Wiltshire Council - Town & Parish Precepts 2024/25

Parish/Town Council	2023/24			2024/25			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Compton Bassett Parish Council	114.19	7,000.00	61.30	114.63	8,000.00	69.79	13.85%
Compton Chamberlayne Parish Council	61.56	2,800.00	45.48	61.89	2,800.00	45.24	(0.53%)
Coombe Bissett Parish Council	370.25	12,000.00	32.41	367.32	13,000.00	35.39	9.19%
Corsham Town Council	4,970.67	1,126,728.00	226.68	4,964.34	1,227,300.00	247.22	9.06%
Corsley Parish Council	354.40	15,140.00	42.72	350.43	15,140.00	43.20	1.12%
Coulston Parish Council	80.60	3,850.00	47.77	84.53	4,042.00	47.82	0.10%
Cricklade Town Council	1,667.76	370,530.00	222.17	1,671.30	389,677.00	233.16	4.95%
Crudwell Parish Council	531.42	15,831.00	29.79	529.16	16,000.00	30.24	1.51%
Dauntsey Parish Council	267.13	21,500.00	80.49	264.27	23,500.00	88.92	10.47%
Devizes Town Council	5,981.86	1,164,225.00	194.63	6,078.68	1,259,456.00	207.19	6.45%
Dilton Marsh Parish Council	718.80	31,259.00	43.49	727.46	32,810.00	45.10	3.70%
Dinton Parish Council	308.06	15,000.00	48.69	313.57	17,000.00	54.21	11.34%
Donhead St Andrew Parish Council	252.08	12,859.00	51.01	251.33	12,820.00	51.01	0.00%
Donhead St Mary Parish Council	483.64	19,525.00	40.37	481.87	19,995.00	41.49	2.77%
Downton Parish Council	1,418.01	151,000.00	106.49	1,409.16	206,450.00	146.51	37.58%
Durnford Parish Council	190.34	3,612.65	18.98	191.54	3,817.39	19.93	5.01%
Durrington Town Council	2,646.92	275,000.00	103.89	2,647.11	275,000.00	103.89	0.00%
East Kennett Parish Council	57.41	0.00	0.00	57.54	0.00	0.00	0.00%
East Knoyle Parish Council	349.51	12,358.67	35.36	348.28	14,161.06	40.66	14.99%
Easterton Parish Council	284.79	22,000.00	77.25	289.73	23,500.00	81.11	5.00%
Easton Grey Parish Council	43.79	750.00	17.13	44.11	825.00	18.70	9.17%
Easton Royal Parish Council	142.79	8,300.00	58.13	140.42	9,960.00	70.93	22.02%
Ebbesbourne Wake Parish Council	109.57	3,675.00	33.54	106.82	3,675.00	34.40	2.56%
Edington Parish Council	333.41	16,000.00	47.99	338.38	21,000.00	62.06	29.32%
Enford Parish Council	255.74	17,445.00	68.21	255.10	18,400.00	72.13	5.75%
Erlestoke Parish Council	95.53	7,114.12	74.47	94.59	7,500.00	79.29	6.47%
Etchilhampton Parish Council	73.19	3,000.00	40.99	71.96	3,000.00	41.69	1.71%
Everleigh Parish Council	93.52	3,972.90	42.48	92.18	4,003.24	43.43	2.24%
Figheldean Parish Council	229.81	20,000.00	87.03	231.61	20,358.52	87.90	1.00%
Firsdown Parish Council	279.09	18,650.00	66.82	277.66	27,725.00	99.85	49.43%
Fittleton cum Haxton Parish Council	117.08	7,202.76	61.52	119.24	7,409.57	62.14	1.01%
Fonthill Bishop Parish Council	43.18	0.00	0.00	43.87	0.00	0.00	0.00%

## Wiltshire Council - Town &amp; Parish Precepts 2024/25

Parish/Town Council	2023/24			2024/25			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Fonthill Gifford Parish Council	62.64	2,190.00	34.96	62.28	2,280.00	36.61	4.72%
Fovant Parish Council	343.83	17,480.00	50.84	341.70	17,800.00	52.09	2.46%
Froxfield Parish Council	148.04	12,500.00	84.44	145.90	13,000.00	89.10	5.52%
Kennet Valley Parish Council	403.81	25,000.00	61.91	398.65	24,000.00	60.20	(2.76%)
Grafton Parish Council	337.91	9,950.00	29.45	337.80	9,950.00	29.46	0.03%
Great Bedwyn Parish Council	592.22	28,000.00	47.28	590.14	31,000.00	52.53	11.10%
Great Hinton Parish Council	100.35	3,000.00	29.90	105.31	3,243.55	30.80	3.01%
Great Somerford Parish Council	446.00	16,400.00	36.77	458.83	16,450.00	35.85	(2.50%)
Great Wishford Parish Council	138.55	4,500.00	32.48	139.73	4,538.43	32.48	0.00%
Grimstead Parish Council	296.75	12,000.00	40.44	292.99	21,400.00	73.04	80.61%
Grittleton Parish Council	297.80	4,124.00	13.85	302.73	4,401.69	14.54	4.98%
Ham Parish Council	116.26	1,500.00	12.90	117.94	2,000.00	16.96	31.47%
Hankerton Parish Council	150.34	4,722.00	31.41	151.64	4,763.00	31.41	0.00%
Heddington Parish Council	209.05	7,258.22	34.72	208.10	7,803.75	37.50	8.01%
Heytesbury & Knook Parish Council	348.86	19,570.00	56.10	353.69	20,900.00	59.09	5.33%
Heywood Parish Council	313.53	7,280.00	23.22	312.48	7,400.00	23.68	1.98%
Hilmarton Parish Council	317.65	13,500.00	42.50	317.14	13,500.00	42.57	0.16%
Hilperton Parish Council	1,664.93	23,775.00	14.28	1,671.06	26,248.00	15.71	10.01%
Hindon Parish Council	242.28	17,000.00	70.17	245.04	17,850.00	72.85	3.82%
Holt Parish Council	710.20	34,112.00	48.03	723.32	35,000.00	48.39	0.75%
Horningsham Parish Council	162.47	20,486.65	126.09	162.37	29,973.45	184.60	46.40%
Hullavington Parish Council	500.70	17,000.00	33.95	510.52	22,000.00	43.09	26.92%
Idmiston Parish Council	947.69	83,650.00	88.27	956.11	91,816.60	96.03	8.79%
Keevil Parish Council	229.06	8,411.08	36.72	227.43	9,604.37	42.23	15.01%
Kilmington Parish Council	141.23	10,323.00	73.09	142.93	13,498.00	94.44	29.21%
Kington Langley Parish Council	373.33	23,486.19	62.91	373.69	24,895.36	66.62	5.90%
Kington St Michael Parish Council	315.86	43,723.32	138.43	320.68	53,233.32	166.00	19.92%
Lacock Parish Council	498.50	36,987.95	74.20	502.57	38,824.22	77.25	4.11%
Landford Parish Council	966.32	65,000.00	67.27	966.38	74,000.00	76.57	13.82%
Langley Burrell Parish Council	179.06	15,969.00	89.18	181.26	16,379.00	90.36	1.32%
Latton Parish Council	259.92	14,567.00	56.04	256.45	15,472.00	60.33	7.66%
Laverstock & Ford Parish Council	3,900.69	295,838.00	75.84	3,951.96	321,204.00	81.28	7.17%
Lea & Cleverton Parish Council	425.41	14,870.00	34.95	427.16	15,600.00	36.52	4.49%
Leigh Parish Council	155.15	4,179.00	26.94	153.49	4,179.00	27.23	1.08%
Limpley Stoke Parish Council	310.08	23,427.00	75.55	313.02	23,649.00	75.55	0.00%

## Wiltshire Council - Town &amp; Parish Precepts 2024/25

Parish/Town Council	2023/24			2024/25			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Little Bedwyn Parish Council	135.25	3,095.00	22.88	134.97	3,095.00	22.93	0.22%
Little Cheverell Parish Council	83.79	4,500.00	53.71	84.83	6,370.00	75.09	39.81%
Little Somerford Parish Council	185.38	11,000.00	59.34	186.72	11,500.00	61.59	3.79%
Longbridge Deverill Parish Council	414.74	8,580.00	20.69	418.64	8,580.00	20.49	(0.97%)
Luckington Parish Council	301.76	10,510.00	34.83	302.44	11,561.00	38.23	9.76%
Ludgershall Town Council	1,803.42	247,379.00	137.17	1,860.11	263,299.00	141.55	3.19%
Lydiard Millicent Parish Council	785.15	59,919.00	76.32	785.40	64,151.00	81.68	7.02%
Lydiard Tregoze Parish Council	223.53	11,500.00	51.45	227.00	11,650.00	51.32	(0.25%)
Lyneham & Bradenstoke Parish Council	1,551.92	53,743.00	34.63	1,562.87	61,579.00	39.40	13.77%
Maiden Bradley Parish Council	133.89	28,620.25	213.76	147.77	29,478.85	199.49	(6.68%)
Malmesbury Town Council	2,239.08	512,852.00	229.05	2,269.16	538,852.00	237.47	3.68%
Manningford Parish Council	187.31	8,300.00	44.31	191.58	8,900.00	46.46	4.85%
Marden Parish Council	56.31	2,000.00	35.52	58.12	2,000.00	34.41	(3.13%)
Market Lavington Parish Council	769.23	68,523.00	89.08	779.13	75,523.00	96.93	8.81%
Marlborough Town Council	3,569.02	827,301.00	231.80	3,607.47	890,930.00	246.97	6.54%
Marston Meysey Parish Council	110.79	4,806.00	43.38	106.22	4,806.00	45.25	4.31%
Marston Parish Council	80.53	2,541.00	31.55	82.64	2,668.00	32.28	2.31%
Melksham Town Council	5,915.88	999,783.72	169.00	5,960.79	1,047,270.00	175.69	3.96%
Melksham Without Parish Council	2,895.42	245,271.03	84.71	2,908.62	261,592.00	89.94	6.17%
Mere Parish Council	1,252.44	186,290.00	148.74	1,261.46	200,176.56	158.69	6.69%
Mildenhall Parish Council	220.91	20,000.00	90.53	222.04	20,000.00	90.07	(0.51%)
Milston Parish Council	59.05	1,080.00	18.29	57.19	1,300.00	22.73	24.28%
Milton Lilbourne Parish Council	275.67	16,000.00	58.04	276.07	16,647.02	60.30	3.89%
Minety Parish Council	696.61	18,053.90	25.92	700.62	18,053.90	25.77	(0.58%)
Monkton Farleigh Parish Council	184.96	9,500.00	51.36	188.20	10,000.00	53.13	3.45%
Netheravon Parish Council	380.01	26,960.00	70.95	378.20	28,564.00	75.53	6.46%
Netherhampton Parish Council	72.86	2,970.00	40.76	69.62	2,970.00	42.66	4.66%
Nettleton Parish Council	362.01	6,300.00	17.40	363.07	6,615.00	18.22	4.71%
Newton Toney Parish Council	169.40	16,400.00	96.81	169.25	17,400.00	102.81	6.20%
North Bradley Parish Council	673.91	16,703.00	24.79	673.89	18,371.00	27.26	9.96%
North Newnton Parish Council	206.39	15,000.00	72.68	208.32	16,200.00	77.76	6.99%
North Wraxall Parish Council	217.82	12,926.24	59.34	217.94	13,712.00	62.92	6.03%
Norton & Foxley Parish Meeting	68.98	0.00	0.00	68.66	0.00	0.00	0.00%
Norton Bavant Parish Council	57.86	0.00	0.00	57.58	0.00	0.00	0.00%
Oaksey Parish Council	274.92	19,250.00	70.02	271.21	19,250.00	70.98	1.37%

## Wiltshire Council - Town &amp; Parish Precepts 2024/25

Parish/Town Council	2023/24			2024/25			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Odstock Parish Council	255.94	17,500.00	68.38	253.73	18,500.00	72.91	6.62%
Ogbourne St Andrew Parish Council	198.30	4,318.97	21.78	195.78	4,434.42	22.65	3.99%
Ogbourne St George Parish Council	234.42	13,418.00	57.24	231.22	14,082.00	60.90	6.39%
Orcheston Parish Council	106.68	2,215.00	20.76	110.89	3,459.00	31.19	50.24%
Patney Parish Council	69.51	1,500.00	21.58	68.68	1,500.00	21.84	1.20%
Pewsey Parish Council	1,585.03	150,000.00	94.64	1,586.52	157,500.00	99.27	4.89%
Pitton & Farley Parish Council	373.76	18,277.00	48.90	376.60	18,143.00	48.18	(1.47%)
Potterne Parish Council	597.53	25,824.00	43.22	604.24	32,000.00	52.96	22.54%
Poulshot Parish Council	160.08	14,100.00	88.08	159.55	14,800.00	92.76	5.31%
Preshute Parish Council	86.43	4,438.18	51.35	86.12	4,660.05	54.11	5.37%
Purton Parish Council	2,514.32	352,281.38	140.11	2,492.15	380,600.00	152.72	9.00%
Quidhampton Parish Council	158.60	11,500.00	72.51	154.20	11,500.00	74.58	2.85%
Ramsbury Parish Council	941.10	69,945.00	74.32	944.02	76,380.00	80.91	8.87%
Redlynch Parish Council	1,208.61	46,942.41	38.84	1,214.01	50,000.00	41.19	6.05%
Rowde Parish Council	501.74	39,371.54	78.47	496.92	40,553.64	81.61	4.00%
Royal Wootton Bassett Town Council	4,736.81	1,090,940.00	230.31	4,751.37	1,188,235.00	250.08	8.58%
Rushall Parish Council	72.56	8,047.80	110.91	75.79	8,842.20	116.67	5.19%
Salisbury City Council	15,380.78	5,152,561.30	335.00	15,502.31	5,642,672.00	363.99	8.65%
Savernake Parish Council	137.45	1,300.00	9.46	136.18	1,300.00	9.55	0.95%
Seagry Parish Council	172.07	20,500.00	119.14	172.95	21,500.00	124.31	4.34%
Sedgehill & Semley Parish Council	298.28	15,000.00	50.29	303.39	16,500.00	54.39	8.15%
Seend Parish Council	523.66	21,086.00	40.27	530.31	21,234.00	40.04	(0.57%)
Semington Parish Council	404.42	13,500.00	33.38	408.10	14,500.00	35.53	6.44%
Shalbourne Parish Council	325.11	10,000.00	30.76	326.98	10,000.00	30.58	(0.59%)
Sherrington Parish Council	36.01	0.00	0.00	35.83	0.00	0.00	0.00%
Sherston Parish Council	726.75	80,525.00	110.80	730.65	88,521.00	121.15	9.34%
Shrewton Parish Council	770.49	50,000.00	64.89	767.39	35,000.00	45.61	(29.71%)
Sopworth Parish Council	67.51	500.00	7.41	70.98	500.00	7.04	(4.99%)
South Newton Parish Council	232.61	9,115.99	39.19	236.16	9,571.79	40.53	3.42%
South Wraxall Parish Council	228.08	4,200.00	18.41	229.13	5,000.00	21.82	18.52%
Southwick Parish Council	764.23	22,200.00	29.05	771.58	27,044.00	35.05	20.65%
St Paul Without	1,062.03	16,043.00	15.11	1,065.03	16,043.00	15.06	(0.33%)
Stanton St Bernard Parish Council	84.43	3,885.00	46.01	84.26	4,080.00	48.42	5.24%
Stanton St Quintin Parish Council	275.49	7,000.00	25.41	280.32	8,000.00	28.54	12.32%
Stapleford Parish Council	141.29	6,500.00	46.00	142.80	6,760.00	47.34	2.91%

## Wiltshire Council - Town &amp; Parish Precepts 2024/25

Parish/Town Council	2023/24			2024/25			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Staverton Parish Council	682.88	27,055.70	39.62	686.07	29,082.51	42.39	6.99%
Steeple Ashton Parish Council	443.37	26,600.00	60.00	446.73	28,139.00	62.99	4.98%
Steeple Langford Parish Council	243.82	5,200.00	21.33	253.45	5,500.00	21.70	1.73%
Stert Parish Council	92.57	1,800.00	19.44	91.69	1,500.00	16.36	(15.84%)
Stockton Parish Council	89.26	600.00	6.72	90.78	1,000.00	11.02	63.99%
Stourton Parish Council	99.07	3,640.14	36.74	98.85	5,419.00	54.82	49.21%
Stratford Tony Parish Council	31.73	0.00	0.00	33.01	0.00	0.00	0.00%
Sutton Bengier Parish Council	562.89	15,010.82	26.67	578.12	15,499.66	26.81	0.52%
Sutton Mandeville Parish Council	141.29	2,220.00	15.71	141.01	2,200.00	15.60	(0.70%)
Sutton Veny Parish Council	332.57	16,444.00	49.45	331.60	18,703.00	56.40	14.05%
Swallowcliffe Parish Council	111.18	5,027.00	45.21	111.67	4,931.00	44.16	(2.32%)
Teffont Parish Council	161.24	9,161.66	56.82	163.39	13,925.73	85.23	50.00%
Tidcombe & Fosbury Parish Council	56.74	0.00	0.00	58.77	0.00	0.00	0.00%
Tidworth Town Council	2,846.27	538,767.00	189.29	2,857.86	577,200.00	201.97	6.70%
Tilshead Parish Council	133.13	7,664.00	57.57	133.83	7,750.00	57.91	0.59%
Tisbury Parish Council	956.81	123,233.00	128.80	948.72	130,570.00	137.63	6.86%
Tockenham Parish Council	123.24	10,000.00	81.14	121.48	12,000.00	98.78	21.74%
Tollard Royal Parish Council	66.90	5,019.51	75.03	67.13	4,800.00	71.50	(4.70%)
Trowbridge Town Council	11,870.90	2,615,263.00	220.31	11,930.54	3,228,982.00	270.65	22.85%
Upavon Parish Council	511.15	31,000.00	60.65	514.52	31,000.00	60.25	(0.66%)
Upper Deverills Parish Council	174.27	8,000.00	45.91	175.91	8,000.00	45.48	(0.94%)
Upton Lovell Parish Council	89.11	3,090.00	34.68	88.66	3,182.70	35.90	3.52%
Upton Scudamore Parish Council	143.54	7,000.00	48.77	143.37	6,000.00	41.85	(14.19%)
Urchfont Parish Council	557.57	56,331.30	101.03	563.16	58,033.64	103.05	2.00%
Warminster Town Council	6,289.58	1,338,548.00	212.82	6,387.19	1,382,830.00	216.50	1.73%
West Ashton Parish Council	230.17	8,090.48	35.15	231.17	8,368.35	36.20	2.99%
West Dean Parish Council	106.28	19,000.00	178.77	105.99	19,000.00	179.26	0.27%
West Knoyle Parish Council	70.48	4,980.00	70.66	70.08	5,400.00	77.05	9.04%
West Lavington Parish Council	507.29	34,333.00	67.68	525.93	36,483.00	69.37	2.50%
West Tisbury Parish Council	285.21	15,000.00	52.59	281.93	16,000.00	56.75	7.91%
Westbury Town Council	5,563.10	1,282,615.00	230.56	5,635.08	1,361,560.00	241.62	4.80%
Westwood Parish Council	484.62	40,000.00	82.54	480.94	45,000.00	93.57	13.36%
Whiteparish Parish Council	723.40	42,600.00	58.89	720.81	42,448.50	58.89	0.00%
Wilcot & Huish Parish Council	278.00	9,660.00	34.75	273.81	9,514.00	34.75	0.00%

Wiltshire Council - Town & Parish Precepts 2024/25

Parish/Town Council	2023/24			2024/25			C Tax Increase/ (Decrease)
	Tax Base	Precept (£)	Council Tax Band D (£)	Tax Base	Precept (£)	Council Tax Band D (£)	
Wilsford-cum-Lake Parish Council	63.60	500.00	7.86	64.00	500.00	7.81	0.00%
Wilton Town Council	1,577.79	248,833.00	157.71	1,576.78	246,000.00	156.01	(1.08%)
Wingfield Parish Council	159.57	16,841.00	105.54	165.96	16,000.00	96.41	(8.65%)
Winsley Parish Council	943.00	28,403.16	30.12	932.78	28,403.16	30.45	1.10%
Winterbourne Parish Council	573.10	28,500.00	49.73	577.26	30,000.00	51.97	4.50%
Winterbourne Stoke Parish Council	84.15	9,090.00	108.02	82.88	9,090.00	109.68	1.54%
Winterslow Parish Council	938.25	75,000.00	79.94	939.13	90,000.00	95.83	19.88%
Woodborough Parish Council	151.25	9,500.00	62.81	150.65	9,750.00	64.72	3.04%
Woodford Parish Council	236.58	7,842.63	33.15	237.02	8,485.32	35.80	7.99%
Wootton Rivers Parish Council	129.85	4,098.00	31.56	128.94	4,679.23	36.29	14.99%
Worton Parish Council	266.08	11,074.00	41.62	267.16	11,610.00	43.46	4.42%
Wylve Parish Council	212.21	8,000.00	37.70	216.58	8,000.00	36.94	(2.02%)
Yatton Keynell Parish Council	398.89	15,955.60	40.00	406.96	16,766.75	41.20	3.00%
Zeals Parish Council	281.60	5,011.00	17.79	280.43	6,247.74	22.28	25.24%
<b>TOTAL / AVERAGE</b>	<b>193,142.94</b>	<b>30,070,950.79</b>	<b>155.69</b>	<b>194,423.87</b>	<b>32,726,540.10</b>	<b>168.33</b>	<b>8.12%</b>



## Wiltshire Council Human Resources

### Pay Policy Statement

This policy can be made available in other languages and formats such as large print and audio on [request](#).

#### What is it?

The pay policy statement sets out the council's approach to pay and reward for senior managers and the lowest paid employees for the financial year 2024-2025.

Its purpose is to provide a clear and transparent policy, which demonstrates accountability and value for money. The policy also meets the council's obligations under the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency.

The pay policy is applicable to council staff and does not include schools support staff or teachers.

The pay policy statement sets out the authority's policies for council staff for the financial year relating to:

- the remuneration of chief officers
- the remuneration of the lowest-paid employees
- the relationship between the remuneration of chief officers and employees who are not chief officers.
- the remuneration of the Coroner (as part of the statutory resourcing requirement of the Coronial Service). Note: the Coroner is judicially independent and is therefore not an employee of the Council rather a locally administered branch of the national judiciary.

Remuneration for the purposes of this statement includes the following elements:

- basic salary
- any other allowances arising from employment

The term "chief officer" in this instance applies to more posts than the usual council definition, and includes the following senior manager roles:

Chief Executive  
Corporate Director  
Director  
Head of Service  
Some strategic and technical specialist roles

The term “lowest paid employees” refers to those employees on the lowest pay point of our grading system, which is currently at £22,366 per annum.

## Go straight to the section:

- [Introduction](#)
- [Who does it apply to?](#)
- [When does it apply?](#)
- [What are the main points?](#)
- [The level and elements of remuneration for employees](#)
- [Remuneration on recruitment](#)
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- [Governance arrangements](#)
- [The publication of and access to information relating to remuneration of chief officers](#)
- [The relationship between the remuneration of chief officers and employees who are not chief officers.](#)

## Introduction

Wiltshire Council is a large and complex organisation providing a wide range of services to the community, with a current annual net budget of around £XXXm (2024/25).

To deliver these services around 5,300 people work for the council (non-schools) on permanent, fixed term and variable hours contracts in a variety of diverse roles such as corporate director, social worker, public protection officer and general cleaner.

The council published its ten-year Business Plan 2022 - 2032 in February 2022. At the heart of the business plan the vision continues to be to create stronger communities, and the plan sets out the key actions that will be taken to deliver this. The ten-year plan works to four main priorities under the banner of improving lives through stronger communities. The four key priorities of the business plan are empowered people, resilient society, thriving economy and sustainable environment. Also reflected in the plan, are the significant challenges that the council will face over the coming years and the changes to the way the council will have to operate to manage these.

The coming year will continue to be challenging as the council continues to transform and find innovative ways to deliver services within strict budget/cost parameters with

changing demands. The cost of living and energy crisis continues to provide further challenge as the council looks at ways to provide support to both residents and staff.

The current national candidate-driven job market with skills shortages in key areas brings further challenge for the council to compete for top talent and to attract and retain a workforce with the right skills and behaviours. The council recently launched a workforce strategy which will support it to ensure it has the right people in the right place at the right time with the right skills and capabilities to deliver the business plan, now and in the future. This is underpinned by Our Identity which sets out how staff are expected to lead, work and act together to deliver great services.

Alongside this, the council implemented the first phase of its new Oracle ERP system in November 2023 with the elements of Finance, Procurement and HR functions into live operation. The second phase which includes Payroll and full Budget Management is set to go live in April 2024.

## **Who does it apply to?**

This pay policy statement applies to all non-schools' employees of Wiltshire Council with the exception of Centrally Employed Teachers, who are covered by the Teacher's Pay Policy.

This pay policy statement also applies to the judicially independent Coroner.

## **When does it apply?**

This pay policy statement was first published in February 2012 and is updated on an annual basis. It has now been updated for the financial year 2024.

## **What are the main points?**

1. This pay policy statement sets out the pay policies which apply to both the lowest paid and highest paid employees within the council.
2. In many cases the pay policies are the same for all employees. Where there are differences, these have been clearly outlined below.

## **The level and elements of remuneration for employees**

3. In line with good employment practice the majority of jobs within the council have been evaluated using a job evaluation scheme. This is to ensure that jobs are graded fairly and equitably, and that the council complies with the Equal Pay Act.
4. A small number of jobs i.e. centrally employed teachers and Soulbury staff are subject to national salary scales which determine the pay for each job, and therefore the evaluation schemes do not apply.
5. The council uses two job evaluation schemes in order to rank jobs.

## **HAY job evaluation scheme:**

6. The HAY job evaluation scheme is used to evaluate senior manager jobs within the council (currently 141 employees), which include the following roles:
  - Chief Executive
  - Corporate Director
  - Director
  - Head of Service
  - Strategic and technical specialists
7. Each job is assessed by a panel of HAY trained evaluators. The evaluators consider the job against each HAY element and sub-element against a suite of agreed role profiles and apply the description and points that best fit the job being evaluated.
8. The HAY Group periodically carry out quality control checks to ensure the consistency of job scores in line with the conventions of the scheme.
9. The job score determines the grade for the job. There are 10 HAY grades each currently containing a salary range over 3 spinal column points.
10. Details of the HAY evaluation scheme, role profiles and salary bands are published on HR Direct.
11. The council's policy is to pay the median market rate for the jobs evaluated using the HAY job evaluation scheme and aims to ensure that the pay scales for HAY graded posts are sensitive to labour market pressures. There can be exceptions to this where the market pay for particular roles indicates that pay above the median may be required, in which case a market pay scale may be applied.
12. There are no national pay scales for senior roles so pay is a matter for local determination. Pay scales for HAY grades are determined using the HAY pay databank for the public and not for profit sector and increases are capped in line with the NJC pay award unless market pay data identifies a significant drift or where difficulties are identified with recruitment and retention of staff at this level. This is in line with the council's market supplements policy.

## **Coroner**

13. For the Coroner, there is a separate Joint National Committee for Coroners which issues Coroner pay guidance for the Council to use in determining pay and increases. In addition, a 'complexity review' of the coronial area may be undertaken to review the remuneration level.

## **Greater London Provincial Council job evaluation (GLPC) scheme:**

14. The GLPC job evaluation scheme is used to evaluate the majority of jobs within the council.

15. Each job is assessed by a panel of three trained GLPC evaluators. The evaluators consider each job against a suite of agreed role profiles that set out the level of work required of the grade within the relevant job family.
16. The council aims to ensure that the GLPC scheme is appropriately applied and that there is continuity and consistency in the results. The evaluation process has been checked externally by job evaluation specialists in the Southwest Councils organisation.
17. There are eight job families each containing a set of evaluated role profiles stating the requirements at each grade.
18. For jobs evaluated using the GLPC job evaluation scheme the national pay spine determined by the National Joint Council (NJC) for Local Government Services forms the basis of the council's pay and grading model, and changes to the national pay spine are subject to annual pay negotiations.
19. There are 14 grades, with all grades containing three increments except for the lowest grade which has one incremental point.

## **Remuneration on recruitment**

20. The same recruitment policies apply to all employees who take up a new appointment with the council, regardless of grade.
21. The council advertises all posts through the careers website and may also employ a recruitment agency to provide a shortlist of candidates for senior manager jobs.
22. Candidates are normally appointed on the minimum salary of the grade for the post.
23. If a candidate is currently being paid above the minimum salary of the post they are applying for, the appointment may in some circumstances be on the next increment point above their current salary, subject to the maximum salary of the grade and the skills and experience offered by the preferred candidate. This would require the authorisation of the Director HR&OD.
24. The recruitment procedure for Chief Executive, Corporate Director and Director posts is undertaken by the Officer Appointments Committee. This committee represents the council for all Chief Executive and Director appointments. Once an appointment is proposed by the committee, Cabinet is required to ratify the decision and salary level within the band before the appointment is confirmed.
25. In line with the requirements of the Localism Act 2011, all chief and senior officer jobs, including those paid over £100,000 per year, are evaluated using the HAY job evaluation scheme. The job is then allocated the appropriate existing HAY grade and pay band, and a salary offer will only be made within that pay band. There can be exceptions to this where the market pay for particular roles

indicates that pay above the median may be required, in which case a market pay scale may be applied.

26. Where it is necessary for any newly appointed employee in a hard to recruit role to relocate more than 15 miles in order to take up an appointment, the council may contribute towards relocation expenses where the post meets the criteria outlined in moving home allowances for new employees policy.

## **Market supplements**

27. The council has a market supplement policy which stipulates that if there are recruitment and retention difficulties for a particular post, and it is shown that the council are paying below the market rate for the job, a market supplement or market pay scale may be discretionally applied.

28. Market supplements/market pay scales are only payable to a small number of jobs which are evaluated using the GLPC or HAY schemes.

29. Where skills shortages exist in specific areas, or where despite paying at the median market rate for the role the pay rate for the role is still not sufficient to recruit and retain the skills required, a rate higher than the market median may be paid. This could be an additional increment, a percentage market supplement, or a market pay scale and requires the authorisation of the Director HR&OD in conjunction with the Head of Paid Service.

30. The level of market supplement applied to GLPC posts is determined by analysing market data from independent external sources.

31. The data used for assessing market pay scales for HAY graded posts is the HAY pay databank for the public and not for profit sector. The HAY databank provides the market median, upper quartile and upper decile pay range for each HAY pay grade.

## **Salary protection**

32. As a result of service redesign, employees may be redeployed to a role which is one grade lower than their current role. In this case, the employee will be in receipt of salary protection for a period of 12 months. Incremental progression and any negotiated pay award will not be applicable during the period of salary protection. Redeployment (and salary protection) is subject to the following criteria:

- transferable skills,
- knowledge of work / experience
- agreement to undertake relevant training, which may include formal qualification
- match behaviours framework and skills profile
- working hours
- location

33. In exceptional circumstances, where there is a national shortage of skills and experience in a particular role, employees may be redeployed to a role more than one grade lower than their current role. This would be authorised by the Director HR&OD. In this case, the employee will be in receipt of salary protection for a period of 12 months and incremental progression and any negotiated pay award will not be applicable during the period of salary protection.

## **Increases and additions to remuneration**

34. The council's policy is to apply the nationally negotiated NJC pay award for GLPC graded employees which takes effect from 1<sup>st</sup> April each year and which applies to the national pay spine.

35. NJC employees received a pay award in November 2023 of an increase of £1,925 applied to all pay points effective from April 2023.

36. For GLPC graded employees, increments are awarded automatically up to the maximum of the grade unless formal proceedings are taking place such as under the Improving Work Performance Policy. Increments are paid on the 1<sup>st</sup> April each year, or six months after the start date (if the starting date is between October and April). There is no provision for the payment of an increment at any other time, unless there are recruitment or retention difficulties. As part of the need for budget savings to protect employment while continuing to deliver essential services for our communities, the recognised trade unions jointly agreed to a freeze in increments for employees on grades F (£25,119) and above for April 2022 and April 2023, with increments starting again for these employees in April 2024.

37. The council's policy for HAY graded employees is to cap any pay award in line with the NJC pay award unless market pay data identifies a significant drift and difficulties are identified with recruitment and retention of staff at this level.

38. For HAY graded employees, incremental progression through the grade is based on satisfactory performance and conduct measured over a 12-month period. Increments are paid on 1<sup>st</sup> April each year subject to satisfactory performance, and a minimum of 6 months in post at that time. There is no provision for the payment of an increment at any other time unless there are recruitment or retention difficulties. As part of the need for budget savings, an increment freeze was also agreed for HAY graded employees for April 2022 and April 2023 with increments starting again in April 2024.

39. The council also employs a small number of specialist employees covered by either Teachers or Soulbury salary scales which are also negotiated nationally.

40. For the Coroner, the JNC for Coroner agreement is used as the basis for any salary increase, subject to representation made in writing by the Chief Coroner to be considered by the Director HR&OD in conjunction with the Chief Executive. A 'complexity review' of the coronial area is completed every 5 years starting in the financial year 2024/2025 by the Director HR&OD in conjunction with the Chief

Executive after consideration of any written representation by the Chief Coroner. Any adjustments to remuneration following the complexity review will be backdated to 1<sup>st</sup> April each year that the review is carried out.

## **The use of performance-related pay**

41. It is the council's policy that HAY graded employees are subject to a performance appraisal each year. If the performance and conduct are measured as satisfactory, an increment may be awarded. If the performance and conduct do not meet the required standard an increment may be withheld.
42. For GLPC graded employees, increments are awarded automatically to the maximum of the grade unless formal proceedings are taking place such as under the Improving Work Performance Policy.

## **The use of bonuses**

43. The council does not routinely offer a bonus or honorarium scheme to any employee. However, in exceptional circumstances, an additional payment such as a bonus may be considered for recruitment and/or retention purposes as required for service reasons. Any payment requires the authorisation of the Director HR&OD in conjunction with the Chief Executive as Head of Paid Service.

## **The Apprenticeship Levy**

44. The apprenticeship levy has been in place since April 2017 and the council has been paying a levy of 0.5% of the pay bill monthly into a digital apprenticeship account which is used to fund the cost of training for apprenticeships. As well as focusing on recruiting new apprentices, the council has also used the levy to fund upskilling current employees helping to 'Grow Our Own' and fill hard to recruit roles.
45. Since the introduction of the levy, the council has recruited 91 new apprentices with 70% still working within the council on completion. The council currently has 39 new apprentices undertaking a programme ranging from qualification level 2 up to level 6 and 157 employees who are undertaking an apprenticeship through upskilling, ranging from qualification level 2 up to level 7.

## **The approach to the payment of employees on their ceasing to be employed by the authority on grounds of redundancy**

46. Employees who leave the council's employment are entitled to payment of their contractual notice, along with any outstanding holiday pay.
47. All employees, including chief and senior officers, are subject to the same redundancy payments policy which has been agreed by Staffing Policy Committee.
48. There is no discretion to make redundancy payments which do not comply with the policy.



49. If employees choose to volunteer and are accepted for redundancy, they are entitled to a payment calculated as follows:

Statutory weeks x normal weekly pay x 2.5, capped at 40 weeks, with a minimum payment of £3000 (pro rata for part time staff).

50. If employees choose not to volunteer for redundancy, and cannot be redeployed, they will leave on compulsory grounds. The payment is calculated as follows:

Statutory weeks x weekly salary (capped at £643), with a cap of 30 weeks pay or 20 years service. There is a minimum payment of £1500 (pro rata for part time staff).

51. If employees are aged 55 or over and have been a member of the pension scheme for at least 2 years, they are able to receive their pension and lump sum early if their employment is terminated on grounds of redundancy.

52. No augmentation to pension will apply for any employee.

53. If employees are dismissed on redundancy grounds, and receive a voluntary (enhanced) redundancy payment, they may be considered for re-employment to posts within Wiltshire Council after the minimum statutory period of four weeks has elapsed subject to meeting all of the following conditions:

- The post did not exist or was not foreseeable at the time of the dismissal.
- The vacancy has been advertised in accordance with Wiltshire Council policy and procedures.
- The appointment was made on the basis of the best person for the job with regard to the usual selection procedures.
- The appointment has corporate director approval.

54. These conditions apply for twelve months from the date of the dismissal, after which the employee may be considered for re-employment to any post within Wiltshire Council.

55. Under the Council's Constitution, the dismissal of Chief Executive, Corporate Director and Director is delegated to the Senior Officers' Employment Sub-Committee. The Sub-Committee may, however, refer the matter to full Council for final determination in exceptional circumstances.

56. In exceptional circumstances, severances payments under Section 203 of the Employment Rights Act 1996 and in line with the statutory guidance on the making and disclosure of Special Severance Payments by Local Authorities may be agreed. The relevant Director must discuss their proposal with the Director HR&OD to ensure compliance.

57. The decision for severance packages below £20,000 will be taken by the relevant Corporate Director in consultation with the Director HR&OD.

58. The decision for severance packages above £20,000 but below £100,000 will be taken by the Chief Executive with the Chief Finance Officer, Director HR&OD and the Leader of the Council.

59. The decision for severance packages in excess of £100,000 will be taken to Full Council for approval.

## The pension scheme

60. All employees are entitled to join the Local Government Pension Scheme (LGPS).

61. Since 2014, the LGPS benefits structure has moved from a Final Salary basis to a Career Average Revaluation Earnings (CARE) approach for benefits accruing after this date. Employee contribution bandings vary between 5.5 – 12.5% according to the employee's salary, with the employer contributions varying on a triennial basis.

62. The benefits of the scheme for all members include:

- A tiered ill health retirement package if employees have to leave work at any age due to permanent ill health. This could give employees benefits, paid straight away, and which could be increased if they are unlikely to be capable of gainful employment within 3 years of leaving.
- Early payment of benefits if employees are made redundant or retired on business efficiency grounds at age 55 or over.
- The right to voluntarily retire from age 55 (on an actuarially reduced pension)
- Flexible retirement from age 55 if employees reduce their hours or move to a less senior position. Provided the employer agrees, employees can draw all of their benefits – helping them ease into their retirement.

63. Further information about the pension scheme can be found on the [pensions website](#).

## Any other allowances arising from employment

### Payment for acting up or additional duties

64. This policy applies only to employees who, on a temporary basis:

- act up – carrying out the full responsibilities and duties of a higher graded post either for some or all of their working hours; or
- carry out some, but not all, duties or responsibilities of a higher graded post for some or all of their working hours; or
- take on additional duties within their role.

65. The policy allows for employees to receive the salary difference between the lower and higher graded job, calculated on a percentage basis if the additional duties are taken on for only part of the working week.

## **Unsocial hours allowances**

66. The council provides an additional allowance, expressed as a percentage of the basic rate, for regularly working late evenings / early mornings / nights / Sundays. These payments are graduated according to the degree of unsocial hours working and range from 10% to 33% in addition to normal hourly rate.
67. Unsocial hours allowances are only payable for GLPC graded jobs and are not available for senior managers.

## **Overtime allowances**

68. The council has an overtime policy where all employees are entitled to receive additional payment for hours worked in excess of 37 hours. Overtime must be agreed in advance with the line manager and be based on business critical need. GLPC graded employees can claim overtime hours at their normal hourly rate, however the preference is for time to be taken in lieu. HAY graded staff are only able to claim overtime in exceptional circumstances where there is an emergency situation and payment is based on the current highest spinal point of the NJC pay scale.

## **Standby and callout allowances**

69. The council has a standby and callout policy where all employees receive an allowance should they be on standby out of normal office hours. If employees are called out whilst on standby, additional hours worked will be paid at their normal hourly rate.

## **Sleeping in allowance**

70. The council pays a sleep-in allowance to employees required to sleep in on the premises. This includes up to 30 minutes call out per night, after which the additional hours provisions will apply. The sleep-in allowance payable is currently £40.76, and increases in line with the NJC pay award.

## **Local election duties – Acting Returning Officer**

71. The role of Acting Returning Officer is carried out by the Chief Executive. Fees are paid in line with the relevant legislation and guidance.

## **Governance arrangements**

72. The council's policy is to apply the nationally negotiated NJC pay award to the pay scales for jobs evaluated using the GLPC job evaluation scheme.
73. There are no national pay scales for senior roles so pay is a matter for local determination. Pay scales for HAY grades are determined using the HAY pay databank for the public and not for profit sector.

74. The council also relies on national negotiation for some key provisions of employment such as the sickness and maternity schemes.
75. The council negotiates locally on some other conditions of employment, such as pay and grading, travel expenses, overtime payments and unsocial hours allowances.
76. For these local conditions of employment, the council consults and negotiates with the relevant trade unions, in order to reach agreement. These conditions and allowances are then referred to Staffing Policy Committee for agreement.
77. The role of Staffing Policy Committee is to determine, monitor and review staffing policies and practices to secure the best use and development of the council's staff. This includes the power to deal with all matters relating to staff terms and conditions.
78. The full remit of the council's Staffing Policy Committee is contained within the constitution.

### **The publication of and access to information relating to remuneration of chief officers**

79. In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to senior employees via the council's website:
- Senior employee salaries which are £50,000 and above. This is updated on a monthly basis
  - A list of their responsibilities
  - An organisational chart of the staff structure for the top three tiers of the local authority, to include each individual's job title, contact details, grade, salary in a £5,000 bracket, grade maximum and whether each individual is a permanent or temporary employee. This is updated on an annual basis or more frequently if a significant restructure takes place

### **The publication of and access to information relating to trade union facility time**

80. In accordance with the Local Government Transparency Code 2015, the council is committed to publishing the following information relating to trade union facility time as a percentage of the Council's total wage bill via the council's website:
- Basic estimate of spending on unions (calculated as the number of full-time equivalent days spent on union duties by authority staff who spent the majority of their time on union duties, multiplied by the average salary)
  - Basic estimate of spending on unions as a percentage of the total pay bill (calculated as the number of full-time equivalent days spent on union duties

by authority staff who spent the majority of their time on union duties, multiplied by the average salary divided by the total pay bill).

## The relationship between the basic pay remuneration of chief officers and employees who are not chief officers.

81. In terms of overall remuneration, the council's policy is to set different levels of basic pay to reflect the different sizes of jobs, but not to differentiate on other allowances, benefits and payments it makes.

82. The table below shows the relationship between the basic pay of the highest and lowest paid employees in the council, excluding employer and employee pension contributions and non-allowances. The figures include all staff in the council (non-schools) and are based on annual full time equivalent salaries.

	Annual FTE Salary November 2022	Ratio November 2022	Annual FTE Salary November 2023	Ratio November 2023
Highest Paid	£185,470		£196,598	
Lowest paid	£20,258	9.2	£22,366	8.8
Mean Salary	£31,973	5.8	£33,540	5.9
Median Salary	£29,439	6.3	£31,364	6.3

83. The council would not expect the basic pay remuneration of its highest paid employee to exceed 20 times that of the lowest group of employees, excluding apprentices.

84. Apprentice rates of pay vary according to the age and level of apprentice and range from £14,451 to £20,104 per annum. The apprentice rate of pay reflects the requirement for all apprentices to spend 20% of their working week undertaking learning away from the job. Because apprenticeship rates of pay are "spot" salaries and not determined through our job evaluation scheme we include the rates in this statement but not within pay ratio calculations.

85. The current ratio of highest to lowest paid employees is well within the guidelines and is 8.8:1. The ratios for the mean and median salary levels are at 5.9:1 and 6.3:1. The ratio for highest to lowest paid has decreased slightly on last year due to the consistent application of the April 2023 pay award of £1,925 on all NJC points regardless of salary resulting in the lowest point receiving a 9.42% increase

## Definitions

**NJC** – National Joint Council

**JNC** – Joint Negotiating Committee

**GLPC** – Greater London Provincial Council

**SOULBURY** staff - Educational improvement professionals. These staff are drawn from different sources, including senior members of the teaching profession. Their role is to advise local authorities and educational institutions on a wide range of professional, organisational, management, curriculum and related children's services issues, with the overall aim of enhancing the quality of education and related services.

## Equal Opportunities

86. This policy has been Equality Impact Assessed to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

## Legislation

87. This policy has been reviewed by the legal team to ensure compliance with the legislation below and our statutory duties.

- Local Government Transparency Code 2015
- Equality Act 2010

## Further information

88. There are a number of related policies and procedures that you should be aware of including:

- HAY job evaluation policy and procedure
- GLPC job evaluation policy and procedure
- Market supplements policy and procedure
- Moving home policy and procedure
- Redundancy payments policy
- Overtime policy
- Unsocial hours guidance
- Standby and callout policy
- Starting salaries and incremental progression policy and procedure
- Acting up and additional duties policy and procedure
- The Local Government Transparency Code 2015
- Trade Union Recognition Agreement

These policies are available from the HR department at Wiltshire Council on request.

Policy author	HR Strategic Delivery Team
Policy implemented	28 February 2012
Policy last updated	December 2023

**Pay Policy Statement 2024/2025**

**Executive Summary**

Under section 38 of the Localism Act 2011 every local authority was required to prepare and publish a pay policy statement for the financial year 2012/13 and this must be updated in each subsequent financial year.

The statement has been updated for 2024/2025 with minor revisions.

Workforce numbers such as total number of council employees have been updated where applicable.

**Proposal**

That Council approve the updated pay policy statement set out in Appendix 1.

**Reason for Proposal**

The proposals set out in the report and pay policy statement reflect the council's commitment to openness and transparency and meets the requirements of the Localism Act 2011 and the Code of Recommended Practice for Local Authorities on Data Transparency 2015.

**Terence Herbert**

**Chief Executive (Head of Paid Service)**

## **Pay Policy Statement 2024/2025**

### **Purpose of Report**

1. This report presents the updated pay policy statement for 2024/2025 which applies to all non-schools' employees of Wiltshire Council, except for centrally employed teachers who are covered by the teachers' pay policy.

### **Relevance to the Council's Business Plan**

2. An effective pay policy statement supports the workforce strategy and the Business Plan objective of having an efficient and health organisation.

### **Background**

3. Under section 38 of the Localism Act 2011 every local authority is required to update their pay policy statement each financial year.
4. Wiltshire Council published its first pay policy statement in February 2012 and has continued to publish them annually since then. The council is required to publish an updated policy by 1 April 2024.
5. The legislation requires that final approval of the pay policy statement is sought from Full Council.

### **Main Considerations for the Council**

There are minimal changes this year, with the main updates to the pay policy statement highlighted in appendix 1 and outlined below:

6. Throughout the policy, the total number of council employees, apprenticeships, statutory rates and pay rates and pay ratios where applicable have been updated.
7. A revised introduction to include reference to the move to the Oracle ERP system.
8. An addition following paragraph 55 to include arrangements for the agreement of special severance payments in line with the statutory guidance.
9. Additions to include arrangements for the agreement of Coroner pay.
10. The ratio for the highest to lowest paid has decreased slightly this year due to the NJC pay award of £1,925 on all points regardless of salary resulting in the lowest point (Grade B) receiving a 9.42% increase.
11. Unsocial hours and standby and callout allowances are currently subject to negotiation with Trade Unions on changes to these allowances to ensure that they support service



delivery. Once agreement on these changes has been reached, the pay policy statement will be updated to reflect the changes.

12. The pay policy statement will be updated with the annual budget once this has been agreed at Full Council.

13. At its meeting on 4 January 2024, Staffing Policy Committee approved the pay policy statement and recommended it be put forward for approval by Full Council.

### **Safeguarding Implications**

14. There are no safeguarding implications identified in relation to the pay policy statement.

### **Public Health Implications**

15. There are no public health implications identified in relation to the pay policy statement.

### **Procurement Implications**

16. There are no procurement implications identified in relation to the pay policy statement.

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

17. The pay policy statement was equality impact assessed on 1 February 2012 and no negative impacts were identified. No significant changes have been made requiring a further assessment for 2024/2025.

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

18. There are no environmental or climate change considerations in relation to the pay policy statement.

### **Workforce Implications**

19. The employment policies referred to within the pay policy statement are already in existence and therefore there are no additional workforce implications.

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

20. The council is required to publish the pay policy statement in order to comply with the requirements of the Localism Act 2011.

21. The pay policy statement clearly outlines that the employment terms and allowances for senior staff are not more beneficial than those of the lowest paid staff.

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

22. There are no risks identified in relation to the pay policy statement.

## **Financial Implications**

23. The employment policies referred to within the pay policy statement are already in existence and therefore there are no financial implications.

## **Legal Implications**

24. The employment policies referred to within the pay policy statement are already in existence and there are no legal implications.

## **Overview and Scrutiny Engagement**

25. There is no requirement for engagement with overview and scrutiny in relation to the pay policy statement.

## **Conclusions**

26. The council is required to update their pay policy statement in order to comply with the requirements of the Localism Act 2011.

27. Full Council is recommended to approve the pay policy statement for 2024/2025.

## **Tamsin Kielb – Director of HR & OD**

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## **Appendices**

Appendix 1 – Pay Policy Statement (2024/2025 update)

**Wiltshire Council**

**Full Council**

**20 February 2024**

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## **Wiltshire Design Guide - Final Draft for Adoption as a Supplementary Planning Document (SPD)**

### **Executive Summary**

Wiltshire Council has produced a draft Wiltshire Design Guide which, once adopted, will be used to ensure that developments in Wiltshire are consistently of a high-quality design.

Cabinet, at its meeting on 6 February, endorsed the final version of the Wiltshire Design Guide (**Appendix 2**) and recommended to Council that it is adopted as an SPD.

The draft Design Guide proposed for adoption as a Supplementary Planning Document (SPD), is structured around the '10 characteristics of good design' as described in the National Design Guide, focusing on local priorities and qualities for Wiltshire. If adopted as an SPD, it will become a material consideration in the determination of planning applications.

The preparation of SPDs follows a prescribed process set out in legislation. The Wiltshire Design Guide (WDG) was published for consultation for a 4-week period commencing 3 July 2023. It was extended for a further two weeks following requests from some consultees and closed on 14th August 2023.

Due process has therefore been followed and thorough consideration of the consultation responses received has been undertaken. All amendments to the draft Wiltshire Design Guide have been prepared to address, where practicable, the issues raised through the consultation. The council's response alongside any changes made are set out in the Consultation Statement at **Appendix 1**.

Adopting the Wiltshire Design Guide as an SPD will help support Core Policy 57: Ensuring high quality design and place shaping. As an SPD, the guidance set out in the WDG will be afforded greater weight in the decision-making process. In this regard it will provide greater certainty to the development industry and local communities in terms of how new developments will be of a high-quality design and where relevant, better integrated into the existing.

Environmental Select Committee (ESC) on 14<sup>th</sup> March 2023 welcomed the draft document. A few minor suggestions were made which, where appropriate, have been incorporated alongside changes following the public consultation. A further meeting was held with the ESC Chair on 8<sup>th</sup> January 2024 which looked at the revised draft WDG.

## **Proposal**

That Council:

- i. Notes the response to the consultation on the draft Wiltshire Design Guide Supplementary Planning Document (the WDG) set out in the Consultation Statement at **Appendix 1**.
- ii. Endorses the amended WDG as set out in **Appendix 2**.
- iii. Approves the final version of the WDG (**Appendix 2**) for adoption as a supplementary planning document.
- iv. Delegates to the Corporate Director Place, in consultation with the Cabinet Member for Finance, Development and Strategic Planning, the power to undertake the final stages associated with the formal adoption and publication of the WDG, including any minor textual changes in the interests of clarity and accuracy.

## **Reason for Proposal**

To ensure that the Wiltshire Design Guide is formally adopted as a Supplementary Planning Document (SPD) that provides guidance to developers that supports Core Policy 57: Ensuring high quality design and place shaping.

**Terence Herbert**  
**Chief Executive**

## Wiltshire Council

### Full Council

20 February 2024

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## Wiltshire Design Guide - Final Draft for Adoption as a Supplementary Planning Document (SPD)

### Purpose of Report

1. To:
  - (i) Provide Council with the response to the consultation on the draft Wiltshire Design Guide supplementary planning document (the WDG) set out in the Consultation Statement at **Appendix 1**.
  - (ii) Recommend that Council endorses the amended WDG as set out in **Appendix 2** for adoption as a supplementary planning document.
  - (iii) Delegate to the Corporate Director Place, in consultation with the Cabinet Member for Finance, Development and Strategic Planning, the power to undertake the final stages associated with the formal adoption and publication of the WDG, including any minor textual changes in the interests of clarity and accuracy.

### Relevance to the Council's Business Plan

2. The WDG will ensure that planning decisions regarding new development align with the Council's stated mission, in particular, to have a resilient society, a thriving economy and a sustainable environment.
3. The WDG identifies poor design features which singularly or collectively can lead to poor health and wellbeing outcomes and identifies positive design approaches, principles and features which promote health and wellbeing. It recognises the value a high quality built, and natural environment has to health and wellbeing, a fact which has been increasingly brought into the forefront at a national and local level.
4. The Council has acknowledged a climate emergency and has committed to becoming carbon neutral as an organisation by 2030. The Council's Business Plan sets out that through its leadership, it must now seek to make the whole of Wiltshire carbon neutral too. Having an adopted WDG will help support the delivery of this objective.
5. The Council's Business Plan makes clear the importance of building the right homes in the right places; Wiltshire Council aims to improve housing supply to ensure people can live and work locally, play an active part in their community, have easy access to high quality and affordable housing, close to family, that is right for them and in a beautiful place. Having an adopted WDG will help ensure the delivery of these principles.

## Background

6. In the Housing White Paper in 2017<sup>1</sup> the Government concluded that *“Good design is fundamental to creating healthy and attractive places...”* Subsequently, in 2019 the Government produced The National Design Guide<sup>2</sup> (NDG). It *“sets out a blueprint for how local authorities can achieve quality and great design, and recommends what developers need to deliver to help win the support of communities – ensuring new homes are built faster and better.”*
7. However, it states: *“Specific, detailed and measurable criteria for good design are most appropriately set out at the local level. They may take the form of local design policies, design guides or design codes, prepared either by local authorities, or applicants to accompany planning applications.”*
8. Under current National Planning Policy Frameworks (NPPF 2021) legislation, in the absence of locally produced design guides or design codes, the NPPF and The National Design Guide are to be used to guide planning decisions. The updated NPPF (2023) is unchanged on this point.
9. The NPPF (paragraph 128) recommends that any such local design guide should *“provide a local framework for creating beautiful and distinctive places with a consistent and high-quality standard of design”* and that *“the level of detail and degree of prescription should be tailored to the circumstances and scale of change in each place and should allow a suitable degree of variety.”*
10. This means a Wiltshire Design Guide should provide new, locally authored design guidance that would apply across Wiltshire at a level of detail which does not exist in the National Design Guide.
11. The role of Neighbourhood Plans and Village Design Statements will remain important. These shall continue to incorporate design guidance which relates to specific neighbourhoods or sites, which cannot be covered in the county-wide WDG.
12. The process of creating the draft WDG has been based around the following objectives:
  - i. To comply with a national government directive to produce up-to-date local design guidance which addresses local priorities and preferences.
  - ii. To ensure that the WDG advances the delivery of the Council’s Business Plan objectives and the Core Strategy in particular Core Policy 57.
  - iii. To ensure the WDG is not singularly focused on the appearance of new buildings and addresses all 10 characteristics of good design as described in the National Design Guide. In doing so it will provide the framework for any additional local design guidance that may be produced

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<sup>1</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/590464/Fixing\\_our\\_broken\\_housing\\_market\\_-\\_print\\_ready\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/590464/Fixing_our_broken_housing_market_-_print_ready_version.pdf)

<sup>2</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/962113/National\\_design\\_guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/962113/National_design_guide.pdf)

as part of Neighbourhood Planning or through Village Design Statements.

- iv. To create a more detailed level of good practice guidance than currently exists at a national level. This will ensure all Wiltshire is covered by comprehensive, local design guidance which will have material weight when considering planning applications.
- v. To ensure the text and presentation of the WDG is clear, engaging and of practical use to a wide audience, ranging from members of the public to developers and designers.
- vi. To create a document that developers can use to make more informed, early decisions when planning projects before they engage with the planning authority through a formal planning application process.
- vii. To formally adopt the guidance as an SPD, to ensure it has proper weight in planning and that this weight is publicly recognised.

13. The draft WDG went through extensive internal consultation across all relevant service areas in 2022. It was considered in draft format by Environment Select Committee (ESC) at a meeting on 14 March 2023. The ESC welcomed the Draft Design Guide and suggested some minor amendments of wording which were incorporated, where appropriate, prior to going to public consultation. The revised WDG was further considered by the ESC Chair on 8<sup>th</sup> January 2024 and no further changes were suggested.

14. Cabinet agreed on 2 May 2023, to the draft WDG being formally consulted on through the statutory public consultation process for emerging planning documents as set out in legislation. Following public consultation the draft has been amended and the revised draft was considered, alongside a Consultation Statement (**Appendix 1**), by Cabinet on 6 February 2024. Cabinet made a recommendation to Council that it approves the document for adoption as an SPD.

Council is asked to approve the formal adoption of the Wiltshire Design Guide (**Appendix 2**).

### **Main Considerations**

15. In the light of national and local planning policy (Wiltshire Core Strategy), the WDG has been prepared to be adopted as a Supplementary Planning Document (SPD) to give it greater weight in the decision-making process. Full regard has therefore been given to the relevant legislative process.

16. The purpose of the WDG is to provide a clear and detailed approach to delivering high quality growth in Wiltshire. It has been primarily prepared to support Core Policy 57: Ensuring high quality design and place shaping, of the Wiltshire Core Strategy (WCS).

17. Notwithstanding this primary role, the WDG has also been prepared to help guide growth. In this regard, it will be utilised to assist the review of the WCS, the

preparation of neighbourhood plans and, as appropriate, decisions on individual planning applications.

### Consultation on the draft WDG

18. The preparation of this SPD followed the prescribed process set out in legislation. The WDG was published for consultation for a 4-week period commencing 3<sup>rd</sup> July 2023. However, following a number of requests, the consultation period was extended to 6 weeks and closed on 14 August 2023. During the consultation period 157 written consultation responses were received. These varied in length but collectively they raised 1,226 points for consideration.

19. The WDG consultation was publicised extensively. This included:

- A public notice in the press issued under the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(part 5 regulations 11 to 16\)](#) Planning and Compulsory Purchase Act 2004. This set out that the council was consulting on the draft Wiltshire Design Guide with the intention that it will become a supplementary planning document (SPD) in support of Core Policy 57.
- Over 4,000 individuals and organisations were consulted via email, the Council's online consultation portal or by post on the draft Wiltshire Design Guide. This included statutory consultees, neighbouring authorities, developers, special interest groups, community groups as well as individuals.
- Notices were placed in all Wiltshire libraries and on the Wiltshire Council website.
- Social media posts were made before and during the consultation period alerting people to the consultation and the various online and in-person events.
- Briefing notes for councillors and Town and Parish Councils were issued.

20. The draft WDG and other related documents, including a printed version of the feedback form, were made available on the council's website. Hard copies of the document were also made available for reference at all Wiltshire Council Libraries and at the 3 main council hubs. Hard copies and large print version were posted out on request.

21. To support with the general understanding of the draft WDG and to answer any questions arising before and during the consultation period the following activities were undertaken:

- 16 June - a presentation was provided at a meeting of Wiltshire Town and Parish Council Clerks.
- 19 July - from 18:15 – 19:30 an online webinar was held that gave a short overview of the draft WDG and answered questions from the public. This was attended by 41 people.



- 26 July - a face-to-face public event including an exhibition was held in The Atrium at County Hall, Trowbridge. The council's two Senior Urban Designers were on hand throughout the day to explain the document and to answer questions. This event was visited by over 30 people.

#### Main issues raised through the consultation

22. The Consultation Report at **Appendix 1** clarifies how the consultation was undertaken and provides a summary of the main issues raised.

23. Feedback has been received from a very wide spectrum which includes individual representations from members of the public, statutory consultees, such as Town and Parish Councils, community and specialist groups such as the Lawn Tennis Association, CPRE and Wiltshire Community Land Trust. There has also been considerable feedback from developers including Redrow Homes and Persimmon Homes. All comments have been useful in informing the final version of the WDG (**Appendix 2**).

24. The strategy is supported by, amongst others, the New Forest National Park Authority, Cranborne Chase National Landscape and other statutory and advisory bodies. Comments and issues raised during consultation included:

- New Forest National Park Authority – Well-presented document that follows a consistent format to National Design Guidance. However further clarification is needed to explain that it applies only to the area of Wiltshire within the Council's planning jurisdiction and that this excludes the New Forest National Park which has its own design guidance.
- Sport England – commented it was easy to read, follow and understand. In addition, it sought that expectation in section 5 also include charging for electric bicycles and scooters.
- Defence Infrastructure Organisation (DIO) – comments were made in light of future DIO strategic planning aspirations and were supportive of the WDG. The relationship to other planning documents and in particular Neighbourhood Plan Design Guidance was queried.

#### Town and Parish Councils

25. Generally welcomed the guide with comments that included that it is well written, straightforward and a common-sense guide to Wiltshire design. Suggested areas for consideration included from:

- Trowbridge Town Council - Generally good but really could do with a detailed section on shop design for town centres in Wiltshire.
- Colerne Parish Council - Commend the underlying threads of the Design Guide - Health and Wellbeing, Sustainability and Climate resilience, and getting the homes in the right places. But would have liked to have had a requirement for all new homes to have solar panels.
- Royal Wootton Bassett Town Council - recommendation to make the statement regarding not using inflexible ready-made architectural plans, stronger. Also, a recommendation to include reference to fitting of blinds in windows due to temperature increases.

- Amesbury Town Council -It was felt that the use of the image of “Military Camp Westdown, Salisbury Plain” as a key landmark in south (SIC) Wiltshire is inappropriate, particularly as planning was not required.

#### Consultants and local interest groups

26. Whilst generally welcomed by local interest groups Campaign to Protect Rural England (CPRE), raised concerns that the strategy is repetitive in some sections and too wordy and that some sections could be brought together. CPRE also sought stronger requirements around information that should be provided to support an outline application.
27. Salisbury & Wilton Swifts, North Wiltshire Swifts, Swift Local Network Planning Group - suggested that the language used needs to be more robust explaining that the use of ‘should’ and ‘expectation’ seems to carry little weight in planning decisions. The group also suggested that relevant British Standard references should be included in the nature section. They also commented on seemingly contradictory statements regarding compact development, making efficient use of land, garden sizes and the need to have sufficient space to grow your own food.

#### Developers

28. Raised concerns that the strategy made reference to the emerging Local Plan and policies within in it that had, as yet not been tested through examination in public and adopted. They sought clarity in the wording that the document was providing additional guidance to existing Core Strategy policy.
29. Felt that the guide sought to prevent the use of inflexible ready-made architectural plans and elevations and that this failed to recognise that standardisation enables costs to be kept down. Reference was made to Planning Practice Guidance Paragraph: 008 Reference ID: 61-008-20190315) which states that SPDs ‘should not add unnecessarily to the financial burdens on development’.
30. Thought that expectations related to garden sizes that sought to provide householders with some privacy and space to grow your own food, potentially conflicts with higher density developments expectations.
31. Suggested that as the WDG is guidance, in most instances the word ‘must,’ should be avoided.
32. Suggested more flexibility was needed in relation to housing mixed tenure and self-build home expectations.
33. Requirements for internal space standards and reference to energy efficiency standards could become out of date as regulations change and should not be so prescriptive in the WDG.

#### Residents

34. Resident comments are very mixed and varied. Issues covered in the responses include: strengthening some wording to give greater weight to the expectations; adding more detailed information of specific topics such as, shop front design guidance; questioning the relationship between the Wiltshire Design Guide with

national and local guidance such as neighbourhood plan; matters related to the efficient use of land, densities and communal spaces; seeking strengthened requirements related to energy such as, the use of solar panels and electric charging points; and some very local issues related specifically to their village or town.

## **Response to the consultation and proposed changes to the WDG**

35. In accordance with legislative process<sup>3</sup>, before the Council can adopt the WDG as an SPD it must have regard to the main issues raised through the consultation and how such issues have been addressed. These considerations are set out in more detail within the Consultation Statement (**Appendix 1**). A short summary of some of the recommended actions to resolve the main issues raised and how the draft WDG should be amended is set out below. **Appendix 2** sets out the WDG as amended in response to the comments.

36. In response to:

- The New Forest Park Authority request for further clarity over the jurisdiction of the WDG additional statements that explain that the WDG excludes the New Forest Park Authority area have been added.
- Sport England, section 5 now includes charging for electric bicycles and scooters.
- The Defence Infrastructure Organisation (DIO) query the relationship between planning documents and in particular neighbourhood plan design guidance is covered in section 1.4 and in Appendix A – Neighbourhood Planning.

### Town and Parish Councils:

37. Support for the WDG is positive and the comments are helpful. Regarding some of the areas for consideration the council can respond as follows:

- The purpose of the WDG is to add a degree of local granulation that does not exist in National Guidance. However, it should not be so prescriptive that local distinctiveness and character of individual areas may be lost. This could be the case for shopfront guidance that aims to improve the look of our high streets. Arguably such local area specific guidance would be more appropriate at a neighbourhood planning level or as a stand-alone document that can pick up on some of the specific nuances of different areas.
- Supplementary planning documents (SPDs) should build upon and provide more detailed advice or guidance on policies in an adopted local plan. As they do not form part of the development plan, they cannot introduce new planning policies into the development plan. They are however a material consideration in decision-making. [Regulations 11 to 16 of the Town and Country Planning \(local Planning\) \(England\) Regulation 2012](#) . Accordingly, the WDG expands on existing Core Strategy policy. The emerging Local Plan will introduce new policy that subject to adoption may introduce additional requirements in relation to climate change such the use of solar panels.

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<sup>3</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012, Regulation 12

- The image of “Military Camp Westdown, Salisbury Plain” as a key landmark in south (SIC) Wiltshire has been removed.

#### Consultants and local interest groups:

38. The structure of the WDG aligns with the structure used in National Design Guidance and is appropriate for use at a county wide level. The WDG will be used as a reference document and as such some sections will inevitably be read in isolation. Occasionally relevant information is provided in a section that is also relevant to another section. So, whilst repetition is generally avoided there are some instances that help with the intended useability, by the point being made in more than one section.
39. Relevant references to British Standards, that provide a further level of detail to the expectation, have been added as suggested.

#### Developers

40. Several amendments have been made, where appropriate, to address the issues raised by developers and to remove any ambiguity. These include changes to the wording that relates to the emerging Local Plan to clarify that the WDG provides additional guidance on existing policy, amendments to the text related to density and garden sizes and, removal of housing density dwellings per hectare figures. Guidance related to mixed housing tenure, internal space standards and reference to energy efficiency standards have also been amended.
41. However, guidance related to sometimes inappropriate use of ready-made plans and standard elevations is important and remains largely unchanged. Whilst internal layouts and standard house plans can help keep cost down, site layouts and elevations need to reflect local factors including connections with neighbouring sites, typography and have local distinctiveness.

#### Residents

42. The Wiltshire Design Guide, if adopted, will be a supplementary planning document (SPD) that expands on existing policy, primarily Core Policy 57 and as such some flexibility is needed. It is felt that the wording in the expectations is appropriate for the purposes of an SPD and that the level of detail is also appropriate for a guide that covers Wiltshire. Some more specific guidance would be worthy of inclusion in Neighbourhood Planning documents.
43. Wording related to density and compact development has been amended to allow flexibility in different settings. Whilst issues raised seeking increased requirements related to active travel and energy align with aspirations in the Climate Strategy, some would require policy changes and are a matter for Local Plan consideration. Finally, some local matters raised did not directly relate to the consultation on the draft Wiltshire Design Guide. Where appropriate these have been passed to the relevant council service.

#### Summary

44. Despite the issues raised, the strategy is generally welcomed by bodies including New Forest National Park Authority, Cranborne Chase National Landscape as well as many Town and Parish Councils, specialist interest groups and individuals. It adds an appropriate level and range of expectations that, if adopted, will help the delivery of Core Policy 57: Ensuring high quality design and place shaping.

45. Where appropriate the WDG has been amended to address the responses received. It is now in a final format that if adopted as a supplementary planning document will have weight in planning decisions and has the potential to improve the quality of design of new developments going forward.

46. In summary, it is considered that the consultation responses received in respect of the WDG have been appropriately and fully addressed. The proposed amendments that are set out in the Consultation Statement (**Appendix 1**) and the changes incorporated into the final draft of the Strategy (**Appendix 2**) are reasonable and reflective of the comments received. In this regard, the Strategy has been strengthened to provide greater clarity and precision. In reviewing the WDG, other additional minor changes have also been made in the interest of clarity and accuracy but do not alter the overall substance of the document consulted on.

### **Overview and Scrutiny Engagement**

47. The Environment Select Committee considered the draft Design Guide at a meeting on 14 March 2023. The Committee welcomed the Draft Design Guide and suggested some minor amendments of wording which have, where appropriate, been incorporated alongside other changes.

48. The Chairman of the Committee was provided with a briefing setting out the changes at a meeting in January 2024. No further changes were proposed.

### **Safeguarding Implications**

49. The proposal is to create a design guidance document which supplements Core Policy 57 and as such there are no safeguarding implications arising from the proposal.

### **Public Health Implications**

50. This Guide is focused on the design of new places. It identifies poor design features which singularly or collectively can lead to poor health and wellbeing outcomes and identifies design approaches, principles and features which promote health and wellbeing.

51. The value that a high quality built and natural environment has to our health and wellbeing and the significance of achieving this in development has been increasingly brought into the forefront at a national and local level. Comments received during the internal and external consultations have been incorporated.

### **Procurement Implications**

52. It is considered that there are no procurement implications associated with the proposal.

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

53. The consultation process was undertaken in accordance with the Council's Statement of Community Involvement and legislative procedures. The Council engaged widely

with statutory bodies, town and parish councils, local interest groups, general public and the development industry. Therefore, sufficient opportunity has been provided for all those with an interest in the WDG to provide comments and help shape its final form as an SPD.

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

54. The proposal has no direct implications for energy consumption, carbon emissions or associated environmental risk management. However, a golden thread running through the WDG encourages design that positively addresses climate change objectives, adaptation, and resilience.
55. The WDG includes design expectations which seek to reduce energy consumption and carbon emissions and through good design protect and enhance the natural environment, support active travel and promote climate change mitigations measures such as through nature-based solutions. As discussed above any more significant requirements will need to be sought through policy changes and these will come through the Local Plan review that is currently being progressed.

### **Workforce Implications**

56. The creation of a design guidance document supplements Core Policy 57 and will sit alongside other existing national and local design policy and guidance. Officers already utilise these documents where appropriate when executing their remit. As such there are no additional workforce implications.

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

57. If a decision is made not to recommend to Council that the draft WDG is adopted, then the objectives listed under 'Background' will remain unachieved and most importantly objective (iv) which, 'seeks to provide a more detailed level of good practice guidance than currently exists at a national level which will have material weight when considering planning applications', will be lost.

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

58. None identified.

### **Financial Implications**

59. The proposal is to create a guidance document which supplements Core Policy 57 and as such there are no direct financial implication.

### **Legal Implications**

60. In accordance with [Part 5, Regulations 11 to 16 of the Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#), before a local planning authority can adopt an SPD (or revisions to one) it must consult for not less than four weeks and then prepare a Consultation Statement setting out who was consulted, a summary of the main issues and how they have been addressed in the SPD.

61. The WDG has been prepared in compliance with legislative requirements and the amendments tabled for consideration respond appropriately and effectively to the consultation responses received.

62. As soon as reasonably practicable after the local planning authority adopt an SPD they must:

(a) Make available in accordance with Regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012, by publishing on their website and making available for inspection at their principal offices and other places within their area as the local planning authority consider appropriate (e.g. all council libraries and main office hubs) during normal office hours, the:

(i) SPD; and

(ii) an adoption statement, which includes the date on which the SPD was adopted and, pursuant to Section 23(1) of the Planning and Compulsory Purchase Act 2004, any modifications made since the draft supplementary planning document was subject to consultation, and

(b) Send a copy of the adoption statement to any person who has asked to be notified of the adoption of the supplementary planning document.

63. Supplementary Planning Documents build upon and provide more detailed advice or guidance on policies in an adopted Local Plan. In this regard, the WDG has been prepared to supplement the design policies within the adopted Wiltshire Core Strategy and once adopted, any replacement design policies set out in the currently emerging Local Plan Review.

64. As set out in this Report, once adopted the WDG will be a material consideration in decision making and hence have weight in the decision-making process.

65. The council's Legal Services have been consulted on the proposal set out in this report. The legal requirements are set out in the body of the report and Legal Services have confirmed that they have no additional comments.

### **Options Considered**

66. Options considered were:

i. To create a short (10-20 page) document which could succinctly compliment the National Design Guide. However, such a short document would not read as a coherent document as it could only include some of the National Design Guide's 10 characteristics of good design. Instead, this WDG is comprehensive and more coherent, with references to (rather than repetition of) the National Design Guide.

ii. To expand the guide to include all the additional specialist topics suggested through the consultation. This would risk the document becoming muddled and unfocussed and the increased length would reduce the usability. The

final version as proposed for adoption follows the National Guidance 10 Characteristics making it easy to read across the two documents.

- iii. Produce a WDG but not seek to adopt it as an SPD. This was rejected as it is important that its content is given proper weight in decision making in all matters relating to planning.

## **Conclusions**

67. The amended draft Wiltshire Design Guide responds positively to the list of objectives set at its inception and has undergone comprehensive internal consultation and a subsequent statutory public consultation process. All comments have been considered and responded to and the final version (**Appendix 2**) provides the level of guidance needed at a local level for a county as large and diverse as Wiltshire.
68. Adopting the WDG as an SPD will significantly assist in the implementation of Site Allocations Plans as well as planned development in accordance with the WCS and emerging Local Plan. Moreover, it will assist local communities plan for high quality housing development through neighbourhood plans and thereby helping guide developments coming forward across the local planning authority area of Wiltshire.
69. As an SPD, the guidance set out in the WDG will be afforded greater weight in the decision-making process. In this regard it will provide certainty to the development industry and local communities in terms of the expectations needed to demonstrate that Core Policy 57 has been given due consideration in planning proposals.

### **Parvis Khansari - Corporate Director, Place**

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6 February 2024

## **Appendices**

Appendix 1: Wiltshire Design Guide Consultation Statement  
Appendix 2: Design Guide - Adoption draft

## **Background**

[Draft Wiltshire Design Guide SPD for public consultation - Cabinet 2nd May 2023](#)



**Consultation Statement on the  
Wiltshire Design Guide  
Supplementary Planning Document (Draft  
for consultation, July 2023)**

**January 2024**



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# 1. Overview of the preparation of the Wiltshire Design Guide Supplementary Planning Document

- 1.1. Between 3<sup>rd</sup> July 2023 and 14<sup>th</sup> August 2023, the council consulted on the [‘Draft Wiltshire Design Guide.’](#)
- 1.2. Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for preparing a Supplementary Planning Document (SPD). Regulation 12 requires the Council to prepare a statement setting out who was consulted, a summary of the main issues they raised and how those issues have been addressed in the final SPD.
- 1.3. The council has therefore produced this ‘Consultation Statement’, to set out:
  - The consultation methodology;
  - The representations received on the consultation draft Wiltshire Design Guide SPD;
  - A summary of the main issues from the consultation;
  - A statement setting out how the main issues have been addressed by the council.

## Structure of this document

- 1.4. Chapter 2 sets out the consultation methodology and sets down the various ways by which the council consulted upon the draft Wiltshire Design Guide SPD.
- 1.5. Chapter 3 and provides a breakdown of the number of representations received.
- 1.6. Chapter 4 summarises the main issues arising from the representations along with the council’s response and proposed actions where necessary.
- 1.7. Chapter 5 provides an overview of the schedule of changes to be made to the draft Wiltshire Design Guide and the next steps.
- 1.8. Appendix A provides a list of submitted representations.
- 1.9. Appendices B - D contains the consultation adverts and notices used for the consultation.

## 2. Consultation Methodology

- 2.1 The council undertook consultation in line with its Statement of Community Involvement (July 2015)<sup>1</sup> and Regulation 12 of the Town and County Planning (Local Planning) (England) Regulations 2012. The Council advertised the draft Wiltshire Design Guide – Supplementary Planning Document (SPD) and made it available for comment as follows:
- An advert was published in the local newspapers (i.e. The Wiltshire Times) that circulate in the area affected by the draft Wiltshire Design Guide SPD (published week commencing 3rd July 2023). A copy of which is in **Appendix B**.
  - An article was placed in the town and parish newsletter (week commencing 30th June 2023). A copy of which is in **Appendix B**.
  - Targeted (email/letter) notifications were sent to relevant town and parish councils, neighbouring planning authorities, major landowners, infrastructure providers, statutory bodies and other advisory bodies, voluntary organisations and local interest groups. This letter is contained in **Appendix C**.
  - Information was published on the Planning Policy page of Wiltshire Council's website to direct consultees to the consultation portal where documents could be viewed and comments could be submitted. This web page is contained in **Appendix D**.
  - There was an exhibition in the Atrium of County Hall, Trowbridge on the 26 July from 10:00 until 17:30 for members of the public or stakeholders who wished to learn more about the draft Wiltshire Design Guide SPD and thereby provide an opportunity for questions to be asked face to face as well as how to submit comments.
  - Hard copies were left at all available Wiltshire Council operated libraries and comments could also be left with the libraries to enable those without internet access the ability to provide comments without incurring postal costs.
  - Comments were also accepted by post, email and online via the council's consultation portal.
  - A webinar (an online seminar) was held on 19<sup>th</sup> July 2023. This was widely promoted and involved a presentation, which gave an overview of the document, followed by a live question and answer session. The webinar was recorded and uploaded onto the council's website after the event for those who could not attend on the evening.
- 2.2. The following consultation materials were provided:
- A draft of the ['Draft Wiltshire Design Guide Supplementary Planning Document - 2023'](#).
  - Representation Form and guidance note (Word Version).

- 2.3. The consultation exercise undertaken by the council has provided meaningful engagement with what the Regulations and Wiltshire's SCI define as 'specific' and 'general consultation' bodies in accordance with the guidance set out in the National Planning Policy Framework (NPPF)<sup>2</sup> and the Planning Practice Guidance (PPG)<sup>3</sup>. This has included the 'prescribed bodies' and neighbouring local planning authorities, as required by the general duty to cooperate requirement.

<sup>1</sup> Wiltshire Statement of Community involvement can be found on the following link:

<http://www.wiltshire.gov.uk/statementofcommunityinvolvement.htm>

<sup>2</sup> <https://www.gov.uk/guidance/national-planning-policy-framework>

<sup>3</sup> <https://www.gov.uk/government/collections/planning-practice-guidance>

### 3. Representations

- 3.1. The council contacted 3159 consultees for comment overall. Of those consultees, 3073 were contacted by email and 86 by post. A copy of the letter / email sent to consultees can be found in **Appendix D**. In all, the council received representations from 157 different individuals or organisations.
- 3.2. **Figure 1** illustrates the breakdown of type of respondent from the 157 representations. As the figure shows, the majority of respondents were the general public, Town and Parish Councils, local interest groups, and landowners/developers and consultants. Statutory bodies and advisory bodies, and infrastructure providers also submitted representations.

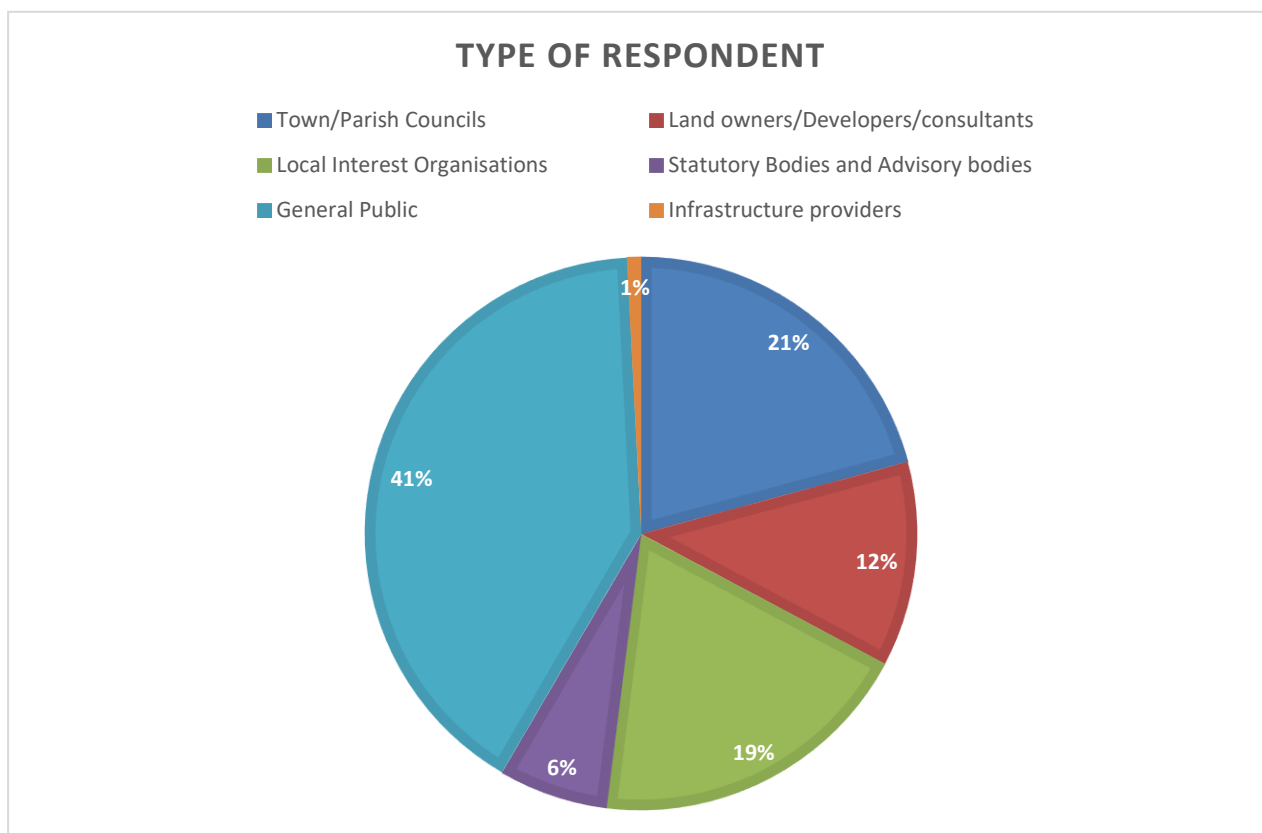


Figure 1 Number of representations by category of respondent





## 4. Draft Wiltshire Design Guide - Supplementary Planning Document - summary of main issues raised through representations

- 3.3. In accordance with legislative process, before the council can adopt the Wiltshire Design Guide as an SPD it must have regard to the main issues raised through the consultation and how such issues have been addressed. These issues are set out in **Appendix A**.
- 3.4. The following section summarises some of the main issues raised by those who submitted representations. Each of the main issues raised has been recorded, considered in detail and a response provided. The issues raised have informed how the draft Wiltshire Design Guide SPD has been amended to respond, where possible, to the representations received. Issues raised by New Forest National Park Authority, and some local interest groups, Town and Parish Councils, and Developers have been summarised here.

### **New Forest National Park Authority**

- 3.5. The New Forest National Park Authority commented that the draft Wiltshire Design Guide is a well-presented document that follows a consistent format to the Government's National Design Guide (2019) and National Model Design Code (2021). They supported the intention to adopt the Design Guide as a supplementary planning document (SPD) stating that this was logical and will ensure that the Design Guide is given appropriate weight as a material consideration in assessing planning applications within Wiltshire.
- 3.6. The National Park Authority's main feedback centered on the geographical coverage of the Wiltshire Design Guide. There are several maps within the draft Design Guide (e.g. pages 8, 10, 11, 20 and 52) which illustrate the whole of the county of Wiltshire albeit that in the southern parts of the county, in the New Forest National Park, it is the National Park Authority that is the sole planning authority, rather than Wiltshire Council. Further clarity on this point in the document was therefore sought.

### **The Council's Response**

- 3.7. To address the concerns raised by The New Forest National Park Authority changes to the wording have been made in several places in the document to clarify precisely the area over which the adopted SPD would be applied for the purposes of decision making. These changes make it clear that it applies to the area of Wiltshire within the Council's planning jurisdiction and that this excludes the New Forest National Park.

## **Campaign to Protect Rural England (CPRE)**

- 3.8. CPRE have raised concerns that the strategy is repetitive in some sections and too wordy, and that some sections could be brought together. CPRE also sought increased requirements around information that should support an outline application.

### **The Council's Response**

- 3.9. The structure of the Wiltshire Design Guide aligns with the structure used in National Design Guidance and is appropriate for use on a county-wide level. The Wiltshire Design Guide will be used as a reference document and as such sections will sometimes be read in isolation making it important that critical information is included albeit a repeat of wording in an earlier section so whilst repetition is generally avoided there are some instances that require it to be repeated.
- 3.10. Advice on information that should support an outline application has been added and detailed guidance and the content of outline planning applications is already available on the council's planning web pages.

## **Consultants and local interest groups**

### **Salisbury & Wilton Swifts, North Wiltshire Swifts, Swift Local Network Planning Group**

- 3.11. Salisbury & Wilton Swifts, North Wiltshire Swifts, Swift Local Network Planning Group expressed concern that the document should contain robust language that cannot be 'interpreted' in a manner other than that which was intended by the local planning authority. The two examples given were, the word 'Expectation' which is used in the title of most sections and 'should' which is used throughout the document and suggested that it be replaced with 'must'.
- 3.12. There was also a suggestion that references to relevant British Standards could help to ensure that the expectation will be incorporated to a correct specification. For example, 'universal' bird brick (an integral brick for small building dependent species), which is covered in BS 42021: 2022

### **The Council's Response**

- 3.13. Although the merits of applying language that is enforceable is understood, the document is guidance and not planning policy and as such needs to have flexibility to respond to individual circumstances. However, the council has set down what it expects developers to incorporate and deviations from this need to be justified in planning applications.
- 3.14. References to appropriate British Standards have been added and these

include the above-mentioned British Standard which has been added to 6.6.1 in the Design Guide.

## **Town and Parish Councils**

Whilst generally welcomed by Town and Parish Councils there were some comments raised that included:

### *Chippenham Town Council*

3.15. The Town Council welcomed and commended the draft Wiltshire Design Guide which they described as, a thoughtful and well-intentioned document which successfully manages to negotiate the space left between national design guidance in the National Design Guide/NPPF and local design guidance which should be produced by neighbourhood planning groups.

3.16. Whilst having some guidance on back-to-back distances was welcomed by the Town Council they had concerns that the document may be too prescriptive in this regard.

### *Trowbridge Town Council*

3.17. Generally good but really could do with a detailed section on shop design for town centres in Wiltshire.

### *Colerne Parish Council*

3.18. Commend the underlying threads of the Design Guide - Health and Wellbeing, Sustainability and Climate resilience, and getting the homes in the right places. But would have like to have had a requirement for all new homes to have solar panels.

3.19. *Amesbury Town Council*

It was felt that the use of the image of “Military Camp Westdown, Salisbury Plain” as a key landmark in south (SIC) Wiltshire is inappropriate, particularly as planning was not required.

## **The Council's Response**

3.20. In response to Chippenham Town Council's concerns, the final version of the Wiltshire Design Guide has been amended. Changes have been made throughout the document to provide more flexibility and clarity on housing density, privacy and garden sizes. The table on dwellings per hectare, has been removed.

3.21. In response to Trowbridge Town Council, the benefits that shop front guidance can provide is understood. Whilst the purpose of the Wiltshire Design Guide is to add a degree of local guidance that does not exist in National Guidance, it should not be so prescriptive that local distinctiveness and character of individual areas may be lost. This could be the case for shopfront guidance that aims to improve the look of high streets. Arguably such local area specific guidance would be more appropriate at a neighbourhood planning level or as a stand-alone document that can pick up on some of the specific nuances of different town and village centres.

3.22. In response to Colerne Parish Council's comments on solar panels the suggested requirement would introduce new policy and not expand on existing. As such this would be outside the scope of a supplementary planning

document.

- 3.23. In response to Amesbury Town Council the image of “Military Camp Westdown, Salisbury Plain” as a key landmark in south (SIC) Wiltshire has been removed. and the image replaced with a chalk military badge.

### **Developers**

- 3.24. Developers raised concerns that the strategy made reference to the emerging Local Plan and policies within in it that had as yet not been tested through examination in public and adopted. They sought clarity in the wording that the document was providing additional guidance to existing Core Strategy policy.
- 3.25. They felt that the guide sought to prevent the use of inflexible ready-made architectural plans and elevations and that this failed to recognise that standardisation enables costs to be kept down. Reference was made to Planning Practice Guidance Paragraph: 008 Reference ID: 61-008-20190315) which states that SPDs ‘should not add unnecessarily to the financial burdens on development’.
- 3.26. They thought that garden sizes that sought privacy and space to grow your own food potentially conflicts with higher density developments expectations.
- 3.27. Developers also suggested that as the Wiltshire Design Guide is guidance, in most instances the word ‘must,’ should be avoided.
- 3.28. They suggested more flexibility was needed in relation to housing mixed tenure and self-build home expectations.
- 3.29. Requirements for internal space standards and reference to energy efficiency standards could become out of date as regulations change and should not be so prescriptive in the Wiltshire Design Guide.

### **The Council’s response**

- 3.30. Supplementary planning documents (SPDs) should build upon and provide more detailed advice or guidance on policies in an adopted local plan. As they do not form part of the development plan, they cannot introduce new planning policies into the development plan. They are however a material consideration in decision-making. [Regulations 11 to 16 of the Town and Country Planning \(local Planning\) \(England\) Regulation 2012](#) . A number of amendments have been made throughout the draft WDG to address the issues raised by developers where appropriate and to remove any ambiguity.
- 3.31. These amendments include changes to the wording that relate to the emerging Local Plan to clarify that the WDG provides additional guidance on existing policy and amendments to the text related to density, garden sizes and removal of housing density dwellings per hectare figures.
- 3.32. Guidance related to mixed housing tenure, internal space standards and reference to energy efficiency standards have been amended.
- 3.33. However, guidance related to ready made plans and elevations is important and remains in large unchanged. Whilst internal layouts and standard house plans can help keep cost down, layouts need to reflect local factors including

connections with neighbouring sites and topography.

## **Residents**

- 3.34. Resident comments are very mixed and varied. Issues covered in the responses include: strengthening some wording to give greater weight to the expectations; adding more detailed information of specific topics such as, shop front design guidance; questioning the relationship between the Wiltshire Design Guide with national and local guidance such as neighbourhood plan; matters related to the efficient use of land, densities and communal spaces; seeking strengthened requirements related to energy such as, the use of solar panels and electric charging points; and some very local issues related specifically to their village or town.

### **The Council's response**

- 3.35. The Wiltshire Design Guide, if adopted, will be a supplementary planning document (SPD) that expands on existing policy, primarily Core Policy 57 and as such some flexibility is needed. It is felt that the wording in the expectations is appropriate for the purposes of an SPD and that the level of detail is also appropriate for a guide that covers Wiltshire. Some more specific guidance would be worthy of inclusion in Neighbourhood Planning documents.
- 3.36. Wording related to density and compact development has been amended to allow flexibility in different settings. Whilst issues raised seeking increased requirements related to active travel and energy align with aspirations in the Climate Strategy, some would require policy changes and are a matter for Local Plan consideration. Finally, some local matters raised did not directly relate to the consultation on the draft Wiltshire Design Guide. Where appropriate these have been passed to the relevant council service.

## **In summary**

- 3.37. Despite the issues raised, the guide has been welcomed and where appropriate the Wiltshire Design Guide has been amended to address the comments received. It is now in a final format that, if adopted as a supplementary planning document, will have weight in planning decisions and has the potential to improve the quality of design of new developments going forward.
- 3.38. It is considered that the consultation responses received in respect of the Wiltshire Design Guide have been appropriately and fully addressed. The proposed amendments that are set out in this Consultation Statement and incorporated into the final draft of the Design Guide are reasonable and reflective of the comments received. In this regard, the Wiltshire Design Guide has been strengthened to provide greater clarity and precision. In reviewing the Wiltshire Design Guide, other additional minor changes have also been made in the interest of clarity and accuracy but do not alter the overall substance of the document consulted on.

## 5. Draft Wiltshire Design Guide Supplementary Planning Document – Proposed changes from 2023 consultation

Table 5.1 below contains a list of proposed changes to the ‘Draft Wiltshire Design Guide Supplementary Planning Document - 2023’ which are supported through the consultation feedback, which can be found in **Appendix A**.

**Table 5.1.** Draft Wiltshire Design Guide – Schedule of changes from the representation responses from the consultation.

Reference within original document	Schedule of changes
First page	Draft removed - amended text.
Foreword	Text amended in 5th paragraph to include word 'to', as well as correct the capital letters in the words health and wellbeing, sustainability and climate resilience
Foreword	7th paragraph - included link to Neighbourhood planning process
Foreword	Text amended, sentence removed from 9th paragraph. 'This period of public consultation is the opportunity to provide feedback on it'
1. The Vision	Spelling - text amended. 'focusing'
1.1. First paragraph	Text amended. Sentence added: <b><i>It is important to be aware that this guide only applies to the area in which Wiltshire is the Local Planning authority and does not include the New Forest National Park area.</i></b>
1.1. 4th paragraph	Text amended. New sentence: <b><i>CP57 also sets out expectations which applicants must give regard to when designing development proposals.</i></b>
1.1. 5th paragraph	Text amended. New text: <b><i>Therefore, as an SPD, the primary aim of this Wiltshire Design Guide is to elaborate on CP57. This document has been consulted upon locally and is a material consideration in the determination of planning applications.</i></b>
1.1. 6th paragraph	Spelling amended: recognized changed to recognised
1.1. 7th paragraph	Spelling amended of mixed - use (from mixed use) . Sentence added: <b><i>Please note, according to the National Planning Policy Framework, Major development is referred to as ‘where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more’</i></b>
1.1. 8th paragraph	Text amended. New Text: <b><i>It is expected that masterplans will be produced for all sites in excess of one hectare and proposed residential developments of more than 10 dwellings. The masterplan must demonstrate how the proposed scheme is laid out on the site and also how elements such as building heights and form, building lines, routes for vehicles, pedestrians and cyclists, green and blue infrastructure etc. all relate to these elements on the immediately adjoining sites.</i></b>

1.2. 5th paragraph	Text amended to exclude the words 'to the trained eye'. New text: <b><i>The effects of these geological foundations can be seen in the very shape of the land, in the habitats and land uses it supports and in the fabric of buildings and other features.</i></b>
1.2. 12th paragraph	Text removed: 'Until relatively recently, when canals, railways and metalled roads allowed the movement of bulky loads, all buildings excepting the grandest cathedrals and churches would have been constructed from locally won materials.'
1.2. 12th paragraph	Word 'therefore' removed from sentence. New sentence: <b><i>The dramatic variations in the geology of Wiltshire has created a distinctive local vernacular, reflected in the materials used in buildings, as well as their form and the methods used for construction.</i></b>
1.2. 13th paragraph	Text added. New sentence: <b><i>On chalk geologies, clunch (a traditional building material consisting of local chalky clay and stone) is found in cottages and perimeter walls.</i></b>
1.2. 15th paragraph	Text amended. New text: <b><i>Wiltshire's landscapes, towns and villages continue to evolve. The need to accommodate a growing population, new industries and modern farming techniques as well as plan for climate change and mitigate the impact of climate change.</i></b>
1.2. 15th paragraph	Text removed: 'on the fringes of the market towns' New text: <b><i>Over the last 20 years the majority of growth has been focused on greenfield sites.</i></b>
1.2. 15th paragraph	Text removed: 'which can sometimes be detrimental to the viability of local facilities.' New text: <b><i>Elsewhere growth has been more restricted, with opportunities for new homes often restricted to either brownfield or smaller infill sites.</i></b>
1.2. 15th Paragraph	Text removed: Whilst this has had a strong influence on preserving the rural character and identity of the county, there is a risk that in the future poorly planned or badly designed development will erode and dilute the diversity that makes Wiltshire so distinctive. As the demand for new jobs, housing and infrastructure continues, local planning authorities, developers and communities need the tools to ensure change is positive and respects the diverse character of our landscapes and townscapes. This Design Guide seeks to do just that.
1.3. 2nd paragraph	Text amended: 'This Guide identifies poor design features which singularly or collectively can lead to poor health and wellbeing outcomes and identifies design approaches, principles and features which promote health and wellbeing' New text: <b><i>This guide identifies best practice in urban design which singularly or collectively can lead to good health and wellbeing outcomes.</i></b>
1.3. 2nd paragraph	Spelling of 'built' amended.
1.3. 3rd paragraph	Word 'can' added, spelling of contributes amended to fit in sentence correctly: <b><i>A strong community can also contribute enormously to a sense of personal wellbeing</i></b>
1.3. 4th paragraph	Word 'must' replaced with ' <b><i>will</i></b> '
1.3. 4th paragraph	New text added: <b><i>These aspirations are reflected in CP57 and in other Core Strategy policies including CP50 and CP51.</i></b>

1.3. 6th paragraph	Text amended: 'Design can help to achieve Wiltshire Council's ambitious aims. This will mean always planning and designing with a view to meeting the needs of the future as well as the present. ' New text: <b>Good design can help to achieve Wiltshire Council's ambitious aims. This will mean always planning and designing with a view to meeting the needs of the future as well as the present.</b>
1.3. 6th paragraph	Word 'must' replaced with ' <b>need to</b> '
1.3. 7th paragraph	New text added: ' <b>at the very outset of the design process</b> '. New sentence: <b>Consideration needs to be given at the very outset of the design process to the wider impact to the setting and features of historic and natural significance.</b>
1.3. The right homes in the right places	Text removed: 'The Council's Business Plan makes clear the importance of building the right homes in the right places. Wiltshire Council wants to improve housing supply to ensure people can live and work locally, play an active part in their community, have easy access to high quality and affordable housing, close to family, that is right for them and in a beautiful place.' New Text: <b>The Council's Business Plan makes clear the importance of building the right homes in the right places. Wiltshire Council through planning documents wants to improve housing supply to ensure people can live and work locally, play an active part in their community, have easy access to high quality and affordable housing that is right for them. In addition, the Council itself aims to build the highest achievable quality affordable housing, that is well-served by public transport, education and healthcare provision.</b>
1.4. Neighbourhood planning	Text amended: 'Neighbourhood planning was introduced in the Localism Act 2011. It is an important and powerful tool that gives communities statutory powers to shape how their communities develop.' New text: <b>Neighbourhood planning was introduced in the Localism Act 2011. It is a powerful tool that enables communities to influence and shape how their communities develop. Neighbourhood plans are led by the local community, the people who know and love the area, to ensure the community gets the right types of development, in the right place.</b>
2.1. Context 5th paragraph	Text amended: 'With regards to the planning context, development projects must also have regard to the Council's visions and strategies, as well as the socioeconomic status of the area and actual housing need.' New text: <b>With regards to the planning context, development projects need to also have regard to Wiltshire Council's strategies and housing need for the area, alongside those of the respective Town and Parish Councils.</b>
2.2. Heading	Text amended: Text removed: 'must be submitted ' New text: <b>2.2 Process: design information expected for all major projects.</b>
2.2.1	Text amended - all 'must's in the first paragraph replaced with ' <b>should</b> ' and ' <b>needs to</b> '.
2.2.1.	Text amended: 2.2.1 'Where required, a' removed. New text: <b>A Design and Access Statement (DAS) needs to explain the design principles and concepts that have been applied to the development.</b>



2.2.3.	Text amended: New text: <b>2.2.3 A fundamental part of any statement about design should be its context appraisal. This section should demonstrate how the design principles, concepts, access for all and even detailing that have been applied to the development have been informed by the physical context of the place.</b>
2.2.8.	Text amended: 'must' replaced with ' <b>should</b> ', spelling change, 'agree' replaced with ' <b>consider</b> '. New text: <b>2.2.8 Outline applications that seek only to determine limited detailed matters, e.g. amount and access, should still consider certain design expectations, as these will be key factors in the financial viability and deliverability of projects. These include:</b>
3. 6th paragraph	Text added. New text: <b>A Neighbourhood Plan will also inform this, see Appendix A</b>
3.1.3.	Text added: New text: <b>'At the very outset of considering a development scheme, a search should be undertaken to all the relevant web sites of local Parish Councils, Town Councils, National Landscapes management groups, specialist local history groups, conservation area groups etc. Many of these organisations have already undertaken extensive character analysis studies of their local areas, which are of great value.'</b>
Image caption: Informal categorisation of Wiltshire's geographic area.	New text added: <b>It should be noted that this guide only applies to the area in which Wiltshire is the Local Planning authority and does not include the New Forest National Park area.</b>
3.1.5.	Change to reflect new AONB name change National Landscape. New sentence: <b>'The Cotswolds National Landscape,' formally referred to as an Area of Outstanding Natural Beauty, runs through five counties, including the north-west and west of Wiltshire.'</b>
3.1.5.	Addition of word 'cream' to sentence. New sentence: <b>'Within the Cotswolds, each settlement has its own identity, yet all are generally marked by the defining Cotswold feature; the ubiquitous use of stone (though this varies from gold to pale cream depending on the exact location). '</b>
3.1.9.	Amended text to reflect AONB name change: <b>The natural landscape varies from the borders of the Cotswold Countryside Character area in the far west and the North Wessex Downs National Landscape in the north-east, across the Vales of Avon and Pewsey, to the borders of Salisbury Plain to the south.</b>
3.1.10.	Word change: 'cast' replaced with ' <b>natural</b> '. New text: <b>Focal buildings are often in natural stone.</b>
3.1.10.	New text added: <b>There is considerable use of thatch in the villages of the Pewsey Vale that give this area a distinctive character and villages of the Chalke Valley are similarly distinctive.</b>
3.1.12.	Text amended to reflect name change: New text: <b>The south of Wiltshire is diverse in its landscape character, from rolling downland and the Salisbury Plain to more wooded areas within parts of the Cranborne Chase National Landscape.</b>

3.1.14.	AONB replaced with National Landscape. Word added to end of sentence to read as <b>'Cranborne Chase National Landscape.'</b>
3.1.15.	New text added: <b>Another distinctive feature of south Wiltshire are the chalk streams, which are of international importance.</b>
P23	Image of Military Camp Westdown, Salisbury Plain removed and replaced with: Bulford Kiwi Credit: 'Photography by Harvey Mills'
3.2.3.	'and design guidance' added to text. New text: <b>3.2.3 Where they have been created, refer to Neighbourhood Plans and Village Design Statements which may provide further guidance on local character and design guidance.</b>
3.2.4.	New text added: <b>However, where the site and its surrounding area display no significant intrinsic local character and distinctiveness, this should not form a precedent for a new non-descript and featureless development.</b>
3.2.7.	Text amended: 'On the Constraints and Opportunities Plan, plot key views both locally within the public realm and from further afield and demonstrate how new buildings will impact those views.' New text: <b>The Opportunities and Constraints Plan should include key views, both good and bad (if they exist) within the site, from the site to the surrounding areas and from the surrounding areas back into the site. Subsequent sketch layout plans that demonstrate how the design has evolved should illustrate how proposed building forms and trees have been located to reveal and frame good views and block out bad ones.</b>
3.2.8.	New text added: 3.2.8. <b>The Kennet and Avon Canal runs through central Wiltshire and forms an attractive canal corridor. This together with the lines of other historic canals are protected. There are also many smaller rivers and streams throughout the county, all with their own function, character and beauty. New development should value the presence of all water courses and the opportunities that they present for people and nature. New developments should positively address watercourses and where possible enhance water quality, aquatic ecology, public safety access and enjoyment of the water.</b>
3.3.1.	and where appropriate' used to replace 'potentially'. New text: 3.3.1 <b>Unless the context requires new development to 'subtly blend in', which may be the case for householder applications and small infill schemes, the design for new buildings should make use of the available opportunities for enhancing the identity of the place, and where appropriate, potentially becoming distinctive in its own right.</b>
3.3.3.	Text removed: 'During public engagement, it is recommended that a few options for the creation of character and identity are presented to those who will live in and identify with the area.' and 'Guides' New text: <b>Refer to Conservation Area guides, Neighbourhood Plans and Village Design Statements if available, to understand the communities' preferences for character.</b>

3.3.4.	Text amended: 'Do not use inflexible, 'ready-made' architectural plans and elevations which have no regard for the site or the plot. Instead, ensure designs for the built form and façade detailing relate to the character/context of the site and the plot.' New text: <b>3.3.4 Where model house types are used it is important to ensure their form and facade detailing are adapted to the character and context of the site and the plot. The elevations of model house types could also be reworked to create modern facades, whilst still being constructed of traditional building materials such as locally sourced natural stone and brick.</b>
3.3.5.	Text amended: 'must' replaced with ' <b>should</b> '.
4.1.1.	Text amended: 'New buildings and layouts should integrate seamlessly with the landscape. This means' removed. New text: 4.1.1 <b>Slopes and hills are cherished features of the Wiltshire landscape. They can be seen and appreciated up close and from long distances away. The Council therefore does not encourage new building development on slopes and hills where it will become prominent and visible from the surrounding areas. Any buildings proposed to prominent slopes and hills should work with the landform and take advantage of existing features such as tree and woodlands to minimize any impact. The use of standard house types is unlikely to be suitable and bespoke designs are expected so that the development would integrate seamlessly with the landscape. Buildings and spaces should rise and fall more gradually with the land, in turn creating more interesting, characterful townscape and better living environments without the need for large retaining structures.</b>
4.1.6.	Text amended: 'On very steep sites, plots with a build line parallel to the contours should utilise split-level built form and split-level gardens. Plots perpendicular to contours should consider using traditional, narrow- fronted stepped terraced housing.' New Text: <b>On very steep sites, plots with a build line parallel to the contours should utilise split-level built form and split-level gardens. Plots perpendicular to contours should consider using traditional, narrow- fronted stepped terraced housing.</b>
4.2.3.	Text added. 'or larger developments to areas where there is a strong historic fabric ' New text: <b>Smaller scale infill development or larger developments to areas where there is a strong historic fabric should generally respect the intrinsic pattern of streets and blocks in the settlement.</b>
4.2.5.	New text added: This will require new rear gardens to back directly onto each other and onto existing rear gardens, to maximise security and privacy. New text: 4.2.5 <b>Aim to use perimeter blocks, where the edges of all streets and spaces are defined by building frontages. This will require new rear gardens to back directly onto each other and onto existing rear gardens, to maximise security and privacy.</b>
4.2.9.	Text amended: 'Back-to-back' distance (a term used to refer to the distance between the rear façades of dwellings) should generally be no shorter than about 20m* (measured within 30° degrees of parallel) in order to limit direct overlooking of private amenity spaces. This may slightly reduce where higher densities are appropriate. *Also see Private Amenity Space (Section - Homes and Buildings). New Text: <b>4.2.9 Privacy for households should be secured through good design taking into consideration local factors such as topography, layout and orientation. Traditional 20m 'back to back' distance is intended to prevent overlooking and secure a degree of privacy for householders. However, this guideline can be reduced if the design is suitable for the area (high density/town/village centre) and the design is sufficiently sensitive to reduce intrusive overlooking. Equally separation should be increased if this would result in a form of development that is more respectful to the established character of, say, a lower density residential area.</b>

4.3.4	Word 'be' removed.
4.3.5. Caption of image	Amended, Warminster removed and replaced with, <b>Pewsey</b>
4.4.1	Text amended 'Propinquity' removed as well as definition. Propinquity - the propinquity effect is the tendency for people to form friendships with those whom they encounter often. Historically, settlements were naturally compact and had tightly knit communities due to having evolved to be walkable and include mixed- uses. New text: <b>4.4.1 Compact forms of development bring people together to support local public transport, facilities and local services. They make destinations easily accessible by walking or cycling and help to reduce dependency upon the private car. They have a higher degree of "neighbourliness".</b>
4.4.3.	Text removed: 4.4.3 In practice, housing mix directly influences the built form and the efficiency of land use. The mix of open market housing also informs the site capacity, physical character and the demographics of the new place. Over the long-term this also influences the rate at which greenfield land is developed. Therefore, on applications for major development, the proportion of open market dwellings of different sizes must reflect objectively assessed local need (as per Local Plan Policy) as opposed to commercial preferences alone. The Affordable Housing Mix should be agreed with the Housing Enabling Team.
4.4.4.	Text removed: For Outline Applications, an indicative affordable and market housing mix should be agreed and used to objectively estimate site capacity, even if the precise mix shall be a reserved matter.
4.4.5.	Text amended: Where possible, use attached built forms (shared party walls) as opposed to detached forms. New text: 4.4.5. <b>Where appropriate, consider utilising 2.5 and 3 storey homes for larger households, rather than 1 or 2 storeys with larger floor plans.</b>
4.4.6.	Text amended: New Text: <b>Innovative design solutions may be necessary to achieve higher density in some locations, for example the use of attic space for accommodation, providing accommodation or gardens over parking spaces and apartment roof terraces and balconies as private amenity space. Where ground conditions allow it, split level buildings and basements may be explored.</b>
4.4.7.	Abbreviation ( <b>POS</b> ) added next to words public open space.
4.4.8.	Text removed: Always use highways designs which are in scale with the needs and character of the development. Swept path analysis should be submitted to demonstrate efficient use of land for highways, e.g. turning head designs should be only as large as necessary to accommodate the relevant service vehicle.
4.4.11.	Text removed:  4.4.11 Towns 30 to 55 dwellings per hectare Villages 20 to 45 dwellings per hectare Hamlets and Scattered Dwellings Not applicable
4.5.2.	Words 'any' and 'sort of' removed.
4.5.3.	Word 'must' replaced with <b>should</b> .

4.5.3.	Text amended: The matter should not be conditioned. New text: <b><i>These details need to be incorporated thoughtfully at an early stage and therefore should not be conditioned.</i></b>
4.5.4.	Text removed: Internal layouts and associated architectural elevations must have regard to what happens in the public realm outside the rooms, i.e. large floor to ceiling windows close to the public realm may be suitable for kitchens but not for bedrooms, unless the detailing mitigates for privacy (breaking up large windows into individual panes can help enhance the sense of privacy and add a distinctive character).
4.5.4.	'walking by' replaced with ' <b>passing</b> '.
4.5.5.	Text amended: To mitigate the visual impact of a large building's mass within in the setting of important landscapes and townscapes, it will generally be necessary to break down the main volume and roof profile into smaller elements. New text: <b><i>To mitigate the visual impact of a large building's mass within the fine grain and urban morphology of towns and villages, conservation areas, National Landscapes and the surrounding areas that can be seen from the National Landscapes, it will be necessary to break down the building's main volume and roof profile into smaller elements.</i></b>
4.5.7.	word 'additional' removed.
4.5.8.	Text amended: New text: 4.5.8 <b><i>Designs should avoid using items which are visibly artificial in appearance such as sheets of plastic 'roof tiles' for porch canopies or bay windows, plastic false chimneys or 'foam stone' detailing, etc. Chimney stacks often add visual interest but should be of masonry construction and serve a practical purpose, continuing down as a stack with a flue serving a fireplace, vent or extract.</i></b>
4.5.9.	Text amended: New text: <b><i>The careful use of innovative and recycled materials is welcomed, where it can be demonstrated these materials are sympathetic to the local vernacular and that they weather well.</i></b>
4.5.10	Word 'must' replaced with ' <b>should</b> '.
4.5.12	Word 'must' replaced with ' <b>should</b> '.
4.5.15.	Word 'must' replaced with ' <b>should</b> '.
4.5.15.	Word 'discreet' added to text. New text: <b><i>Therefore, a discreet bin collection point should be provided on the inside edge of the plot.</i></b>
4.5.15.	Text amended: Its design and location should not allow for it to be used for or obstructed by car parking. Detailed requirements and guidance for waste. New text added: <b><i>The bin collection point should not obstruct car or pedestrian movement in the public realm.</i></b>
4.5.16.	Text amended: <b><i>Detailed requirements and guidance for waste and recycling including carry/wheel distance, capacity, size &amp; number of containers is provided in the 'Wiltshire Council <a href="#">'Waste Storage and Collection' guidance</a> for developers, which also includes references to the size of collection vehicles in use. Note: The council has a statutory duty to collect waste and recycling from the nearest adopted highway and may reserve the right not to directly access private roads to make collections of waste and recycling without suitable indemnities being in place.</i></b>

4.5.17	New text: <b><i>All new street furniture in the public realm needs to be of a suitable style and character to the locality, robust and meet with the approval of the Highway Authority and Local Planning Authority. It should be coordinated and complement the character and environment for which it is intended. This covers items such as bus shelters, litter bins, seating, tree grilles and guards, bollards, streetlamps, railings.</i></b>
5. Movement.	additional sentence added to introductory text at 5: <b><i><a href="#">Sport England's Active Design Guidance</a> also offers useful information about planning and designing places to encourage and facilitate active travel and recreation.</i></b>
5.1.1.	Text amended: A well-designed and connected network gives all people the maximum choice in how to make their journeys. This includes by public transport, walking, cycling and by car. New text: <b><i>A well designed and connected network, both within the site and to neighbouring sites, gives people the maximum choice in how to make their journeys. This includes by public transport, walking, cycling and by car.</i></b>
5.1.2	Words 'must' replaced with ' <b><i>should</i></b> '.
5.1.4	Text added: <b><i>Freedom of movement and access are essential requirements for all members of society. Please refer to the Inclusive Mobility. A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure (publishing.service.gov.uk)</i></b>
5.1.4.	New links added: <b><i><a href="#">Wiltshire Local Transport Plan</a></i></b> <b><i><a href="#">Making transport accessible for passengers and pedestrians</a></i></b>
5.1.5.	Amended text: Movement routes must respond to desire lines and prioritise pedestrian and cyclists before car drivers, e.g. continuous footways across junctions. New text: <b><i>New movement routes should respond to existing desire lines and enable people and cyclists to move in safe and direct ways between A and B.</i></b>
5.1.8.	Amended text: words removed: only be used where unavoidable and. New text: <b><i>Cul-de-sac development should be short with their turning head/far end visible from the junction with a through road, and foot and cycleways should follow desire lines and link cul-de-sacs to maximise permeability.</i></b>
5.1.9.	Text amended: Opportunities must always be sought to connect into adjacent residential areas, e.g. where existing roads and paths effectively abut the application site's boundary. New text: <b><i>Opportunities should always be sought to connect proposed roads into existing roads on adjacent areas. Sometimes this may not be possible at the time of construction due to land being outside of the developer's control. However, site layout plans should allow for highway and footpath connections to be made in the future, avoid blocking access points into future development land with private drives and private parking.</i></b>
5.1.10. and 5.1.11	Text removed. Part of 5.1.11 text added to end 5.1.9.: <b><i>...avoid blocking access points into future development land with private drives and private parking.</i></b>
underneath 5.1.11	Insert here: <b><i>Photo of Hitachi at White Horse Business Park island junction</i></b>

New 5.1.11	New text: <b><i>Design highway networks that are in scale with the character of proposed developments, whilst ensuring that there is adequate provision for visitor parking, service and delivery vehicles to maneuver and turn. Discussions should be held with the Council and local bus companies at the earliest opportunity to ascertain exactly where new bus routes and extensions to existing bus routes can be formed, and with those routes designed accordingly.</i></b>
5.2.1.	Text amended. Text removed: In well-designed larger schemes, New text: <b><i>In well-designed larger schemes, people should not need to rely on the car to access local facilities such as shops, schools, public amenities and the natural environment. An important design objective is to make key movement routes to these destinations direct, legible, safe and attractive to pedestrians and cyclists; the design of the built form along them should deliver this.</i></b>
5.2.2.	Word 'must' replaced with <b><i>should</i></b>
5.2.3.	Word 'must' replaced with <b><i>should</i></b> .
5.2.3.	Text amended: New text: <b><i>5.2.3 New developments should provide walking and cycling connections within the site and between the site and any existing or emerging networks. Reasonable limits on walking distance from new dwellings in villages and towns to key facilities are given in the Urban Design Compendium Volume 1 (typically within 800 metres to a local shop, primary school and community centre)</i></b>
5.2.4.	Text amended: Text removed: Applicants should seek to satisfy some key desire lines within new 'green routes' or 'green corridors' where possible (e.g. uninterrupted linkages for wildlife and people). New text: <b><i>Applicants will be expected to create a comprehensive network of green routes or green corridors to facilitate the uninterrupted movement of people and wildlife. In effect, applicants are expected to identify opportunities to deliver the objectives of an area's Active Travel Scheme and its Local Green and Blue Infrastructure (GBI) Framework in a holistic way.</i></b>
5.2.6.	Text added: Thus, street tree planting should be anticipated, and sufficient space allowed for in Outline applications. New paragraph: <b><i>Locations for street trees should be considered at the early stages of the design process as they require space both above and below ground and can have a direct influence on parking typologies, built form and lamp post locations. Thus, street tree planting should be anticipated, and sufficient space allowed for in Outline applications.</i></b>
5.2.8.	Words rearranged to support legibility. New text reads: <b><i>5.2.8 Views along streets within new developments should be terminated with an appropriately attractive backdrop, e.g. trees within POS, views of the wider landscape, or building frontages of distinction.</i></b>
5.2.10.	Text removed: On larger schemes, a delicate balance of variety and uniformity is required to create sensorially stimulating places, which encourage people to navigate them on foot and by bike.
5.2.11.	Word 'must' replaced with <b><i>'should'</i></b> .
5.2.13.	Text removed: Except for quiet residential streets, cycling should be physically separated from pedestrians and should not have to share space with heavy traffic.
5.3.1.	word 'must' replaced with <b><i>'should'</i></b> .

5.3.1.	Text added: Consider including cycle parking, electric cycle and scooter charging facilities at bus stops. This is of particular importance at well used bus stops and bus stops that serve large catchment areas. New text reads: <b>Masterplans and layouts should recognise the potential requirement for wider space for buses, in conjunction with dedicated cycle routes, on street parking and wider tree-lined footways. Consider including cycle parking, electric cycle and scooter charging facilities at bus stops. This is of particular importance at well used bus stops and bus stops that serve large catchment areas.</b>
5.3.3.	Text added: (The seating should include arm rests, not perch seating), Bus stops should be robust and offer people protection from the wind and rain. At these locations also look to introduce secure cycle parking and real time information displays. New text reads: 5.3.3 <b>Bus stops can become a focal point within a local community, ranging from a little extra space with seating (The seating should include arm rests, not perch seating), to a location with neighbourhood shops and community facilities. Bus stops should be robust and offer people protection from the wind and rain. At these locations also look to introduce secure cycle parking and real time information displays.</b>
5.3.4.	New text added: Think creatively, could the roof of bus shelters can be utilised as a living green roof or be used to accommodate solar panels. New text reads: <b>The townscape can acknowledge and highlight the presence of bus stops, for example, by widening the footway and providing distinctive planting and lighting. Think creatively, could the roof of a bus shelter be utilised as a living green roof or be used to accommodate solar panels.</b>
5.3.6.	Spelling amendment of focussing to ' <b>focusing</b> '.
5.3.6.	Text added: For dwellings immediately adjacent to bus stops, this may require those specific dwellings to be set-back, to afford them more privacy. New text reads: 5.3.6 <b>The land uses across sites should have regard to bus routes, generally focusing more homes closer to bus stops and designing key nodes especially those with any services and facilities along these routes. Appropriate spaces for congregation should be provided, with the potential impacts (e.g. noise) on nearby homes considered. For dwellings immediately adjacent to bus stops, this may require those specific dwellings to be set-back, to afford them more privacy.</b>
5.3.7.	Word 'must' replaced with ' <b>needs to</b> '
5.4.1.	Word 'must' replaced with ' <b>should</b> '.
5.4.2.	Word 'must' replaced with ' <b>needs to</b> '
5.4.4.	Text amended: Where on-plot car parking is shown to be appropriate, it should not reduce the quality of the amenity space available to residents or dominate the front elevation of the dwelling. New text: <b>Where on-plot car parking is shown to be appropriate, it should not reduce the quality of the amenity space available to residents or dominate the front elevation of the dwelling.</b>



5.4.6.	<p>Text amended: Layouts must avoid long runs of continuous frontage parking where this is not substantially and regularly broken up with landscaping. Where groups of homes are served with frontage parking, a continuous 1.8m wide pavement should be provided between the build line/front doorsteps and the parking spaces, with returns at each end back to the adoptable highway.</p> <p>New text: <b><i>In general, on-plot parking to the front of properties should be broken up on every plot by a minimum 0.5-metre-wide planting strip along one of the plot's side boundaries. This planting strip can also serve as a natural soak-away for surface water drainage. In addition, at least a 1-metre-wide strip should be made available from the street to the building for access by pedestrians, the movement of bins and bikes.</i></b></p>
5.4.7.	<p>Text removed and addressed later: Rear parking courtyards and parking barns may be used (in limited quantities) to achieve a particular residential character or street scene in which direct car access to the plot's front is inappropriate. They must be kept small (approx. 5 homes) and must not be disproportionately used for affordable housing. Their detailed design must demonstrate regard for: convenience of access for owners versus security against unwarranted access; natural surveillance of entrances and parked vehicles; location of lighting, EV charging, refuse collection, personal gates and all soft and hard landscaping.</p> <p>New Text: <b><i>5.4.7 Where groups of homes are served with frontage parking directly off the highway, a continuous 1.8 m wide pavement should be provided between the build line/front doorsteps and the parking spaces, with returns at each end back to the adoptable highway.</i></b></p>
5.4.8.	<p>Text amended: Adequate space for ULEV charging points and cable routes must, where in doubt, be demonstrated using detailed plans. These must be designed to avoid physical obstruction or visible clutter where they are not being provided 'on plot'. (Early discussions are expected to resolve these scenarios.) New text: <b><i>Developers should incorporate electric vehicle charging points to private residential on-plot parking spaces, and communal EV charging points within residential parking courts and commercial, retail and office car parks, wherever possible.</i></b></p>
5.4.9.	<p>Text amended: Where a high proportion of homes depend upon a garage for their allocated parking this invariably can lead to on- street parking pressure, or to private gardens being paved over. To mitigate for this, where a home requires 2 or fewer allocated parking spaces, it is recommended that both spaces are unenclosed spaces. In view of the function many garages perform as storage or workshops etc. designers may explore alternative options for such provision, so that traditional garages not required.</p> <p>New text: <b><i>Rear parking courts and barns should be avoided and only used where it can be demonstrated that on-plot parking provision cannot be achieved. They should be kept small and generally serve no more than 10 homes. The design of these facilities should deter unwanted access and facilitate as much natural surveillance from the dwellings over the parking facility as possible. The design and location of lighting, EV charging points, refuse collection, personal gates and planting all need careful consideration and should be an integral part of the design.</i></b></p>
5.4.11.	<p>Word 'must' replaced with '<b><i>should</i></b>'.</p>
5.4.12.	<p>Text amended: Parking space surfacing should generally be permeable, and spaces subtly delineated by contrasting materials as opposed to white paint.</p> <p>New text: <b><i>Parking space surfacing should be permeable and or have a gentle slope that directs excess surface water run-off into rain gardens, plant beds, swales or soak-aways. Parking spaces can be delineated by contrasting materials appropriate for the location such as sunken bricks, stone, or concrete setts.</i></b></p>

5.4.14.	Text removed: The continuity of the footway and/ or cycleway should take precedence over the location of private or visitor parking. 45° ‘Splayed kerbs’ or similar (instead of traditional ‘drop kerbs’) should be used wherever a vehicle crossover is unavoidable, e.g. to access a private driveway.
5.4.15.	Text amended: Potential conflicts between tree planting, lamp posts, sustainable drainage systems (SuDS) and footways must be identified early and designed out, by submitting a dimensioned cross-section of all above and below-ground items. New text: <b>Potential conflicts between tree planting, lamp posts, sustainable urban drainage systems, footways and the underground apparatus of the statutory utility companies, must be identified early and designed out. Cross sectional drawings illustrating all above and below ground items will be expected to demonstrate how this has been achieved.</b>
5.4.16.	Text amended: Where occasional maintenance access is required onto public open space it should be sympathetically designed, e.g. using a suitable grass reinforced web or structure as opposed to tarmac, e.g. for pump or substations within new developments. New text: <b>Where occasional maintenance is required onto public open space, it should be sympathetically designed, and be in keeping with the character of the open space.</b>
5.5.2.	Text amended: Detailed drawings must show that private gardens have ample space for storage sheds. Any form of residential cycle storage (whether within the dwelling or in the gardens) must be shown to have easy access to the highway that is not through a dwelling. New text: <b>Detailed drawings need to show that private gardens have ample space for storage sheds. All forms of residential storage should have charging points for electric bicycles and scooters (whether within the dwelling or in gardens) and should be shown to have easy access to the highway, that is not through a dwelling. This access route should not be via a narrow passage that has 90 degree turns and the route should have sufficient room to comfortably fit past parked cars and bins etc.</b>
5.5.3.	New Text: <b>5.5.3. Cycle parking should therefore be considered within secure storage facilities to the front of dwellings, designed to complement the style of the dwelling and be in accordance with the principles of <a href="#">Secured by Design</a>. Front garden storage facilities that can accommodate larger cycles such as cargo bikes should also be considered.</b>
5.5.5.	Text added: 'downward facing', and 'and limit light pollution' new text reads: <b>Perforated facings to external communal enclosures (e.g. metal or timber slats) together with a movement activated internal downward facing security light should be considered to aid safety and security and limit light pollution.</b>
5.5.6.	Text amended: Secure, overlooked cycle parking should also be provided at all other locations where it might be used, e.g. transport interchanges, Long-stay cycle parking at destinations should be covered. New text: <b>Secure overlooked cycle parking together with charging points for electric bicycles and scooters, should also be provided at all other locations (including bus stops) workplaces, services and facilities, recreational areas and outside apartment buildings (for visitors). Cycle parking at destinations should be covered.</b>

5.5.7.	Text amended: Showering facilities should generally be provided within any new development which is to become a place of employment and to which someone may wish to commute by bicycle. New text: <b>Consider incorporating staff shower facilities within all buildings where 10 or more people will be employed to encourage cycling. Consideration should be given to all types of work or educational buildings including industrial, retail offices and schools.</b>
5.6.1.	Word 'must' replaced with ' <b>should</b> '.
5.6.2.	Word 'must' replaced with ' <b>should</b> '.
5.6.4. and New Para 5.6.5	Text amended: text removed: and concrete imprinted paving effect. Text added: Developers are encouraged to refer to the Government's Manual for Streets for more guidance on the design of streets. Streets for a Healthy Life, accessible version - GOV.UK ( <a href="http://www.gov.uk">www.gov.uk</a> ) New text reads: <b>The specification of the street materials should be provided early on for example, not left to be specified as a planning condition to ensure agreement on their character and robustness. Junctions and turning heads may require enhanced specifications, or special treatments to deal with HGV frequent movements. Technology is evolving and other options may be incorporated.</b> New para added: <b>5.6.5 Developers are encouraged to refer to the Government's Streets for a Healthy Life, and Manual for Streets for more guidance on the design.</b>
6.1.1.	Text amended: word mandates replaced with states. Word GBI added to first sentence. New text reads: <b>6.1.1 The Strategy states that "development proposed in [Wiltshire] will necessitate a focus on improving Green and Blue Infrastructure provision within the Principal Settlements and Market Towns, particularly along river and canal corridors. Development also offers potential opportunities to create new and enhanced linkages between the towns and the countryside for people and wildlife."</b>
6.1.2.	Word 'must' replaced with ' <b>should</b> '.
6.2.1.	Text amended: 6.2.1 Plant more woodland to store carbon and reduce flood risk. New text: <b>Where appropriate, plant more individual trees and woodlands to store carbon, reduce flood risk and provide food and habitat for wildlife. When considering both existing trees and the planting of new trees, refer to: BS 5837 2021. Trees in relation to Design, Demolition and Construction.</b>
6.2.4.	Text added: <b>At the outset of the master planning process, seek to introduce as many trees as possible into both public pavements/verges and private front gardens, ensuring a suitable amount of aerated and drainage space is provided for root systems to thrive and canopies to grow. For further information refer to the <a href="#">Urban Tree Manual</a></b>

6.2.5.	<p>Text amended to 6.2.3: New text 6.2.5 reads: <b><i>To help counter the urban heat effect and create shade it is expected that urban trees and tree-lined streets should be provided within schemes. A tree-lined street is understood to mean a street with regular tree planting along both sides for the entire length of the street, to the effect that a significant amount of shade would be generated when canopies are fully grown. This equates to approximately 1 tree every 10 – 20 metres.</i></b></p> <p>New text at 6.2.6: <b><i>To reduce the risk of vandalism specify Extra Heavy Standard trees and ensure that they are adequately stored, transported to site and planted, staked, and maintained for at least 2 years by a suitably qualified horticulturalist. Also ensure that they are planted into properly prepared tree pits containing the correct type of soil and are free draining. For further information refer to the Urban Tree Manual Urban tree manual and BS 8545:2014 Trees: from nursery to independence in the landscape.</i></b></p>
6.2.8.	<p>Text 6.2.5 amended: <b><i>Recognise the national requirement to increase biodiversity across both urban and rural areas and deliver nature positive developments. See the council's website regarding requirements for Biodiversity Net Gain.</i></b></p>
6.2.9.	<p>Text amended: Incorporate green roofs in urban areas (where an adequate amount of open space can't be created). New text: <b><i>Investigate the feasibility of creating green roofs to all flat roofed buildings from domestic garages to office and industrial buildings.</i></b></p>
6.2.10.	<p>Text amended: Buildings with large expanses of flat walls create opportunities for green planted wall systems. These should be explored, especially in more dense urban areas and on significant commercial buildings.</p> <p>New Text: <b><i>For buildings that have a large expanse of flat walls, consider opportunities for creating green planted wall systems. These should be explored, especially in more dense urban areas and on significant commercial buildings.</i></b></p>
6.3.4.	<p>Text amended: Provide new developments with access to outdoor play facilities for all ages, within the recommended walking distances as per Fields in Trust website. The size of squares and open spaces should be proportionate to the intended use and level of activity generated. New text: <b><i>Ensure children of all ages have access to age-appropriate play facilities within a safe and easy walking distance from new homes. This could involve providing links to existing play facilities on neighbouring sites, but if such facilities do not exist within a safe and convenient distance, play facilities will need to be provided on the proposed development site. Please follow guidance provided by <a href="#">Fields in Trust website</a></i></b></p>
6.3.5.	<p>Text added: In general, the size of open spaces should be proportionate to the intended use and level of activity generated, but may need to be greater to accommodate on site nature positive requirements.</p> <p>New text reads: 6.3.5 <b><i>Furnish recreational open spaces with adequate amounts of seating and picnic areas, so that people of all ages and abilities can benefit from it. In general, the size of open spaces should be proportionate to the intended use and level of activity generated, but may need to be greater to accommodate on site nature positive requirements.</i></b></p>

6.3.6.	Rewording of text: New text reads: <b><i>It is important that any proposed street tree planting selects appropriate species and considers the soil type (Wiltshire has 'shrinking clay' in areas), extent of future branch and root growth, as well as the likely leaf/fruit fall and any corresponding maintenance requirements.</i></b>
6.3.7.	Text removed: Active travel routes in particular should be tree lined.
6.3.9.	Text amended: Research the requirement for dark skies and dark corridors and establish design constraints. New text reads: <b><i>Be aware of requirements for dark skies and corridors, such as in Protected Landscapes such as National Landscapes and nature reserves.</i></b>
6.4.6.	Word 'must' replaced with ' <b><i>should</i></b> '.
6.5.1.	Word 'must' replaced with ' <b><i>should</i></b> '.
6.6.1.	Text added: Please consult BS142021:22 Integral Nest Boxes - Selection and Installation for New Developments as a reference for new developments. New text reads: <b><i>Integral bat roosting features and/or universal bird bricks should be included for bats and building reliant birds at a rate of two per house. A dedicated plan should show the location of these features. The advice of a professional ecologist should be sought when determining the appropriate boxes for the area. Please consult BS142021:22 Integral Nest Boxes - Selection and Installation for New Developments as a reference for new developments.</i></b>
6.6.3.	Amended text: Drystone walls, traditionally laid, could be considered where appropriate, as these increase habitat opportunities. New text: <b><i>Traditional drystone walls can be considered, especially where they feature in the local area, both as field and property boundaries and garden walls. The advice of people with drystone wall building experience, building conservation officers or conservation architects should be sought to determine the exact type of local stone to use and building styles that would be appropriate. Where retaining walls are required, consider using gabions faced with local natural stone, as these are attractive, economical to build and provide habitat for a wide range of species.</i></b>
6.6.4.	Amended text: Where appropriate, deadwood should be incorporated into new woodlands and as features in open spaces. New text: <b><i>In new woodlands and meadows, and on the advice of qualified ecologists, incorporate plant species that will attract pollinating insects, dead wood, log piles, reptile refugia and hibernacula.</i></b>
6.6.5.	Amended text: Where space is limited, consideration must be given to the use of living roofs and planting façades, through the provision of climbing wires and planters. New Text: <b><i>Consideration should be given to the use of living roofs on all flat roof buildings from industrial buildings down to domestic bike stores and garages etc. Planting façades, through the provision of climbing wires, trellises and planters should be considered to all blank walls where possible.</i></b>
6.6.6.	Text amended: When planting new landscape, give plants the room they need to grow. The Council wishes to see more larger canopy tree species in new urban environments (rather than predominantly fastigiate varieties) to reduce urban heat island effect, flash flooding and climate change as well as soaking up CO2, air pollution and creating habitats in the sky. New text: <b><i>When designing new landscapes, give plants the space they need to grow without the need for regular pruning, especially broad canopy trees. Specify plants that will fit into the scale and proportion of the space they are intended for.</i></b>

6.6.7.	New text added: <b><i>New landscapes for homes and businesses can be made attractive and mature faster by planting shrubs that are suitable for the location and hardy. In addition, the planting of shrubs that are valuable for pollinating species such as butterflies and bees is encouraged. These include buddleia, roses, honeysuckle, lavender, ribes, mahonia, cotoneaster and fuchsias.</i></b>
6.7.1.	Text removed: Private gardens should provide sufficient space for food growing. It will be important to ensure that all gardens received some direct sun light (see Outcome: Private Amenity).
New 6.7.1.	New text replacing 6.7.2. Community orchards (minimum 6-8 fruit trees) should be provided within major applications. Public allotments should be provided within large developments with a substantial amount of POS, unless it can be shown that adequate local provision is already provided within 10 minutes walking distance of the development. Conveyance and management should be discussed with the town or parish council. New Text: <b><i>New community orchards and/or allotments should be provided within major developments as part of the public open space resource, if the Council have identified an existing shortage of provision within accessible walking distances of a new developments.</i></b>
6.7.2.	Word ‘types’ replaced with ‘ <b><i>species</i></b> ’.
6.8.2.	Words added to text: landscape, may be required. New text reads: <b><i>At Stonehenge and Avebury there are no additional statutory restrictions on development, however the sensitivity of the WHS landscape may mean that more detailed evidence is required to accompany planning applications and greater mitigation may be required. Reference should be made to The Stonehenge, Avebury and Associated Sites World Heritage Site Management Plan 2015 or later revision, which is recognised as a material consideration in determining planning applications.</i></b>
6.8.3.	Text removed: In addition.
6.8.4.	New text added: and heritage features. New text reads: <b><i>In addition to the WHS, Wiltshire has thousands of designated and undesignated archaeological features and heritage features, some of which (Salisbury Cathedral, Old Sarum Castle) have been influential on the development of the landscape for hundred and thousands of years. As well as respecting, protecting and enhancing these sites, new development is expected to take reference and inspiration from Wiltshire’s rich historic environment in placemaking and place shaping the new communities.</i></b>
7, second paragraph	Text and link added: The National Design Guide, <a href="#">Sport England's Active Design Guide</a> also contains a lot of useful information about planning and designing spaces to encourage active recreation.
7.1.1.	Word ‘must’ replaced with ‘ <b><i>should</i></b> ’. Text removed: and/or the Fields in Trust Guidance.
7.1.2.	New text: <b><i>The POS associated with new residential developments should be located in a central position, so that it can serve as a focal point for the new community and be easily accessible by all the residents, especially children, without having to cross busy roads. Other public open spaces should be designed to reflect their location and intended uses.</i></b>

7.1.3.	New text: <b><i>New POS adjacent to shops or community buildings are likely to be predominantly hard paved spaces that serve as urban squares or civic plazas. Comprehensive master plans supported by multiple land owners and developers are encouraged, but even in the absence of a comprehensive masterplan, expanding upon immediately adjoining POS within existing residential areas can be a unifying element, enjoyed by new and existing residents.</i></b>
7.1.4.	New text: <b><i>Residential areas should accommodate a wide variety of features and recreational activities including attractive planting/ecological habitats, seating, walking and running, areas for informal ball games, play facilities such as LEAPs, LAPs and multi-use games areas (MUGAs).</i></b>
7.1.5.	New text: <b><i>In consultation with Council Officers, ascertain how new POS in proposed development sites can enhance the POS provision across a district. All POS should be well overlooked by the principal elevation of buildings to enable high levels of natural surveillance.</i></b>
7.1.2. (now 7.1.6)	Text amended: Some public open space, with seating, should be reserved in a central location and designed as a focal point for a new community; this may be predominantly hard or soft landscaping depending on the vision for new community. New text: <b><i>SuDS, attenuation ponds and dykes can all be accommodated within new POS, but they should not dominate the spaces. In addition, for safety reasons, they should have shallow sides.</i></b>
7.1.3. (now 7.1.7)	Text amended: text removed: not be located only beside private drives or only at the end of a cul-de-sac. New text: <b><i>To create a shared sense of ownership new public open space should be centrally located.</i></b>
7.1.4 (now 7.1.8)	Text removed: (i.e. trees for shade and water for play)
7.1.6.	Text removed: The detailing of the public realm should shape the intended character of the overall place (See Identity). Locally quarried stone should be the first choice for walls within the public realm. Stone setts should generally be used for surface markings rather than white lines. Even local stone chippings rolled into tarmac could be considered to enhance the visual quality of this surface. Within Wiltshire, Pennant stone is commonly used for paving and cobbles.
7.1.10.	Text amended: Generally, bound local gravel surfaces should be considered in rural settings, parkland and open spaces where they can provide a suitably low-key definition to paths, drives and courtyards. New text: <b><i>Bound local gravel surfaces should be used for pedestrian and cycle paths in rural areas, parkland and open spaces. Brick or block paving or tarmac should be used where paths are expected to be heavily traffic by pedestrians or cyclists.</i></b>
7.1.11.	Text amended: The enclosures of substations and such like must be detailed to enhance the character of the area. New text: <b><i>The enclosure to substations and service yards etc. should blend with and enhance the character of the local area. They may therefore need to be built of local natural stone or brick to match existing materials and colours seen in the immediate area.</i></b>

7.1.12.	Text amended: Areas for building servicing should be screened from public by the building itself, with its approach and any visible boundary enclosure being designed sympathetically to the public realm. New text: <b><i>If building service yards, external storage space and bin stores etc. are surrounded by security fencing, then the security fencing itself should be screened from public view by the use of dense planting or hedging plants.</i></b>
7.1.13.	Word 'must' replaced with ' <b><i>need to</i></b> '.
7.2.3.	Text amended: Public spaces in urban areas should generally be enclosed by active ground floor uses, e.g. shop fronts and café spill out areas. New text: <b><i>All public spaces should receive high levels of natural surveillance and be enclosed by buildings with active frontages, especially at ground floor level. There need to be multiple or wide access points to public spaces, to allow people to safely enter or leave, so that they do not feel "trapped" within the space.</i></b>
7.2.4.	Word 'must' replaced with ' <b><i>should</i></b> '.
7.2.7.	Text amended/ removed: Proposals should include appropriate shading for seating to protect users from the summer sun. New text reads: <b><i>Formal open space should generally include surfaced paths and places to sit and gather; the locations for seating should be well considered and appropriate, some will require shelter from the rain and wind and should be warmed by the sun where possible. Proposals should include some seating options being in shaded areas to protect users from the summer sun. All seating locations should enable users to feel safe and be aware of their surroundings.</i></b>
7.2.8.	Text amended: Public spaces which people may reasonably expect to use after dark should provide appropriate levels of illumination that only light the space and not the sky, so that they are perceived as being safe to use after dark. Special design solutions may be required where there are local constraints on illumination. New text: <b><i>Lighting should be sensitively designed to prevent light pollution. Core Policy 57 (Landscape) requires that proposals in sensitive landscapes demonstrate that they have taken account the objectives, policies and actions set out in the relevant Management Plans for those areas. Cranborne Chase National Landscape is a designated International Dark Sky Reserve and has policies and guidance on lighting. Other Management Plans have similar policies and guidance on lighting.</i></b>
7.3.2.	Text amended: Public recreational space should include recreational facilities for adults, e.g. outdoor gyms, allotments and other events or activity spaces (not just young people's formal play spaces). New text: <b><i>Consider incorporating recreational facilities for adults such as outdoor gyms, allotments and other events or activity spaces in new or existing public open spaces, in addition to children's play spaces.</i></b>
7.3.3.	Word 'must' replaced with ' <b><i>needs to</i></b> '.
7.3.5.	Text added: and the local town or parish councils. New text reads: <b><i>Developers are encouraged to take an integrated approach to art and design, to achieve overall design quality in architectural and landscape terms by involving artists and the local town or parish councils, in the design process from the earliest stage.</i></b>



8. White outlined box.	Text amended. New text: <b>Everyone is unique and we all have different needs. Proposals are therefore designed to be inclusive and meet the changing needs of people of all ages and abilities and help support vibrant inclusive communities.</b>
8.1.4.	Word 'must' replaced with ' <b>should</b> '.
8.1.6.	Text amended /removed: Where unavoidable, any car parks should be limited in size and located to the side or the rear so as not to detract from the character of the street or physically separate the entrances from the passing footpath network. New text: <b>It is expected that local centres will include continuous built frontages, provide accommodation above ground floor and provide wider footpaths and promenades for access, seating, cycle parking and landscaping. Car parks should be located to the side or rear of buildings, so as not to detract from the relationship between the building and the street and to allow pedestrians a clear and safe route from the street to the main entrance of the building. Short stay parking provision can be incorporated into parking bays on the street.</b>
8.1.8.	Text amended: School pitches and leisure provision should be designed to provide shared facilities for communities to use. New text: <b>School pitches and leisure provision should be designed to provide shared facilities for organised clubs, groups and the community to use.</b>
8.1.10	Removed para 8.1.10: We encourage the application of the 20 minute neighbourhood idea to villages and rural areas too, as per guidance produced by the <a href="#">Town and Country Planning Association</a>
8.3.1.	Text amended: text removed: This includes distributing affordable homes across the site in small clusters and designing their architecture, their plot and their streets to all be tenure blind. New text: <b>When incorporating different tenures, they need to be well-integrated and designed to equal standards of high-quality, in order to create tenure-neutral homes and spaces. Distribution of affordable homes across the site in small clusters, designing their architecture, plots and streets to be indistinguishable from the market homes in appearance is generally expected.</b>
8.3.2.	Text added: This could be a temporary or mobile building or even the show home within phase 1 of the development. New text reads: <b>Large developments such as urban extensions should consider including a community building which is accessible from the outset. This could be a temporary or mobile building or even the show home within phase 1 of the development. Any temporary arrangement should make a default provision for the community use to become permanent if required.</b>
9. First paragraph:	Text amended / removed: The quality of internal space needs careful consideration in higher density developments (e.g. apartments), particularly for family accommodation, where access, privacy and external amenity space are also important. New text: <b>Homes and communal areas within buildings need to provide a good standard and quality of internal space. This includes room sizes, floor-to-ceiling heights, internal and external storage, sunlight, daylight and ventilation and air quality as well as sound, intrusive artificial light and odour levels. The quality of internal space needs careful consideration in order to protect amenity.</b>
9.1.1.	Text amended: All homes must comply with nationally described internal space standard, including the minimum dimensions for bedrooms and built-in storage. New text: <b>New Homes should comply with Nationally Described Space Standards to ensure that they are fit for purpose.</b>

9.1.3.	Text amended: All planning drawings for residential property must show the floor areas and dimensions of all rooms. Any habitable room that is not intended to be used for sitting, eating or cooking is deemed to be a bedroom unless its floor area is below 7.5m <sup>2</sup> and/or it doesn't meet the minimum width requirement. New text: <b><i>The principles of good acoustic design within Professional Practice Guidance on Planning &amp; Noise (ProPG) should be followed to ensure that suitable internal and external noise levels from transport sources can be achieved. Noise levels within internal habitable rooms (bedrooms and living rooms) should always be assessed on the assumption that windows are open for natural ventilation purposes. Noise impacts from commercial and industrial noise should always be assessed in accordance with BS4142:2014+A1:2019 Methods for Rating and Assessing Industrial and Commercial Sound. The rating level of commercial noise sources should not exceed the prevailing background level at residential dwellings'. For further detail, developers should consult Wiltshire Council's Planning Consultation Guidance Note for Noise and Vibration.</i></b>
9.1.5.	word 'must' replaced with ' <b>should</b> '.
9.1.7	Text amended: All new development should meet 'Secured by Design' standards. There may be some guidance which conflicts with other design goals and these should be acknowledged and resolved on a case- by-case basis. Apartments should in general be dual aspect. Single aspect apartments, where agreed by the council, should not face north and should demonstrate interventions to avoid overheating and assist with ventilation. New text: <b><i>All new development should give careful consideration to creating safe places and conform with Wiltshire Council adopted policies and Local Plan requirements.</i></b>
9.1.8.	New text: <b><i>The main pedestrian entrance to apartment buildings, both new builds and building conversions, should be direct and clearly visible from the public realm. The entrance should be an attractive high-profile feature of the building. Consider emphasizing the entrance by using different external building materials, lighting and canopies etc.</i></b>
9.1.9.	New text: <b><i>The main entrance to apartment buildings should not involve pedestrians having to walk around the side of buildings or through undercrofts meant for vehicle access to concealed low key and poorly overlooked access doors at the side or rear of apartment building.</i></b>
9.1.10.	New text: <b><i>Dedicated stores for bins and cycles need their own external entrance doors, which can be located at the front, side or rear of apartment buildings.</i></b>
9.1.11.	New text: <b><i>Undercroft parking grilles could be designed to incorporate art and generally should not exceed more than 50% of the ground floor elevation to the public realm.</i></b>
9.1.12.	New text: <b><i>The ground floor of apartment buildings should present an active frontage to the public realm. One effective way of achieving this without compromising the privacy of the residents, is to incorporate maisonettes or duplex dwellings to the ground and first floors. Lounge, kitchen and dining areas are accommodated on the ground floor, with bedrooms and bathrooms on the first floor. Each duplex or maisonette can have its own front door and possibly a small front garden area. Conventional single storey apartments can then resume from the second floor and above.</i></b>

9.1.13.	Text amended: Hallways and bathrooms should receive natural light via windows or glazed panels where possible. These should use obscured glazing if there are privacy concerns. New text: <b>Hallways and bathrooms should wherever possible receive natural light and ventilation. Mechanical ventilation should only be considered when all other possibilities of providing natural ventilation have been exhausted.</b>
9.1.14.	Text amended: In apartments, communal access corridors and stairways should receive plenty of natural light via windows and glazed front doors. New text: <b>In apartments stairways should be designed to reduce noise and receive high levels of natural light and ventilation. Communal access corridors should not be long dark narrow spaces. They should be wide enough for two adults to walk comfortably passed each other, be well lit and ventilated, especially by natural light and ventilation wherever possible. For communal access corridors longer than 10 metres in length, consider introducing break-out spaces with natural light and seating.</b>
9.1.11.	Text removed: 'In principal rooms (including bedrooms), sill levels of windows should be set low enough to allow a view out from sitting height.'
9.1.13.	Word 'must' replaced with ' <b>should</b> '.
9.2.2.	Rewording of text: Text removed: or 50sqm, whichever is greater, and; New text: <b>Minimum garden areas for all houses should be equivalent to the footprint of the house.</b>
9.2.3.	Amended text: The rationale for the above dimensions is a separate matter to back-to-back privacy (see Built Form 4.0). However, they do inter-relate and so a 'cookie-cutter' layout of identical gardens which has no regard for orientation is unlikely to resolve both matters. New text: <b>Gardens should avoid excessive shading from planting and overshadowing from buildings i.e. from proximity to trees and neighbouring buildings - generally no more than one third of the minimum private garden area stated should be in shade at any one time.</b>
9.2.4.	Reworded text: New text reads: <b>Generally, designers should create usable garden shapes, avoiding irregular pointed corners and narrow strips. To help gardens mature, provide a level of privacy and character and to support nature positive developments, developers are encouraged to plant suitable trees in rear gardens.</b>
9.2.6.	Text added: new text: <b>Balconies (ideally with a southern aspect) should be provided for new homes without private gardens. See table for dimensions; the aim is to provide space sufficient for a meal around a small table. Balconies should be provided for new apartments that do not have access to on-site communal gardens or amenity space (except where these may directly overlook existing windows or a private amenity space.) This can be achieved using glass enhancements, screens or by stepping back the façade. Where balconies overlook noise sources, parapets and/or absorbent soffit materials should be considered for acoustic benefits.</b>

9.2.7.	Rewording of text. New text reads: <b><i>For apartment blocks (with over 4 no. homes) communal residents' gardens should also be provided based on a general guide of a minimum area of 5m<sup>2</sup> sqm per apartment. They should be appropriately enclosed and contain seating and picnic areas that receive sunshine during at least part of the day. Unusable strips of space between car parks or roads and buildings will not be counted as part of the communal garden provision. Local 'Context' and 'Identity' may indicate otherwise, this minimum area may not be appropriate, for example in a historic urban environment of densely built-up street blocks.</i></b>
9.2.8.	Text deleted: For apartments the requirement for a communal residents' garden may be foregone if it can be demonstrated that there is access to local open space within 480m, as per Fields in Trust guidance.
Table next to 9.2.7.	Table caption amended: Minimum standards expected table. Site specific constraints will also need to be factored in. New caption: <b><i>Guidance on minimum standards table. However Site specific constraints will need to be factored in.</i></b>
last row in table on 9.2.7. :	last row in table on 9.2.7. : Private communal space, where no public open space within 480m Text amended: '10sqm' changed to ' <b>5 sqm</b> '.
9.3.2.	Text amended: A defensible, personalisable area, at least 1m deep, should generally be provided between most private buildings and any public space (unless the character analysis justifies a build line along the 'back edge' of the pavement). This private space should be vertically delineated using boundary or planting detail which is of a character appropriate to the street. Ground floor apartments can equally utilise front garden terraces. New text: <b><i>A private front garden space should extend at least 1 m forward of the building line to provide a buffer between ground floor dwelling rooms and a public or semi- public communal area for example a pavement or public open space unless the local 'Context' and 'Identity' indicates a characteristic ground floor building line along the back edge of pavement. For example, a characteristic feature of the historic streets that make up the 'The Chequers' in central Salisbury. This buffer should be delineated by walling, railings or hedging at least 750mm high to deter informal access up to windows, and with a considerable proportion of this characteristic of the intrinsic local 'Context' and 'Identity', for example, drystone walling that can be found across North Wiltshire, the flint walling which can be found in more Southern areas in Wiltshire and traditional county estate style metal railings seen in some rural areas.</i></b>
9.3.4.	Text deleted: Ensure planting beds between the foundations of the building and a footway/ highway are a minimum of 750-1000mm wide (beds with trees will need to be wider still) to provide enough room for adequate amounts of topsoil to allow plants to grow
9.3.6.	Word 'must' replaced with ' <b>should</b> '.
9.3.6.	Text amended: Between private rear gardens, boundaries should provide adequate visual privacy, plot security and some noise attenuation, generally by using a 1.8m close board timber fence. New text: <b><i>Between private rear gardens, boundaries should provide adequate visual privacy, plot security and some noise attenuation.</i></b>

9.3.9.	Text added. New text reads: <b>Designs should allow residents the opportunity to access their gardens without having to walk through their home, or over a neighbour's path or doorstep, especially when transporting bins or cycles. A traditional covered passageway i.e. a 'Ginnel' with accommodation over within a housing terrace is a space efficient way of keeping external access from the street to the rear gardens of mid terrace plots short and direct and which is one device to achieve longer housing terraces and number of houses in a terrace as opposed to a rear pedestrian accessway that would otherwise be limited by the maximum carry/wheel distances stipulated in the Wiltshire Council Waste Storage and Collection: guidance for developers Supplementary Planning Document for drawing refuse containers from rear gardens to a collection point in the street. '</b>
10.1.	Text added under heading: <b>Expectations for compliance with the standard is subject to and dependent on the possible subsequent adoption of net zero carbon as Policy within an updated Local Plan following the outcome of the Wiltshire Local Plan Review Autumn 2023</b>
10.1.2.	Rewording of text: New text: <b>As a rural county, one of the largest carbon emitters is transport. Therefore, the design of new developments is expected to take all opportunities to lessen reliance on private cars by making alternative options feasible and appealing, especially for short local trips - See the Movement section for more guidance.</b>
10.1.3.	Word 'Climate' added to text. New text reads: <b>The Climate strategy states that "New buildings need to be net zero carbon as soon as possible, using less energy and running on low carbon sources of electricity and heat. Existing buildings need to be retrofitted along the same principles. All buildings also need to be able to cope with the impacts of climate change." To ensure new development is built to net zero carbon standards as soon as possible, Wiltshire Council expects applicants of new developments to consider the following 4 key objectives within their architecture and urban design:</b>
10. 1 Energy efficiency and micro-generation	New introduction text: <b>Consider the use of materials and plant that goes beyond minimum standards set by building regulations or that are required by planning policies, such as:</b>
Points under Energy efficiency and micro-generation	All words 'use' changed to <b>'using'</b>
Fifth point under Energy efficiency and micro-generation	Text amended: <b>Providing low carbon electricity generation, such as photovoltaics and/or ensuring that houses have a main elevation with a southerly aspect and that roofs are uncluttered to accommodate solar panels.</b>
New point added to Energy efficiency and micro-generation	New text added: <b>Use the most effective form of loft insulation.</b>
10. 2 Transport	New introductory text: 2. <b>Designs should:</b>
New point added to Transport	New Text: <b>Reducing the need to travel by ensuring – all new homes and businesses are equipped with high quality, high speed broadband.</b>

Last point under Transport	Text amended: Prioritise convenient storage and access for multiple bicycles over the convenience of parking for multiple private cars. New text: <b>Provide convenient storage and access for multiple bicycles and charging points for electric bicycles and scooters.</b>
10. 3 Waste and Recycling	Word 'must' replaced with ' <b>should</b> '.
10.4 Adaption and Nature Based Solutions	New introductory text: <b>Designs should:</b>
10.4 second point.	Word 'isolated' added to text. New text reads: <b>Link new green spaces via a green infrastructure (GI) network (i.e. avoid 'islands' of isolated green space)</b>
10.4. Third point	Text amended: Provide rainwater harvesting for any building or space with water needs. New text: <b>Provide rainwater harvesting facilities in the form of Smart Water Butts and Leaky Water Butts, which can slowly discharge excess rainwater into nearby swales, rain gardens, shrub beds or soak-aways.</b>
10.2.1 Expectation: Follow the energy hierarchy.	Word 'must' replaced with ' <b>are expected to</b> '
10.2.3.	Text amended: On north-south roads, detached units could provide greater flexibility for maximizing solar gain. New text: <b>Consider the block layout and road layout carefully as this will largely dictate the arrangement of buildings on a new development, with east-west alignment generally enabling the optimal orientation of elevations for passive solar gain. However, this is not always possible and variations of up to 30° can be accommodated whilst still benefiting from passive solar gains.</b>
10.2.4.	Text amended: Standardised architectural designs should not be mechanically plotted across a site without accounting for the orientation of the plot. New Text: <b>Solar gain will vary depending on the amount of glazing on each façade, whilst the amount of solar gain which is comfortable will vary depending on the function of the room. The orientation of roofs should also account for the plots orientation so that solar photovoltaics (PV) can better exploit the sun's path, e.g. on north-south roads, gable fronted-buildings could provide greater flexibility for maximizing PV.</b>
10.2.5.	Text amended: Building Regulations part O includes guidance on the need to carefully balance excessive solar gains from windows with the needs of natural light. For example, within Wiltshire, the maximum area of glazing in a given room varies from 11% to 37% depending on the façade orientation, type of room and opportunity for cross ventilation. This will impact the external design of façade, the internal design of deep, open-plan kitchen living rooms and limit the practice of deploying the same standard house types in any location within a site. New text: <b>Developers should be aware of Building regulations Part O when designing the external elevations of buildings, which need to be individually designed for different dwellings depending upon their orientation on the site.</b>

10.2.6.	Rewording: New text reads: <b><i>Where possible, every room within a building should have a window for natural ventilation, including bathrooms and hallways where these are adjacent to external walls. It may be necessary to include external shading such as louvres or shutters, as well as tree planting to limit direct solar gain. External shading is preferable to mechanical cooling as it reduces the need for cooling in the first place.</i></b>
10.2.7.	Text removed: It is understood that the reductions in crime associated with developments built to 'Secured by Design' standards also reduce carbon emissions. For example burglary has been calculated to produce 1t CO2-eq per incident (Secured by design). Given that 'Secured by Design' has been shown to reduce crime by up to 75% on new builds, this can therefore contribute to the council's target of Net Zero.
10.2.8.	Text removed: 4.2.8 On architectural drawings, specify the area of glazing as a percentage of the total floor area.
10.3.1.	Rewording of text: New text reads: <b><i>A 'fabric first' approach to reducing the energy requirements of the building is encouraged for minimising energy demand for heating and cooling.</i></b>
10.3.2.	Word 'carbon' replaced with ' <b><i>energy</i></b> '
10.3.5.	Rewording of text: New text reads: <b><i>Alongside consideration of the appropriateness of the character of the material consider the whole-life carbon footprint of selected materials.</i></b>
10.4.2.	Word must replaced with should., word obvious replaced with nature-based. New text reads: <b><i>Increasing extremes of temperature are a potential risk, with increasingly warm summers. Therefore, designs should plan more for shade and shelter, for example, on and around the façades of buildings (including deeper window recesses on south facing elevations), at seating in public open spaces and at bus stops (too often these have no shelters). More trees, strategically located, is one nature-based option for creating shade. Specifying deciduous species will ensure people can still benefit from the sun's warmth in winter.</i></b>
10.4.3.	Word 'must' replaced with ' <b><i>should</i></b> '
11. Lifespan and Legacy	...and Legacy removed from heading.
11.1.	Text added to introductory paragraph: New text reads: <b><i>Well-designed places and buildings sustain their beauty over the long term. They add to the quality of life of their users and as a result, people are more likely to care for them over their lifespan. They have an emphasis on quality and simplicity.</i></b>
11.1.4.	Text amended: Text removed: For example, since 2 bed dwellings for social rent are invariably offered only to parents with children, there is rarely any need for this tenure's mix to include 2 bed flats, i.e. apartment buildings and maisonettes are expected to comprise only 1 bed dwellings above the ground floor. Any flats over garages (FOGs) in the development should be proposed for the open market only. New text reads: <b><i>Wiltshire's Registered Providers of affordable housing may have some additional design expectations related to the management and maintenance of Affordable Homes (though the Council's expectations for tenure blind design (Section 8.3) will still apply.</i></b>
11.1.5.	Words 'must' replaced with ' <b><i>should</i></b> ' and ' <b><i>needs to</i></b> '.

11.2.2.	Text added: Expectations for compliance with the standard is subject to and dependent on the possible subsequent adoption of net zero carbon as Policy within an updated Local Plan following the outcome of the Wiltshire Local Plan Review. New text reads: <b><i>Evidence shows Wiltshire to be experiencing, on average, an aging population. This will clearly impact on the future requirements for the size of homes and for homes to be adaptable. Therefore all new homes are encouraged to meet Building Regulations Part M4(2) standards, especially smaller 1 or 2 person homes, to ensure they are easily adaptable to changing needs within a household and to generally improve the options within new housing stock for those who will wish to downsize. Expectations for compliance with the standard is subject to and dependent on the possible subsequent adoption of net zero carbon as Policy within an updated Local Plan following the outcome of the Wiltshire Local Plan Review.</i></b>
11.3.2.	Word 'essential' replaced with ' <b><i>important</i></b> '.
11.3.3.	Text added: and the local parish or town council . New text reads: <b><i>Involve the local community and the local parish or town council in the naming of new street names.</i></b>
11.3.5.	Text amended: Engage the council's arts officer early on to discuss the public art strategy. New text: <b><i>Discuss the public art strategy with the Council's planning and arts officers at an early stage in the planning and design process.</i></b>
11.3.8.	Text amended: Post-occupation surveys should be undertaken to inform necessary amendments and future phases and schemes. Any applicant that has repeat work in Wiltshire should do this. New text: <b><i>Post-occupation surveys by developers would help ensure that future phases can be adapted where appropriate to reflect the experiences from those living there.</i></b>
Appendices: Appendix A. First bullet point	Words 'and local detail' added to text. Text reads: <b><i>Neighbourhood Plans can include an extra tier of design guidance. They can be used to convey guidance on matters and local detail not specifically addressed in the National Design Guide, or this Wiltshire Design Guide. Communities often know which parts of their area are popular and work well. The level of detail and degree of prescription should be tailored to their geographic coverage and the circumstances and scale of change anticipated in each place.</i></b>
Appendices: Appendix A. Third bullet point	Error, my changed to ' <b><i>by</i></b> '. Word ' <b><i>expects</i></b> ' added to text.
Appendix B Table	Text under DAS required for validation, next to Full Planning and Advertisements: Spelling error corrected: 'non residential' changed to ' <b><i>non-residential</i></b> '.
Appendix B Table	Text under DAS required for validation, next to Full Planning: Spelling error corrected: non residential changed to ' <b><i>non-residential</i></b> '.
Appendix B Table	Text under DAS required for validation, next to Outline: Spelling error corrected: non residential changed to ' <b><i>non-residential</i></b> '
Appendix C Second paragraph Introductory text	Text amended: The next pages contain tables setting out information required. New text reads: <b><i>The next pages contain a table that offers guidance as to the information that may be required to support an application. This will be dependent on the location, nature, size and complexity of a development scheme. Providing as much information as possible at Pre-Application and Outline stage is likely to facilitate a smoother consideration at later stages.</i></b>



Appendix C Table	Headings for table amended: Information required to enable effective urban design assessment. New text: <b>Information that will help enable an effective urban design assessment.</b> Next heading: Description of information expected and reason. New text: <b>Description of information expected</b>
Appendix C table	Columns 'When to submit Pre-app', 'When to submit Outline', 'When to submit REM', 'When to submit Full', and all details in those columns removed.
Appendix C.3 Urban Design Constraints and Opportunities Plan.	Text under 'Description of information expected' column amended: New text reads: <b>Urban Design Constraints and Opportunities Plan – should include as much information as possible on aspects that could be deemed to influence the design should be captured on this, i.e. topography, site boundaries, rights of ways, views in and out, ecology and landscaping, flood mapping, utilities, etc.</b>
Appendix C.4. Urban Design and Landscape Concept Plan	Text under 'Description of information expected' column: word 'as' added to text. New text reads: <b>This should be initial step in the design evolution - a simple sketch No that highlights and communicates the basic vision for the new place. Drawings should have adequate detail (visually and in words) but should generally not appear as fully resolved detailed designs.</b>
Appendix C.7. Site Layout/Planning Layout	Text under 'Description of information expected' column amended: New text reads: <b>Site layout would show detailed design of the whole application site, generally at 1:500 scale and appropriately annotated</b>
Appendix C. 8. Movement Parameter Plan	Text under 'Description of information expected' column amended: new text reads: <b>Movement Parameter Plans - show convenient, legible (and continuous where appropriate) networks for all modes relating to block structure and development scale.</b>
Appendix C. 9. Density Scale and Massing Parameter Plan.	Text under 'Description of information expected' column amended: new text reads: <b>Density Scale and Massing Parameter Plan - should avoid generic principles of low-density edge and high-density core. The density should respond to the urban design strategy that is more nuanced and considers the wider context and opportunities, focusing density on public transport routes, community facilities and public realm spaces that benefit from being more vibrant.</b>
Appendix C. 12. Design Compliance Statement	Text under 'Description of information expected' column, spelling of word related amended to relates.
Appendix C. 17. Building Plans and Elevation Drawings	Text under 'Description of information expected' column, spelling of word sills amended to cills.
Appendix C.23. Isometric sketches and 3D models.	Text under 'Description of information expected' amended: Some isometric sketches/models of the development, annotated to demonstrate how any special/unusual elements/areas have been created to enhance the distinctiveness or sense of place. New text: <b>At the Pre-app and Outline application stages, rough sketches illustrating initial thoughts and proposals are fine. For later stages, isometric or CGI 3D modeling of special buildings and the development at key locations is expected</b>

Appendix C.30. Lighting Plan.	Text under 'Description of information expected' amended: New text reads: <b><i>Indicative lighting plan also showing any proposed street tree planting and root barriers to demonstrate no conflicts. Indicative Lighting Plan and strategy for any private drives and courtyards should be included.</i></b>
Appendix C. New point added: 33. Accommodating Wildlife.	Text under 'Description of information expected', new text: <b><i>Elevation drawings illustrating where integral swift and bat bricks are to be fitted into external walls, and site layout plans illustrating where hedgehog and wildlife corridors are being proposed and linked to existing GI should be included in addition to other ecological information required. (See Wiltshire Council's website for details.)</i></b>
Appendix C. NOTE at end of table.	Text amended: During Reserved Matters, where the information has already been submitted at Outline, a Design Compliance Statement may be acceptable as opposed to resubmit the same plans again. New text: <b><i>During Reserved Matters, where the information has already been submitted at Outline, a Design Compliance Statement may be acceptable as opposed to resubmission of the same plans again</i></b>
Appendix D Form, first bullet point.	Text amended: Proposed extensions should normally respect and reflect the form, scale, materials with the original building and area. New text: <b><i>Proposed extensions should be carefully considered to respect the original building and the neighbouring properties. The design of the extension will depend on many factors that include the location, plot shape and size proximity to neighbours. The design could replicate the style, form, rhythm, materials and architectural detailing of the original house or by contrast be designed with a modern or traditional aesthetic.</i></b>
Appendix D Form, fifth bullet point.	Words must be replaced with ' <b><i>should</i></b> '.
Appendix D Windows. First bullet point.	Word must be replaced with ' <b><i>should</i></b> '.
Appendix D Details. First bullet point.	words stone/render added to text. New text reads: <b><i>External finishes, materials and architectural features will affect how your extension looks. Normally, the brick/stone/render colour/type and the mortar joints should match those of the existing house. Similarly, the design, proportions and position of joinery details, windows and doors should respect those of the original building.</i></b>
Appendix E Various Neighbourhood Plans and Village Design Statements:	New text added: <b><i>Several town and parish councils within the county have written their own design guides. Therefore, before considering development opportunities please refer to the website of respective local councils to see what design guidance, Neighbourhood Plans and character statements etc. are available.</i></b>

## Next Steps

- a. This Consultation Statement has been prepared to address the legislative requirements relating to the preparation of supplementary planning documents. The representations received during the consultation process have been considered. Where necessary, officers have recommended changes to improve the clarity and effectiveness of the guidance set out with the Wiltshire Design Guide – Supplementary Planning Document (SPD).
- b. The final version of the Wiltshire Design Guide SPD will be considered by Cabinet on 6 February 2024. Subject to Cabinet approval, a recommendation will be made to Full Council on 20 February 2024 for adoption of the SPD.
- c. The final version of the Wiltshire Design Guide SPD will be published on the Council's website at: [Biodiversity, landscape and design - Wiltshire Council](#)



## Appendix A - List of Consultation Responses

The table below contains a summary of responses to the consultation from individuals or organisations together with the Council's response and proposed actions.

All individual representations are available to view in full through the Councils online consultation portal <http://consult.wiltshire.gov.uk/portal>

REP No.	Representation (REP)	Summary of issue:	Wiltshire Council Response	Amendments
1	Resident	Generally, well written and embraces the county's character well	Comment welcomed	No change required.
		Request/suggestion to increase current parking standards as they feel parking provision is generally inadequate	The guide adheres to the current parking standards. We promote a mix of parking arrangements There is a balance to be struck between the visual quality of the street scene and the provision of car parking in its setting.	No change required.
		Inadequate information in Design Guide regarding waste storage and discretion.	The section has been reworded	New wording.4.5.17 All new street furniture in the public realm needs to be of a suitable style and character to the locality, robust and meet with the approval of the Highway Authority and Local Planning Authority. It should be coordinated and complement the character and environment for which it is intended. This covers items such as bus shelters, litter bins, seating, tree grilles and guards, bollards, streetlamps, railings etc.
		Lack of recommendations over in-house storage, general statement regarding the provision of useful space and Space standards.	Design Guide does comply with Nationally prescribed Space Standards	No change required.
		Request regarding support and promotion of sustainable transport. Acknowledgement that Section 10 is a credit to the guide.	This guide supports sustainable transport. Section 5.1.5. Section 5 Movement -addresses most sustainable transport needs.	No change required.
2 (3 on Ob)	Resident	Generally expression support for Section 5 Movement. Reference to the Manual for Streets noted, but for any highways schemes that interface with the strategic road network they would expect the Design Manual for Roads and Bridges to apply.	Comments welcomed.	No change required.
3	Resident	General comment regarding Trowbridge, the loss of its identity and its architecture which isn't in line with the rest of Trowbridge's buildings.	Comments noted. The guide focuses on character and local distinctiveness is embodied in Section 2 and Section 3 National Design Guide.	No change required.
4	Resident	Request to highlight the need to consider the social needs of children and young people.	Text amended	New wording added.7.1.2 The primary public open space (POS) associated with new residential developments should be located in a central position, so that it can serve as a focal point for the new community and be easily accessible by all the residents, especially children, without having to cross busy roads. Other public open spaces should be designed to reflect

				their location and intended uses.
		Highlights a need to strengthen expectations of developing and protecting green corridors.	Amended	New wording. 5.2.4 Applicants will be expected to create a comprehensive network of green routes or green corridors to facilitate the uninterrupted movement of people and wildlife. In effect, applicants are expected to identify opportunities to deliver the objectives of an area's Active Travel Scheme and its Local Green and Blue Infrastructure (GBI) Framework in a holistic way.
		Suggestion to include that any newbuild or adaptation should seek to disrupt the natural environment for as short a time as possible	Concerns are noted but conditions are applied to planning consents to ensure that existing ecology is protected during building process.	No change required.
5	Resident	Request to ensure adequate parking	Highway Officers will through planning consultations will seek to ensure that there is sufficient parking provision both on-plot and on-street for use by resident, building occupiers, visitors and service vehicles, in keeping with the Council's Parking Strategy.	No change required.
6	Natural England	No comment		No change required.
7	Resident	General comment regarding development in Royal Wootton Bassett and increase in traffic volumes	Comments passed to Spatial Planning Team for consideration as part of the Local Plan Review	No change required.
8	N/A	No comment		No change required.
9	Invest in Trowbridge	Suggestion to view Chippenham Neighbourhood Plan for ideas to include in guide, specifically with regards to Shop Front Guidance.	The potential need for shopfront guidance could be considered as a standalone document in the future.	No change required.
10	Resident	Support for Design Guide and its inclusion of links and references from the National Design Guide and National Model Design Code.	Noted	No change required.
		The key issue, however, is how to produce guidance for a huge area that is also sensitive to the identity or character of specific places.	Noted	No change required.
		Suggestion for detailed assessment and guidance produced at local level	Text amended.	New wording added.3. With regard to specific settlements and sites, the Council expects applicants to demonstrate their understanding of these areas' identity (e.g. within a context or character analysis) and demonstrate how this would inform their proposals. A Neighbourhood Plan will also inform this, see Appendix A
		Guide seems to comment almost entirely on housing, suggestion to rename it to a residential design guide.	Numerous paragraphs can apply to commercial and industrial notably the Chapters on Context, Identity and Built Form.	No change required.

		Suggestion to include large, medium and small sites guidance for housing developments.	Matters are generally relevant across a wide range of sizes.	No change required.
		Comment on the value of design codes based on local evidence and buy in from local communities	Not a matter for the Guide -NPPF and NPPG emphasise workshop etc participation. as does the WC NP Guidance document re 'Toolkit'	No change required.
		suggests more needed in the Guide on resilience to climate change	Some climate measures are subject to adoption in the forthcoming updated Local Plan/are subject to outcome of Local Plan review and would require adoption in Policy and to go further.	No change required.
		Refers to the importance of the references to flooding prevention	Noted	No change required.
		Refers to the importance of referring to extreme weather events	Noted	No change required.
		Refers to NMDC focus on codes for area types	The Guide leaves it generally to the user to determine what paragraphs are relevant to the nature of the particular development proposed.	No change required.
		Notes the importance of local landmarks and encouraging them in the Guide	These are lesser features not landmarks and mentioned in 5.2.7	No change required.
		Refers to mitigation of flooding	Permeable parking surfaces mentioned in 5.4.12	No change required.
		Comments on the level of detail on the Guide on garden sizes and space for food growing	Food can be grown in small spaces including window boxes. Guide does not stipulate how much food.	No change required.
		Comment on the importance of community orchards	Adequate reference already included	No change required.
		The need to define development types in the Guide	Noted and amended.	New wording added. Please note, according to the National Planning Policy Framework, Major development is referred to as 'where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more'
		Good links across from National Design Guide	Noted	No change required.
		Comments on the use of perimeter blocks in Wiltshire	Context' and 'Identity will inform nature and use of perimeter blocks	No change required.
		Comment on the use of cul-de-sac developments	Noted and amended.	Revised wording. 5.1.8 Cul-de-sac development should be short with their turning head/far end visible from the junction with a through road, and foot and cycleways should follow desire lines and link cul-de-sacs to maximise permeability.
		Comments on the use of the term "compact forms of development" in the Guide	Amended wording in 4.4.1	New wording 4.4.1 Compact forms of development bring people together to support local public transport, facilities and local services. They make destinations easily accessible by walking or cycling and help to reduce dependency upon the private car. They have a higher degree of "neighbourliness"

		Comment on use of compact forms of development	Amended wording 4.4.5 and 4.4.6.	New wording. 4.4.5 Where appropriate, consider utilising 2.5 and 3 storey homes for larger households, rather than 1 or 2 stories with larger floor plans. 4.4.6 Innovative design solutions may be necessary to achieve higher density in some locations, for example, the use of attic space for accommodation, providing accommodation or gardens over parking spaces and apartment roof terraces and balconies as private amenity space. Where ground conditions allow it, split level buildings and basements may be explored.
		Comment on proposed garden sizes in the Guide	Amended wording in 4.4.7	New wording.4.4.7 New back garden sizes should comfortably serve the typical needs of those who will use them, but extensive private gardens may lead to very low site densities and the inefficient use of land, especially where a significant amount of Public Open Space (POS) is also provided on site.
		Comment on impact of compact forms of development and social and community engagement	Amended wording. 4.4.1.	New wording.4.4.1 Compact forms of development bring people together to support local public transport, facilities and local services. They make destinations easily accessible by walking or cycling and help to reduce dependency upon the private car. They have a higher degree of “neighbourliness”
		A positive example given of a compact form of development in Aldbourne	Noted	No change required.
		Perimeter blocks have little design relevance in Wiltshire	Noted	No change required.
		Is positive about the references in the guide to the need for local distinctiveness and the need to engage local communities in conversation about it	Noted	No change required.
		References to the importance of allowing scope for innovative design when appropriate alongside local distinctiveness	Noted	No change required.
		Supports the Guide's promotion of Neighbourhood Plans and Village Design Statements and Town Design Guides.	Noted	No change required.
		Suggests inclusion of 20-minute neighbourhoods in this section	Text Amended	New text.5.2.3 New developments should provide walking and cycling connections within the site and between the site and any existing or emerging networks. Reasonable limits on walking distance from new dwellings in villages and towns to key facilities are given in the Urban Design Compendium Volume 1 (typically within 800 metres to a local shop, primary school and community centre)
		There is a great deal to be supported in this Guide though recognises that its effectiveness will rely on how many communities act on it.	Noted	No change required.
11	Resident			
		Suggestion of a glossary for certain terms referred to in the guide.	Noted, amendments being made mean that glossary is unnecessary	No change required.
		The contention that the use of infill and brown field sites risk eroding and diluting the diversity that makes Wiltshire so distinctive is surely preventable by the use of the Local Plan, NDPs and efficient interpretation by those asked to comment on applications and those planning officers making final decisions.	Comment noted	No change required.



		Suggestion to remove the term 'propinquity' or add to glossary	Term removed and sections reworded	Section 4.4.1 reworded and "propinquity" replaced
		Where gardens are very small or not available the provision of local allotments should be emphasised,	Comment noted, and this is addressed in an amendment to section 6.7.2	Changed to Section 6.7.2
		Suggestion to seek police advice on roads, pathways, alleyways, etc of medium and large developments in order to avoid criminals willingness to exploit an area.	Noted. This already happens, the Police are consulted	No change required.
		Existing mature trees should be considered when planning any routes to avoid unnecessary felling.	Trees of significance are referenced to already in 6.2.4	No change required.
		6.1.2. Request to check that link works	Link has been checked and does work	No change required.
		6.2.4. Suggestion to delete and amend text.	Noted	No change required.
		8.1.10. Suggestion to include brief description of a '20-minute neighbourhood'	Noted	No change required.
		9.1.3 The total floor area of each building would be useful to assist in calculating CIL revenue.	Noted	No change required.
		10.1.3 Point 1 Energy Efficiency: add "Loft insulation"	Noted and amended.	New wording.10.1. • Using the most effective form of loft insulation.
		11.1.4. Unclear - rephrase paragraph	Text amended	New text.11.1.4. Wiltshire's Registered Providers of affordable housing may have some additional design expectations related to the management and maintenance of Affordable Homes (though the Council's expectations for tenure blind design (Section 8.3) will still apply.
12	New Forest National Park Authority	The document should make it clear that it applies to the area of Wiltshire within the Council's planning jurisdiction and that this excludes the New Forest National Park.	Text amended and map.	New wording in 1.1 and 3.1.3 including figure. 3.This Wiltshire Design Guide is for any applicant or assessor of planning applications and design proposals within the Local Authority of Wiltshire. It should be noted that this guide only applies to the area in which Wiltshire is the Local Planning authority and does not include the New Forest National Park area.
13	Salisbury & Wilton Swifts, North Wiltshire Swifts, Swift Local Network Planning Group	Suggestion that the language used be more robust, example should and expectation seems to carry little weight.	Noted	No change required.

		<p>Suggested rewording: 6.6.1 – A reword is necessary as this paragraph is not consistent with the wording of the draft Local Plan and it is essential the documents are in line. Extra paragraphs are required to separate the individual species identified in the draft Local Plan. Suggested wording for 6.6.1: Integral universal bird bricks must be included as stated in BS 42021: 2022 Integral nest boxes - Selection and installation for new developments, at a rate of two per residential unit. Integral 'universal' bricks are nesting bricks used by a variety of small building dependent birds, including four red-listed species. Suggested wording for 6.6.2: Integral bat roosting features must be included in residential units if the local area provides suitable conditions for bats. In which case submitted plans must identify the provision of these. Suggested wording for 6.6.3: Overhanging eaves suitable for nesting house martins must be provided in all major development and supplemented by the provision of nest cups. Submitted plans must identify the provision of these. Suggested wording for 6.6.4: Hedgehog highways must be provided in property boundaries and under any infrastructure which severs GI corridors. Submitted plans must identify the provision of these. The Design Guide at Section 6.6.1 must: reference BS 42021: 2022 to be consistent with the draft Local Plan (reference is made to other British Standards page 53 Trees BS 8545: 2014).; explain the term 'universal' bird brick (an integral brick for small building dependent species), which is covered in BS 42021: 2022.; include a separate paragraph for bats as it states 'and/or' which is not in line with draft Local Plan.; change the word 'house' to 'residential unit' as the word 'house' has been misinterpreted in other local plans resulting in one universal brick per apartment block.; include integral bricks in building extensions where appropriate.; include separate paragraphs for both house martins and hedgehogs as per draft Local Plan. replace the word 'should' with the word 'must' as the inclusion of bird bricks is not optional and 'should' implies 'indication of a desired state'.</p>	<p>We will ensure that this is consistent with the draft Local Plan - this is sufficiently incorporated. The SPD is a planning guidance documents and as such the 'should' is appropriate.</p>	<p>No change required.</p>
		<p>Pages 93 - 99. Recommended Design Information. Include ecological information required by the LP. The types and numbers of ecological enhancements must be included e.g. universal bird bricks/bee bricks/house martin cups/reptile refugia and hibernacula etc at Outline Stage, with full detail of locations/ marked site plans/ etc and as per BS42021: 2022 for universal bird bricks, at Reserved Matters/Full Planning.</p>	<p>It is important to keep the design guide within a manageable size and proportionate to the specialism.</p>	<p>No change required.</p>
		<p>Page 21–Section 3 Identity, para 3.1.4 - typing error – 'Within the Cotswold Each settlement'– 'Each' should be lower case</p>	<p>All typos will be eliminated in the final editing process.</p>	<p>Spellings checked and fixed</p>
		<p>Seemingly contradictory statement regarding compact development and making efficient use of land, garden sizes and the need to grown your own food, namely 4.4.1. and 4.4.10 and 6.7.1.</p>	<p>Not a contradictory statement as food can be grown in very small spaces.</p>	<p>No change required.</p>
14	Chippenham Town Council	<p>General statement welcoming the Design Guide, highlighting that the Town Council has created their own Draft Chippenham Design Guide.</p>	<p>Noted</p>	<p>No change required.</p>
		<p>Paragraph 4.2.9. Does not take different storey dwellings into account.</p>	<p>Noted</p>	<p>No change required.</p>
		<p>4.5.3. Strong agreement that planning drawings must include details of all visible items on facades and roofs.</p>	<p>Noted</p>	<p>No change required.</p>

		5.4.6. Suggested that a better definition of 'long runs of continuous parking frontage' be provided. Another recommendation to include the discouragement of continuous parking frontage on residential tertiary roads.	Clarification and rewording made	New wording.5.4.6 In general, on-plot parking to the front of properties should be broken up on every plot by a minimum 0.5-metre-wide planting strip along one of the plot's side boundaries. This planting strip can also serve as a natural soak-away for surface water drainage. In addition, at least a 1-metre-wide strip should be made available from the street to the building for access by pedestrians, the movement of bins and bikes.5.4.7. Where groups of homes are served with frontage parking directly off the highway, a continuous 1.8 m wide pavement should be provided between the build line/front doorsteps and the parking spaces, with returns at each end back to the adoptable highway.
		5.4.8. Strongly agree with the need to discourage garages	Noted	No change required.
		Paras. 5.5.2 and 5.5.3: Strongly agree with the need for well-designed cycle storage.	Noted	No change required.
		Para. 6.2.3: Welcome the numerical standard on street tree planting spacings.	Noted	No change required.
		Section 6.6: Welcome the numerical standard on integral bat roosting features and/or universal bird bricks, hedgehog highways and larger canopy tree species. Recommendation to include bee bricks as well.	Reference to encouraging bees added	New wording 6.6.7 New landscapes for homes and businesses can be made attractive and mature faster by planting shrubs that are suitable for the location and hardy. In addition, the planting of shrubs that are valuable for pollinating species such as butterflies and bees is encouraged. These include buddleia, roses, honeysuckle, lavender, ribes, mahonia, cotoneaster and fuchsias etc.
		8.1.10. Would prefer the reference to the '15-minute neighbourhood' to be in line with guidance in the Draft Chippenham Neighbourhood Plan Design Guide and other national publications.	There is a specific reference to the T&CPA is in the guide.	No change required.
		Para. 8.2.3: Welcome and support the reference to self-build and custom build	Noted	No change required.
		9.2.2. Recommendation to increase the garden size for family housing, e.g. 3 bedrooms or more.	Noted	No change required.
		Section 9.2: Welcome the numerical standards on private amenity space.	Noted.	No change required.
		Section 10: Particularly welcome this section on using design to help achieve net zero carbon development.	Noted.	No change required.
		Appendix D: recommendation to emphasise that extensions should appear subservient by generally being set back at least 1 brick from the front elevation of the host dwelling, and that the roof ridge and eaves should generally be lower than host dwelling. Suggestion to make reference to the 45degree code here too in order to assist planners.	Noted.	No change required.
15	Resident	General comments regarding firm opposition to building on farmland	We will forward Comments to the Spatial Planning Team for consideration.	No change required.
16	Resident	Welcoming the Design Guide	Noted	No change required.
		4.4.11. Recommendation to define what the net site area is.	Text rewording to avoid using terms that are difficult to define	New wording.4.4.4 Where appropriate, use continuous and closely spaced building frontages to primary routes to create a street hierarchy.

17	Royal Wootton Bassett Town Council	Recommendation to make statement regarding not using inflexible ready-made architectural plans stronger. Recommendation to include reference to fitting of blinds in windows due to temperature increase. Comment regarding appreciation of reference to allotments.	Text amended	New wording.3.3.4 Where model house types are used it is important to ensure their form and facade detailing are adapted to the character and context of the site and the plot. The elevations of model house types could also be reworked to create modern facades, whilst still being constructed of traditional building materials such as locally sourced natural stone and brick.
18	Westbury Town Council	General comment regarding support for the Design Guide.	Noted.	No change required.
19	West Lavington Parish Council	Request to clarify statement: "A Neighbourhood Plan shall be the mechanism by which local preferences and priorities are factored into decision making. A made Neighbourhood Plan carries 'full weight' in decision making and so too will any local design guidance linked to a design policy within it." This statement was the impression parishes and groups were given when NPs were introduced – that these made plans would be valid for the period stated on the relevant parish Plan, however this does not seem to be the case, as it seems to lose its importance 2 - 3 years after creation.	Clarification regarding Neighbourhood Plans is best explained by visiting the HM Government web site: <a href="http://www.gov.uk/guidance/neighbourhood-planning">www.gov.uk/guidance/neighbourhood-planning</a>	No change required.
20	Donhead St Mary PC	Recommendation to include the need to consider and protect 'Dark Skies' policies.	Amend accordingly	New wording.7.2.8 Lighting should be sensitively designed to prevent light pollution. Core Policy 51 (Landscape) requires that proposals in sensitive landscapes demonstrate that they have taken account the objectives, policies and actions set out in the relevant Management Plans for those areas. Cranborne Chase National Landscape is a designated International Dark Sky Reserve and has policies and guidance on lighting.
24	Sport England	General comment: Guide is easy to read, follow and understand.	Text amended	
		5.5 Expectation: Safe, secure and accessible cycle parking (p47) Cycle parking should also include charging points for electric bicycles and scooters.	Text amended	New wording.5.5.2 Detailed drawings need to show that private gardens have ample space for storage sheds. All forms of residential storage should have charging points for electric bicycles and scooters (whether within the dwelling or in gardens) and should be shown to have easy access to the highway, that is not through a dwelling. This access route should not be via a narrow passage that has 90 degree turns and the route should have sufficient room to comfortably fit past parked cars and bins. 5.5.3. Cycle parking should be considered within secure storage facilities to the front of dwellings, designed to complement the style of the dwelling and be in accordance with the principles of Secured by Design. Front garden storage facilities that can accommodate larger cycles such as cargo bikes should also be considered. 5.5.6. Secure overlooked cycle parking together with charging points for electric bicycles and scooters, should also be provided at all other locations (including bus stops) workplaces, services and facilities, recreational areas and outside apartment buildings (for visitors). Cycle parking at destinations should

				be covered.
		6.2 Expectation: More Green and Blue Infrastructure (p53) playing fields should be considered as sources for heat collection through the use of heat pumps - creation of district heating centres for small housing developments.	Noted	No change required.
		6.5 (p56) The use of rainwater harvesting should be considered in all developments – refurbishment and new when near sports grounds in particularly cricket sites to assist in the maintenance of pitches during the summer dry spells.	Noted	No change required.
		7.3. (p64) Pleased to see the inclusion of Sport England's Active Design in this section.	Noted	No change required.
		9.1. (p72) consideration should be given to the growth of home workers and ensure there is suitable space in homes for home working.	Noted	No change required.
25	The Canal & River Trust	General comment regarding support for Design Guide and the fact that the 10 characters of good design are followed.	Noted, but Wiltshire is a diverse county with a rich built and natural heritage, so it is not possible to reference all areas of local distinctiveness.	No change required.
		Recommendation to recognise that transport routes themselves created their own impact on the landscape with many examples of traditional canal architecture to be found in central Wiltshire, ranging from hump backed canal accommodation bridges to lock cottages, and wharf buildings.	Noted	No change required.
		Support for the use of the Three Golden Threads.	Noted	No change required.
		Recommendation to see good waterside design which enhances the intrinsic local character and distinctiveness of the local area.	Wording amended at paragraph 3.2.8	New wording. 3.2.8 The Kennet and Avon Canal runs through central Wiltshire and forms an attractive canal corridor. This together with the lines of other historic canals is protected. There are also many smaller rivers and streams throughout the county, all with their own function, character and beauty. New development should value the presence of all water courses and the opportunities that it presents for people and nature. New developments should positively address watercourses and where possible enhance water quality, aquatic ecology, public safety access and enjoyment of the water.

		Each waterside location needs to be considered individually, with no single design approach being appropriate in all locations. The following guiding principles should be taken into account so that, where appropriate, new waterside development should: positively address the water; integrate the towing path and open up access to the water; link waterside space and the water space; use the water space itself; incorporate access and other improvements; engage with and tease out the qualities and benefits of being by water; reflect the scale of the local waterway corridor to the wider neighbourhood.	Noted but now covered in chapter 4 of the Wiltshire Design Guide	No change required.
		Agree with 5.2.2. However we do not agree that all routes must be lit. There should be a balance between safety and public perception of safety and the need to protect wildlife habitat in some locations. Agreement with 5.2.3. however the impact of new development on existing networks should be considered to ensure that an increase in usage does not result in degradation.	Noted	No change required.
		6.4. Support of The Wiltshire GBI Strategy, We will expect new development adjacent to the towpath to provide linkages to it, or improve existing links where necessary. Development should contribute towards the upgrading of existing of off site routes to ensure that they are of suitable quality to cope with additional usage as a result of development. This is clearly set out in other policies but reference could be made here to the Council's S106/CIL guidance as necessary.	Noted	No change required.
		6.8.4 In addition to the WHS, Wiltshire has thousands of designated and undesignated archaeological features too.	Wording of paragraph 6.8.4 amended	New wording 6.8.4 In addition to the WHS, Wiltshire has thousands of designated and undesignated archaeological and heritage features, some of which (Salisbury Cathedral, Old Sarum Castle) have been influential on the development of the landscape for hundreds and thousands of years. As well as respecting, protecting and enhancing these sites, new development is expected to take reference and inspiration from Wiltshire's rich historic environment in placemaking and place shaping the new communities.
		7.1.9. There are occasions when there is conflict between which elevation should be the principle or active frontage. Development should not turn it back on any publicly accessible areas such as canal towpaths simply to present a strong road frontage. Dual frontage designs, or more innovative solutions for plant/delivery/parking areas may be necessary to ensure that more than one elevation provides an active facade.	Noted	No change required.
		Chapter 10. Incorporate low carbon heat sources such as heat pumps and solar thermal. Please also mention the use of canal & river water for a net zero option for Heating and Cooling and for small scale HEP.	Noted.	No change required.
26	Devizes Town Council	General comment regarding the Council in favour of the initiative to improve the quality of development, in support of the Government's Building Beautiful policy.	Noted	No change required.
		Seems to be an emphasis on the rural character of the County, but it means that there remains a role for town-based guidance, such as the emerging Devizes Central Area Design Guide.	Noted- The guide identifies this is the role of separate locally specific guidance such as Neighbourhood Plans.	No change required.
27	Cricklade Town Council	Supportive of the Guide which they feel promotes well considered design without being overly directive	Noted	No change required.

		Some of the Guide are of more for householder applications and parish councils rather than house developers	Noted	No change required
		This part of the Guide may be overly prescriptive	Noted	No change required
		Include more information about incorporating permeable paving and parking areas, soakaways on every plot, water collection and storage in water butts etc.	To be addressed by water management, not suitable to the Design Guide.	No change required.
		Stresses the importance of additional guidance on water management in the Guide	Noted	No change required
		Noted that Bradford on Avon and its surroundings have not been mentioned within the guide.	Not all towns are mentioned in the guide, but it does not mean that they are exempt from future development. The guide is county wide and deliberately not site or town specific.	No change required.
		Bradford on Avon Preservation Trust has produced its own Design Guide and we would welcome its inclusion in the appendix	Amended	New wording added to last column in Appendix E under Specific Sites within the administrative boundary of Wiltshire Council: 'Several town and parish councils within the county have written their own design guides. Before considering development opportunities therefore, please refer to the web site of respective local councils to see what design guidance, Neighbourhood Plans and character statements are available.
29	Wiltshire Council			
	Public Health Team	Does Wiltshire have specific PH outcomes or a checklist? I suggest requiring the recent "Active Design" document by Sport England to be considered too.	Noted	No change required.
		5.0 Add to "Active travel is an important part of the picture. It enables people to reduce their carbon footprint and incorporate activity into their daily lives."	Noted	No change required, covered in other changes made.
		5.1.1Add "This requirement is both with the site and also linkages to key existing facilities outside the site."	Text amended accordingly.	Rewording of 5.1.1: A well designed and connected network, both within the site and to neighbouring sites, gives people the maximum choice in how to make their journeys. This includes by public transport, walking, cycling and by car.
		5.2.1 Should apply to all schemes so delete "larger" in the first sentence. Also, to encourage active travel over use of the car, walking and cycle routes should be the most obvious and direct option	Noted	No change required.
		5.2.3There is very little existing or even emerging network. This needs to be changed to "...and between the site and existing facilities" as developers should be required to provide links to key destinations to demonstrate the sustainability of the site	Noted	No change required.
		5.2.6 This and the next 2 sections have very little to do with this section – active travel (other than making places interesting and legible)	Noted	No change required.

		Suggestion that the document is likely to have its name changed to "Active Travel Cycling Parking Standards and Design Guide". Suggestion to add in text: "Cycle parking in residential developments should be as convenient to use as car parking. Ideally this means located at the front of properties. If access from the rear of a property is direct and easy, a facility in the garden may be acceptable. Parking facilities must be shown to be very secure, the easiest way to achieve this would be to incorporate off the shelf options which have been shown to meet secured by design standards."	Noted	No change required.
		General statement regarding cycle parking housing and it's inadequacy at the current point in time.	Noted	No change required
30	Corsham Town Council	P 86 Section 11.1.2 - Supportive of the encouragement of applicants to engage with Town and Parish Councils regarding the adoption of any new public open space and paly areas.	Noted	No change required.
31 /138	Thames Water Property Town Planner	Supports the text in the guide on re use of surface water but considers there should be a stronger section on water drainage and water efficiency/climate change.	Noted	No change required.
		Flood risk sustainability objectives should accept that water and sewage infrastructure development may be necessary in flood risk areas. Need to minimise risk of sewage system flooding. Sustainable Drainage Systems (SuDS) have an important role to play in this.	The incorporation of Sustainable Drainage Systems (SuDS) is suitably enshrined within the Wiltshire Design Guide. Other important issues rest with the Building Control team.	No change required.
32	Resident	A well-presented guide within the context of the main issues facing the County. Empty MOD housing needs to be looked at more as does local need. Concern about further greenfied development in Lyneham	Noted	No change required.
33	RSPB	A well-presented guide within the context of the main issues facing the County.	Noted	No change required.
		Concern about further greenfield development in Lyneham	Noted	No change required.
		RSPB supports the Guide and support numerous statements set out in Section 6.	Noted	No change required.
		Reference needs to be made to BS14 2021022	Amendments made to text	Reference BS42021:22 Integral Nest Boxes - Selection and Installation for New Developments. At the end of para 6.6.1
		Advises that the more detail is included about use of integral nesting boxes	Noted	No change required.
		Advises that more detail is required from developers at application stage on how they will be accommodating wildlife	Amendments made to Appencic C	Amended wording. Appendix C. Recommended Design Information. Accommodating Wildlife In the second column (Description of information expected and reason) Elevation drawings illustrating where integral swift and bat bricks are to be fitted into external walls, and site layout plans illustrating where hedgehog and wildlife corridors are being proposed and linked to existing GI should be included in addition to other ecological information. (See Wiltshire Council's website for details.).
34	Ramblers Wiltshire & Swindon Area	Support many of the underlying principles of the Guide but disappointed by the minimal references to public rights of way	Noted	No change required.
38	Resident	The section on sustainable energy could be strengthened	Noted	No change required.
		Grey water collection should be mentioned	These important issues are covered by Building Regulations and with new policies in the emerging Local Plan.	No change required.



		Clarification requested on how the Guide policies can be enforced by the Council	Noted	No change required.
39 & 40	Robert Hitchins Ltd	Agreeing an indicative market housing mix at outline stage is of limited use. Suggests amendments in wording in relation to detached housing and larger family homes.	Text amended	Paragraphs 4.4.3 and 4.4.4 deleted
		Flexibility on housing mix is needed at outline stage. There should be a clearer distinction made between cul de sac developments and cul de sac used as tertiary streets within a development. Advises that a commercial perspective is considered in the approval of designs of local centres	Text amended accordingly.	Paragraphs 8.2.1, 8.2. 8.2.3 removed
		Comments on the relationship of Core Strategy Policy 57 and Section 8.3.1 of this draft Guide in relation to design standards and distribution of Social Housing. Suggests Section 8.3.1 is too prescriptive.	Amendments made to the wording of paragraph 8.3.1	Paragraph 8.3.1 reworded. ' When incorporating different tenures, they need to be well-integrated and designed to equal standards of high-quality, in order to create tenure-neutral homes and spaces. Distribution of affordable homes across the site in small clusters, designing their architecture, plots and streets to be indistinguishable from the market homes in appearance is generally expected. '
		Concerns expressed about what Chapter 9.1 states on Nationally Described Space Standards	Amendments made to the wording of paragraph 9.1.1.	Wording of 9.1.1 amended as: New Homes should comply with Nationally Described Space Standards to ensure that they are fit for purpose. Technical housing standards nationally described space standard link.
		Concerns expressed about what Chapter 9.2 states on the requirement for external space provision	Amendments made to text within the table at page 75	Amendments made to the table of external space provision on page 75
		Expressed concern with some of the wording in Sections 8.3 on housing need contexts of households with children	Paragraph 11.1.4 amended	Amendment to Para 11.1.4. Retain the first sentence and delete the second sentence onwards from and including "For example, since 2....."
		Concerns expressed at some of the expectations set out in Chapter 11.2 in relation to delivering market or Affordable Homes	Noted	No change required.
		Comment on the level of detailed required at Outline permission stage as set out in Appendix C.	Amendments made to Appendic C	Changes made to Appendix C. for Outline stage requirements
		Concern that in Appendix C fixed details are being required at Outline stage	Amendments made to tAppendix C	Appendix C amended to exclude unnecessary details.
41	Woodland Trust	Design Guide is well written but suggests the amount of detail merits a quick guide	Noted	No change required.
		Suggested a reference to the need to retain existing trees and to emphasise the role of trees in flood risk mitigation	Noted	No change required
		Suggested a better photo on P43 to show the importance of retaining mature trees	Amended	Photos used throughout guide have been reviewed and amended
		Suggested target of 30 tree canopy cover to be included plus a specification for native trees where possible	Noted	No change required
		Advised on reference to be included to BS5837-2012, and a specific point about the need for developers ensuring that trees are maintained for a minimum 5-year period	Amendments made to paragraph 6.2.1	Paragraph 6.2.1 amended as: Where appropriate, plant more individual trees and woodlands to store carbon, reduce flood risk and provide food and habitat for wildlife. When considering both existing trees and the planting of new trees, please refer to: BS 5837 2021. Trees in relation to Design, Demolition and Construction. End of

				para 11.1.5 extended. with: When planting trees, adequate ground preparation and planting systems should be used to ensure successful establishment and to allow the tree to grow with vigour appropriate to the species and situation. Tree pit design needs to allow for sufficient uncompacted rooting volume for the mature size of the chosen species of tree, with the correct provision of nutrients, water and oxygen. Tree planting systems should be to BS8545
42	Southern Water	We are pleased to note reference to Sustainable Drainage Systems (SuDS), rainwater harvesting and consideration of green blue infrastructure and surface water management.	Noted	No change required.
		The Wiltshire Design Guide states that parking space surfacing 'should generally' be permeable. However, we strongly advise any areas utilised for parking must be constructed with permeable material or incorporate alternative SuDS such as filter strips.	Amendments made to paragraph 5.4.12	Para 5.4.12 now reads as: Parking space surfacing should be permeable and or have a gentle slope that directs excess surface water run-off into rain gardens, plant beds, swales or soak-aways. Parking spaces can be delineated by white ground paint, sunken white bricks, stone or concrete setts.
		5.4.16 We would add to this section that any cross section should also consider the need to protect existing underground utilities, in particular to avoid the risk of tree roots damaging sewerage pipes - see our guidance ds-tree-planting-guide-1.pdf (southernwater.co.uk)	Amendments made to paragraph 5.4.16	Para 5.4.16 amended to read as: Potential conflicts between tree planting, lamp posts, sustainable urban drainage systems, footways and the underground apparatus of the statutory utility companies, must be identified early and designed out. Cross sectional drawings illustrating all above and below ground items must be submitted to illustrate how this has been achieved.
		Support the section on adaptation and nature-based solution. But would like to see the inclusion of a reference to water storage systems such as smart butts and leaky butts that can create capacity to hold water during heavy down pours.	Amendments made	Chapter 10.1. page 81 item 4. Adaption and Nature Based Solutions. 3rd bullet point amended as: Provide rainwater harvesting facilities in the form of Smart Water Butts and Leaky Water Butts, which can slowly discharge excess rainwater into nearby swales, rain gardens, shrub beds or soak-aways.
44 - 47	Residential Development	Is positive about the Guide but suggests a more interactive consultation process with the public would have been beneficial	Noted	No change required.
		Concern raised that Section 1.1 holds the Council's residential team to a higher standard, which has cost implications and may lead to less homes being built by this team	The Council's urban designer team will always be willing to work with colleagues to help achieve high building densities and quality.	No change required.
		Is concerned with the commitment to the highest achievable affordable home as set out in Section 1.3	Amendments made to the text on page 13	Paragraphs under "The right homes in the right place" amended on page 13 to read as: The Council's Business Plan makes clear the importance of building the right homes in the right places. Wiltshire Council wants to improve housing supply to ensure people can live and work locally, play an active part in their community, have easy access to high quality and affordable housing that is right for them, close to family, friends, local shops, facilities and public transport routes. In addition, the Council itself aims to build the highest achievable quality affordable housing. Amend the second paragraph to read as: Creating compact neighbourhoods in

				appropriate locations, where front doors are close to each other and to the street and where local facilities and amenity spaces are within easy walking distance helps to facilitate social interaction and create vibrant friendly communities.
		Is concerned with the number of design documents needed to be submitted with applications for affordable homes	Noted	No changes required
		Requests that further details of the requirements for local character content is expected in an application	Amendments made to paragraph 3.2.7	Para 3.2.7 amended to read as: The Opportunities and Constraints Plan should include key views, both good and bad (If they exist) within the site, from the site to the surrounding areas and from the surrounding areas back into the site. Subsequent sketch layout plans that demonstrate how the design has evolved should illustrate how proposed building forms and trees have been located to reveal and frame good views and block out bad views.
		Suggests using more positive language and models as examples, use a more strength-based approach to describing what is required in the Guide	Amendments made to paragraph 3.3.4	Para 3.3.4. Reword as: Where model house types are used it is important to ensure their form and facade detailing are adapted to the character and context of the site and the plot. The elevations of model house types can also be reworked to create bold modern facades, whilst still being constructed of traditional building materials such as locally sourced natural stone and brick.
		Clearer guide on public art requirement is suggested	Noted	No change required.
		Affordable Housing mix must be agreed with Housing Enabling Team	Noted	No change required
		Important townscape and landscape needs further definitions	Amendments made to paragraph 4.5.6	Reworded para 4.5.6 to read as: To mitigate the visual impact of a large building's mass within the fine grain and urban morphology of towns and villages, conservation areas, SSSIs, National Landscapes and the surrounding areas that can be seen from the National Landscapes it will be necessary to break down the building's main volume and roof profile into smaller elements.
		Clarify needed on when a Transport Assessment is needed	Text amended	Web link to the Council's Local Transport Plan.
		Clarify needed on the funding of street trees	Amendments made to paragraph 5.2.6	Para 5.2.6 amended: Thus indicative street tree planting should be anticipated and designed for in Outline applications. Maintenance of street trees will either require a developer contribution to the Council or be assigned by the developer to a management company to manage and maintain infrastructure including trees.

		Paragraph needs rewording with more focus on investment in existing facilities where children can meet up	Amendments made to paragraph 6.3.4 and 6.3.5	6.3.4 amended as: Ensure children of all ages have access to age-appropriate play facilities within a safe and easy walking distance from new homes. This could involve providing links to existing play facilities on neighbouring sites, but if such facilities do not exist within a safe and convenient distance, play facilities will need to be provided on the proposed development site. Please follow guidance provided by Fields in Trust. The last sentence at the bottom of 6.3.4 (The size of squares and open spaces should be proportionate to the intended use and level of activity generated.) relocated to the bottom of para 6.3.5
		Advises on the encouragement of use of dry stone walls and gabions	Amendments made to paragraph 6.6.3	Para 6.6.3 reworded as: Traditional drystone walls can be considered, especially where they feature in the local area, both as field and property boundaries and garden walls. The advice of people with drystone wall building experience, building conservation officers or conservation architects should be sought to determine the exact type of local stone to use and building styles that would be appropriate. Where retaining walls are required, consider using gabions faced with local natural stone, as these are attractive, economical to build and provide habitat for a wide range of species.
		Concerned at the promotion of extensive public open space which is not adoptable and unaffordable for Affordable Houses	Noted but not considered an issue that can be resolved in the design guide	No change required.
		Concerned about reference to play and water	Amendments made to paragraph 7.1.4	Para 7.1.4. Remove the short statement in brackets: (i.e. trees for shade and water play)
		Concern raised about the wording relating to the provision of private garden space	Amendments made to paragraph 4.2.9.	Para 4.2.9 reworded along the lines: Privacy for households should be secured through good design taking into consideration local factors such as topography, layout and orientation. Traditional 20m back-to-back distance is intended to prevent overlooking and secure a degree of privacy for householders. However, this guideline can be reduced if the design is suitable for the area (high density/town/village centre) and the design is sufficiently sensitive to reduce intrusive overlooking. Equally separation should be increased if this would result in a form of development that is more respectful to the established character of, say, a lower density residential area.
		Suggested amendments to wording around provision of communal gardens	Amendments made to paragraph 9.2.7	Para 9.2.7 Re-worded it to read as "For apartment blocks (With over 4 No homes), resident's communal gardens should also be provided based on a minimum area of 10 square metres per apartment. They need to be appropriately screened from the public realm and contain seating and picnic areas that receive sunshine throughout part of the day Unusable strips of space between car parks or roads and buildings will not be counted as part of the communal garden provision.

		Suggests amendments to reference to distances in 9.2.8	Text amended	Delete para 9.2.8
		The Guide should not be discouraging of the building of 2 and 3 bed flats	Amendments made to paragraph 11.1.4	Deleted the bottom half of para 11.1.4 from "For example.....onwards
		Suggests the use of local case studies or typologies	Photographs have been amended	New photographs included
50	FPCR	Onerous requirements on the applicant should be avoided	Noted	No change required.
		Housing mix and form should be appropriate to setting	Noted	No change required.
		Suggests footways are located between parking spaces and carriageways as is normal practice	The Wiltshire Design Guide only asks for an "Indicative site layout" for outline apps	No change required.
		Suggests Appendix C provides more flexibility on parameter requirements	Amend as suggested	Appendix C amended to clarify requirements.
		Suggests layout is not a requirement at Outline stage but rather a Reserved Matter	Text amended	Appendix C amended to clarify requirements
		Suggests removing requirement for a production of a public art strategy at Outline stage	Amended	Appendix C amended to clarify requirements
		Suggests refinements to aspects of Appendix C regarding requirements	Changes made in response to earlier comments	No change required.
53	Resident	Suggests 21m back-to-back should be observed	The 21-metre distance separation refers to external space only and not internal living space.	No change required.
		Existing ecological corridors should be retained	Existing ecological corridors will be protected on the perimeters of new developments.	No change required.
54	Resident	Advocates for more local involvement in the design and building of houses	Noted	No change required.
55	Resident	Advises more mention needed of accessibility from bus stops to key public and other buildings	Noted	No change required.
56	Resident	Commented on access to local facilities and need to reduce reliance on the private car to do so	Noted	No change required.
57	COGS	There should be more emphasis on the need to design new housing to reduce travel and encourage active travel Sport's England's Active Design guidance needs to be referred to. Unclear about how much of the expectation can be mandated. Manuals for Streets need to be mentioned, and Local Transport Note. More focus needed on car-free developments. Developments should be designed with more focus on car free access to local facilities and services. Concern about the application of Secure by Design standards. Area wide schemes for cycling should be developed and allow for filtered permeability at the heart of the design of the developments	Sport England's Active Design Guidance has a lot to offer and should be recommended in the Wiltshire Design Guide for designers and consultants to refer to and follow at the outset of the master planning process.	On page 39 under 5. Movement. Add at the bottom; "Sport England's Active Design Guidance also offers useful information about planning and designing places to encourage and facilitate active travel and recreation. On page 61, 7. Public Space chapter, under the brown box about The National Design Guide, add: Sport England's Active Design Guide also contains a lot of useful information about planning and designing spaces to encourage active recreation.
			Amend and reference both Manual for Streets accordingly.	Chapter 5. Movement, page 39, under the box about The National Design Guide, include the web links to both of the Manual for Streets. Followed then by the references to Sport England web site.
			Together with The National Design Guide, please also reference Local Transport Note 1/20 (LTN1/20).	Reference and give web links to the Local Transport Note between the Manual for Streets and Sport England links on page 39.

			Forward to the colleagues who are preparing the LCWIPs for Wiltshire and Salisbury.	No change required.
		Refers to the importance of reducing car dependence in new developments	Noted	No change required.
		Commented on the importance of clear lines of movement in large scale new development	Noted	No changes Required
		Disagrees with what the Guide says about developers designing distinctive developments	Noted	No changes required
62, 64	Passenger Transport	It is an attractive, easy to follow document. Suggests a few amendments to better include public transport	Noted	No change required.
	Highways and Transport Wiltshire Council			
		Suggests mention of the need for active and public travel options, and designing for the needs of buses, bus stops and shelters	Text amended	Following on from the first para under "The right homes in the right place" The Council's Business Plan makes clear the importance of building the right homes in the right places. Wiltshire Council through planning documents wants to improve housing supply to ensure people can live and work locally, play an active part in their community, have easy access to high quality and affordable housing that is right for them. In addition, the Council aims to build the highest achievable quality affordable housing, that is well served by public transport, education and healthcare provision.
		Highway networks should be in scale with the needs and character of the existing and proposed buildings	Amendments made to 5.1.11	Amend 5.1.11. Design highway networks that are in scale with the character of proposed developments, whilst ensuring that there is adequate provision for visitor parking, service and delivery vehicles to manoeuvre and turn. Discussions should be held with the Council and local bus companies at the earliest opportunity to ascertain exactly where new bus routes and extensions to existing bus routes can be formed, and with those routes designed accordingly.
		Needs of buses could be addressed here	Text amended within paragraphs 4.5.16 and 4.5.17	Deleted the text under paragraph 4.5.17 and past in as a second paragraph under paragraph 4.5.16. Then under the vacant paragraph 4.5.17 inserted the following new text: All new street furniture in the public realm must be attractive, robust and meet with the approval of the Highway Authority and Local Planning Authority. It should be coordinated and complement the character and environment for which it is intended. This covers items such as bus shelters, litter bins, seating, tree grilles and guards, bollards, street lamps, railings etc.
		Suggests inclusion of reference to mobility guidance	Amended	At the end of para 5.1.4 beneath the 3 web links added the following new text: Freedom of movement and access are essential requirements for all members of society. Please refer to the Department for Transport's guidance - Inclusive Mobility: making transport accessible for passengers and pedestrians.

				Then put a web link in below to the DfTs guidance document.
		Suggests reference to BSIP	Noted	No change required.
		Roofs of bus shelters can be used for green energy	Include new text as appropriate.	Added a final sentence onto para 5.3.4. as: Think creatively, the roof of bus shelters can be utilised as a living green roof or be used to accommodate solar panels.
		Mention the need for an integrated public transport network to serve residential communities and especially existing and proposed Local Centres	Noted.	No change required.
		Clearance for double decker buses to be mentioned	Noted, but clearance for double decker buses will be taken into account when specifying the type and size of new street trees.	No change required.
		Photos with better examples of bat boxes could be used	Amended	Replace photo
67	Bristol Water			
		The Design Guide appears that to have no mention of water efficient homes. The current requirement is that New Dwellings are required to meet a target of 125 litres/person/day which is mandated in Part G of the Building Regulations. However, the direction of travel is that this target is reduced to 110 litres/person/day and water companies are leading this change but will need to be collaborative with Local Planning Authorities.	This important point is more of a Building Control issue and cannot be addressed by the Wiltshire Design Guide	No change required as Part G of Building Regulations has been amended.
68	Resident	Good to see so many examples of good practice within Wiltshire. Concern that use of word "should" would make the document unenforceable. The Council needs to make the expectations higher. There should be a ban in new developments on log burners and the use of artificial grass.	Noted	No change required.
		Emphasised the need to minimise car dependency in new developments	Noted	No change required.
69	Historic England			
		Historic England applaud the Council's initiative and welcome preparation of the Wiltshire Design Guide (WDG) and its content which includes a commitment to an understanding of the character and qualities of Wiltshire's heritage to inform the design of future development and place shaping.	Noted	No change required.
70	Environment Agency			
		EA welcomes the Guide and is pleased to see links with blue and green infrastructure strategy	Noted	No change required.
		More information could be included on tree planting and urban trees and ongoing maintenance	Text amended accordingly	Amendments made to text
		Suggests word changes to wording encourage the use of green roofs	Amended	Rewrite para 6.2.9 as: Investigate the feasibility of creating green roofs to all flat roofed buildings from domestic garages to office and industrial buildings.
71	Wiltshire Council, Public Protection	The guide is a helpful document with a clear layout. However, some further detail needed regarding the protection of amenity	Noted	No change required.
		More needed on the protection of amenity space	Noted	No changes required
		Has suggested some word changes in relation to communal areas in buildings	Amended	Removed the last sentence on page 71 ("The quality.....also important) and replace with: The quality of internal space needs careful consideration in order to protect amenity.

		Has suggested some word changes relating to acoustic design	Amend as recommended	Removed the text from para 9.1.16 and replace as recommended with: The principles of good acoustic design within Professional Practice Guidance on Planning & Noise (ProPG) should be followed to ensure that suitable internal and external noise levels from transport sources can be achieved. Noise levels within internal habitable rooms (bedrooms and living rooms) should always be assessed on the assumption that windows are open for natural ventilation. Commercial and industrial noise must be assessed in accordance with BS4142:2014+A1:2019.
		Has suggested some word changes relating to amenity impact of lighting	Amended	Introduce these 2 extra paragraphs onto the end of section 9.1 as stated in the comments box to the left.
72	Resident	Think it is a worthwhile exercise and particularly welcomes the inclusion in buildings of swift bricks and access for bats	Noted	No change required.
		Suggests that the Guide includes restriction on the type of developments that can be approved close to designated wildlife sites to minimise impacts on wildlife from light, sounds, and smells	Noted, these important issues are and will continue to be thoroughly examined within the planning process.	No change required.
73	CPRE	Think it is a worthwhile exercise and particularly welcomes the inclusion in buildings of swift bricks and access for bats	Noted	No change required.
		Suggests that the Guide includes restriction on the type of developments that can be approved close to designated wildlife sites to minimise impacts on wildlife from light, sounds, and smells	Noted, these important issues are and will continue to be thoroughly examined within the planning process.	No change required.
		Suggests the Guide needs re-writing and images need to be reviewed	Amended	New photos inserted
		Guide needs to plan for climate change rather than mitigate, and put climate resilience and its first priority	Amended	Amend the first sentence in the second paragraph on page 11 to read as: ".....as well as" plan for climate change and mitigate the impact of climate change.
		Design and access arrangement should be fully agreed at Outline stage and not subsequently amended	Noted	No change required.
		Guide should discourage building on slopes	Amended	Introduce as the first sentence within para 4.1.1. Slopes and hills are cherished features of the Wiltshire landscape. They can be seen and appreciated up close and from long distances away. The Council therefore does not encourage new building development on slopes and hills where it will become prominent and visible from the surrounding areas. Any buildings proposed to prominent slopes and hills should work with the landform and take advantage of existing features such as tree and woodlands to minimize any impact.
		Local Transport Plan 4 needs further work	Noted	No change required.
		More allotments should be made available on the edges of new developments	Noted	No change required.
		Allotments to be strongly encouraged	Noted	No change required.
		Existing public spaces should be protected	Noted	No change required.
		Concerned that tree maintenance programmes should be for at least 10 years	Noted	No change required.



		Context of developments is very important. Community and civic buildings should be distinctive but not jar with their surroundings	Noted	No change required.
76	Winsley Parish Council	Document is broadly welcomed	Noted	No change required.
		The desire to reduce, recycle and re-use could be more strongly stated	These are important issues that lean more towards Building Control and require higher level national government support and less appropriate to include in this Guide	No change required.
		More urgency needed for climate focused issues	Noted, we can't introduce new policy positions in the WDG but do robustly "encourage" developers wherever possible to incorporate energy saving design and environmental enhancement measures.	No change required.
		More imperative could be given to planting trees in gardens	Amended	Amend 6.2.2 New development should respect and accommodate existing trees,, both in terms of how the development is to be constructed close to trees and in terms of the potential long term impact of the development on the trees – trees should not face future threat of removal because of, for instance, their shading impact on a development; the development should be designed to avoid this impact in the first place. Tree planting should be a suitable species for the location and soil type taking into consideration the ultimate size of the tree. as .....canopies are fully grown. This is expected to equate to approximately 1 tree every 10 - 20 metres. Specify Extra Heavy Standard trees and ensure that they are adequately stored, transported to site and planted, staked and secured by suitably qualified horticulturalist. Also ensure that they are planted into properly prepared tree pits containing the correct type of soil and are free draining. For further information refer .....
		More focus needed on access to essential services	Amended	Amended the third paragraph on page 6 to read as: It is expected that masterplans will be produced for all Major Developments. The masterplan should demonstrate how the proposed scheme is laid out on the site and also how elements such as building heights and form, building lines, routes for vehicles, pedestrians and cyclist, green and blue infrastructure integrate with the surroundings.
		More focus on the need for connectivity		No changes required

78	Resident	Guide does not mention protecting Kennet and Avon Canal and deterring development from the canal water's edge	The WDG is intentionally not site specific. Special places like the Kennet and Avon Canal corridor will receive close scrutiny and support to achieve preservation and exemplar design.	No change required.
79	Home Builders Federation (HBF)	Suggests status of the Guide in relation to the emerging local plan needs clarifying. Is concerned that the Guide may be trying to introduce new policy. The local plan and its policies have to come first. It is not appropriate to set out policy choices around design issues in this SPD. Suggests paragraph numbers are added to make the document more readable.	Amended	Rewrote the last paragraph on page 5 as: Therefore, as an SPD, the primary aim of this Wiltshire Design Guide is to elaborate on CP57. This document has been consulted upon locally and is a material consideration in the determination of planning applications.
80	Resident	Is dismayed that major reference to climate is relegated to rear of document. Advises that the figures used in section 10.2.7 from Secured by Design are incorrect. Lack of reference to Active Travel is disappointing	Noted	No change required.
		Does not agree with figures from Secured by Design regarding amount of CO2 eq per burglary incident section 10.2.7.	Amend text	Completely delete paragraphs 10.2.7 and 10.2.8
81	Trowbridge Civic Society	They support the advice given in the draft guide, though not there is no guidance on shop fronts. Suggests further guidance on conversion of empty shops and historic buildings. Notes that in section 11 there is no mention of how to deal with litter in private gardens and under hedges	Noted	No change required.
		The Council should consider the need for a new separate guidance document on shop front design	.Noted	No change required.
82	Minerals & Waste Planning Policy Gloucestershire County Council	No objections raised	Noted	No change required.
85	Resident	Some concern that the Guide is duplicating national policy which may result in decision making not taking sufficient account of it. More focus on Wiltshire is needed. Advises that key design strategies for Wiltshire are set out to 2038. More positivity is needed in the Guide about the important role of Neighbourhood Plans.	Noted and amended. More photographs illustrating local development schemes have been included. Reference is already made in the Wiltshire Design Guide to Neighbourhood Plans and the Wiltshire Design Guide is complementary to neighbourhood plans.	Additional photos added
86	Resident	There is a need for shop front design guide, and more advice for commercial and industrial sites. The Neighbourhood Planning guide needs to be cross referenced. Contiguous developments should be required to produce a combined DAS and flood risk assessment. It would be good if the Design Guide promoted really good design on the radial routes into the towns Concern about cats on developments close to nature reserves. It should be recognised that ponds need maintenance. Guide should promote low carbon energy generation	A future shop front guidance may be considered. For the promotion of low carbon energy, the text has been amended	On page 81 under section 1, following on from the 5th bullet point, add: Providing low carbon electricity generation, such as photovoltaics and/or ensuring that houses have a main elevation with a southerly aspect and that roofs are uncluttered to accommodate solar panels.
87	CPRE South Wiltshire Group	Guide is comprehensive and well produced. Good to have these standards but they are largely only "expectations" skeptical if they can be realised. Want to see reduction of lollipop developments and roundabouts. Pressure in allow development in AONBs must be resisted. Strongly agree people should be able to live and work locally and that a sufficient proportion of affordable homes must be included in developments., and emphasis should be on allowing developments that are compatible with local styles and	Noted.	No change required.

		vernacular. Concerns raised about frequency of consent for taller buildings with corner elevations and highways that are too wide. Supports access to public transport and bus stops. Supports dark skies policies applying to all new developments. Supports measures in the guide to protect rivers and chalk streams from excessive water extraction and phosphate/nitrate pollution and developments should not be permitted if they cannot demonstrate these protections are in place. Supports strong protection for archaeological and historical remains and these should be strengthened.		
89	North Bradley Parish Council	Guide is clearly written. Please consider design guide for shop fronts, and further design advice for commercial and industrial sites. Contiguous developments should be required to produce a combined DAS as well as flood risk assessment. It would be helpful if the design guide emphasised the need for good design on radial routes into the towns. Concern raised about cats on developments near to nature reserves. Management plans needed for maintenance of ponds	The production of a separate shop front design guide is being considered. Numerous references are made to the importance of water management in the guide.	No change required.
91	Resident	Concern at limited reference to GPs, and advises that development of greenbelt is kept to a minimum	Noted	No change required.
92	Bloor Homes	Guide needs to avoid duplication and confusion with other policies or where detail better located in local plan. Guide needs to be concise and focus on local design responses. Needs to avoid burdening the planning application process and being inflexible about requirements an Outline stage which should be proportionate. The identification of infrastructure and other requirements should be done via policy. The Guide should focus on when, where and why additional information on some matters would be required (beyond access and amount). The Guide is not the best place to set out requirements, which is best done via the validation list. Avoid using vague or subjective terms, and wording around standard house types could be more positive. The wording in the sections on privacy and separation distances needs to be reviewed to reduce confusion. Advises that the use of the density for hectare metric is reviewed for its limitations and usefulness, and if still used in the Guide, it is better explained as only one aspect of many to be taken into account. Requests for further detail drawing should be limited to those that relate directly to planning policy. There is concern expressed about the wording relating to Chimneys in 4.5.10 and especially their practical use as this could contradict sustainability efforts. Regarding bin storage and collection, clarification needed on what is desirable and acceptable to the Council. Further clarification needed on the desire for continuous footways and section 5.1.9 on connectivity needs reviewing. Section 5.2.6 on tree planting needs reviewing and the requirement for indicative street tree planting at outline stage is disproportionate. Suggests that section 5.4.6 on grouped parking and parking and footways is reviewed and further clarity given on garage types in 5.4.9. Wording review also needed for 5.4.12 on permeable surfaces. Regarding cycle storage and parking, it is difficult to agree the detail at an early stage where really only the general approach and strategy can be set out. Clarity is needed on street adoption standards, and section 6.2.3 on street tree frequency needs reviewing to allow for response to local context. In some sections the expectations are poorly defined and need clarification such as green roofs (6.2.6) and water capture and re use (6.5.5). The bat and bird roosting requirement should be reviewed as the requirement should be assessed on a site-by-site basis. In a number of other sections the expectations need to be reduced as they may create a disproportionate burden on developers for example, the sections of dry stone walls, broad canopy trees, open space standards and community orchards. The requirements for public realm need rephrasing and re framing to accommodate	Amendments made to various paragraphs to address points raised.	The only guidance to be inserted at the end of para 5.6.5 is: Developers are encouraged to refer to the Government's Manual for Streets for more guidance on the design of streets. Insert a link to the HM Gov web site that includes the Manual for Streets Rewrite para 6.6.3 as: Traditional drystone walls can be considered, especially where they feature in the local area, both as field and property boundaries and garden walls. The advice of people with drystone wall building experience, building conservation officers or conservation architects should be sought to determine the exact type of local stone to use and building styles would be appropriate. Rewrite para 6.6.6 as: When designing new landscapes, give plants the space they need to grow without the need for regular pruning, especially broad canopy trees. Specify plants that will fit into the scale and proportion of the space they are intended for. Rewrite para 6.7.1 New community orchards and/or allotments should be provided within major developments as part of the public open space resource, if the Council have identified an existing shortage of provision within accessible walking distances of a new development. Rewrite para 8.1.8 as: School pitches and leisure provision should be designed to provide shared facilities for organised clubs, groups and the community to use. Amend para 9.1.1 as: New homes should comply with Nationally Described Space Standards to ensure they are fit for purpose. Link for Technical housing standards nationally described space standard. Amend 9.2.6 to read as: Balconies (ideally with a southern aspect) should be provided for new homes without private gardens. See table

		<p>site character appraisals. Some sections of the Guide are too prescriptive e.g. local centre section 8.1.1 to 7, and self-build/custom build 8.2.3, and Appendix C on Affordable Housing Requirements. The idea of sharing school pitch and local recreation provision is a good one but will require prior approval from the LEA. Adoption of NDSS in the Guide is entirely inappropriate (9.1.1). Further sections that need reviewing include the public art strategy, balcony requirements, balcony drainage, apartment amenity space, affordable mix and garden size (which should consider garden size and position in respect to the house type size and mix and the relationship to context). The climate strategy section needs reframing and would be better steered by the emerging local plan. Engagement on open spaces and streets may not always be practical</p>		<p>for dimensions: the aim is to provide space sufficient for a meal around a small table. Balconies should be provided for new apartments that do not have access to on-site communal gardens or a private amenity space). This can be achieved using glass enhancements, screens or by stepping back the façade. Where balconies overlook noise sources, parapets and or/ absorbent soffit materials should be considered for acoustic benefits.</p>
93	Resident	Commented on need for GI, pedestrian and cycling links to be included	Landscape and urban design officers will always endeavour to secure GI, pedestrian and cycling links wherever possible but not appropriate to include in the Guide in detail	No change required.
		Additional areas to include in the River Avon corridor suggested	Noted	No change required
94	Trowbridge Town Council	Detailed section on shop design suggested	A separate guidance document for shopfront design is being considered.	No change required.
52	Resident	Concern expressed for the development of greenbelt in the Royal Wootton Bassett area. Rights of Way need to remain accessible	Noted	No change required.
90	Resident	Guide is well written but more picture would be beneficial. High density houses can be built with communal areas and communal garden, this would be a more efficient use of space. Trees should be planted next to streets to reduce air pollution. Green roof gardens should be encouraged. Rainwater collections areas are important in new developments. Must stop building houses with dedicated gardens and increase density to safeguard green spaces and wildlife. A communal approach to renewable energy should be encouraged.	Amended	At the end of para 3.1.3 add: At the very outset of considering a development scheme, please undertake a search and visit all of the web sites of local Parish Councils, Town Councils, Areas of Outstanding Natural Beauty management groups, specialist local history groups, conservation area groups etc. Many of these organisations have already undertaken extensive character analysis studies of their local areas,

				which are of great value.
98	Resident	Guide is reasonably clear but numbering of sites is confusing. Concern about the proposed site Land East of Melksham and the new traffic it may generate. Concern that most of the new development proposed for Melksham is greenfield land.	Noted	No change required.
99	Wiltshire Community Land Trust	Concerned the Guide falls short on two areas: a. the specific and quite complex processes of neighbourhood planning and design statements that currently exist, and b; the specific landscape and site characteristics of local communities that vary widely across the very large county of Wiltshire	Noted	No change required.
101	Redrow Homes Ltd	Redrow supports the Council's aspirations for the Guide but concerned that the document fails the legal obligations required of an SPD. Significant concerns in relation to the overarching approach and new policies proposed. The new requirements have cost implications that have not been tested and not accounted for in the Council's Viability Assessment undertaken to support the emerging local plan. Absence of paragraph numbers make it more difficult to comment. Suggests para numbers are added. Concern that the draft guide has not been locally consulted on in accordance with NPPF para 129. By failing to consider the home owner the Guide risks adversely affecting the quality of life of future residents. Concerned expressed that the Guide is not grounded in adopted Local Plan Policy and that it seeks to introduce new requirements that should be tested via the new Local Plan. An SPD can only supplement adopted policy. The basis of the expectations set out in the Guide are non-statutory documents. Sections 6.1 and 10.1 need amending to comply with the legal requirements. There are several examples where the Guide seems to reverse the perceived role of an SPD and Local Plan. These all need to be re framed. All examples of new policy being introduced needs to be re framed e.g., Section 8.2 The document needs to be restructured to clearly set out the adopted Local Plan Policy as the basis for planning determination, reference to emerging local plan policy should be removed. The status of non-statutory documents and requirements should be clarified to constitute appropriate material planning considerations. The Guide requires amendments to remove requirements that unnecessarily burden developments or that creates implicit prejudice against major development e.g., requiring a bespoke approach to house types. Requests that paragraphs 3.3.4 and 10.2.4 are removed. It should be made clear that the Guide is not intended to guide the determination of applications for planning, and that it provides evidence-based advice. There are 81 instances in the Guide that suggest development "must" comply. These must be removed or rewarded if they don't link to adopted local plan policy or national policy requirements.	Amended Text	Amend para 10.2.4 by deleting the first sentence in this paragraph and start with "Solar gain ..... etc.

		<p>Suggests “neighbourliness” is used to replace term “propinquity”. Word “actual” to be removed in relation to housing need in Section 2.1. Clarification is required on references to joint Wiltshire-Swindon Strategies. Paragraphs 3.3.32 and 3.3.5 relating the requirements for public realm to be made less prescriptive. Overly prescriptive guidance should be avoided e.g., paragraphs 4.1.1, 4.1.3 and 4.1.5 to be amended. Redrow objects to paragraph 4.2.8 and it should be amended to be “where buildings are on a prominent corner both public elevations should be designed as “frontages” and have windows from habitable rooms in them”. Redrow are concerned Section 4.4 discourages the application of alternative principles or types of built form that represents good design. Paragraph 4.4. to be amended to say that for larger developments a hierarchy of streets should be used. Redrow object to the inclusion of paragraphs 4.4.5, 4.4.6 and 4.4.7 which should all be reconsidered. Likewise, paragraph 4.5.8 should be amended to start “where possible or practicable”. Redrow objects to the wording of 5.1.8 and suggests it is amended to “cul de sac development should only be used on tertiary level streets”. Paragraph 5.1.12 should also be amended. The requirements set out in Section 5.4 not evidenced on the basis of the Transport Plan could lead to unnecessary burdens on the developer, and amendments are suggested to make the requirements less prescriptive. Redrow object to paragraph 5.4.9 and suggest its removal, likewise for 5.4.12(or re worded to allow for greater flexibility in terms of drainage and the delineation of parking spaces).</p>	<p>Amendments made to various paragraphs to reflect consultee comments Text</p>	<p>"propinquity" please replace it with "neighbourliness"..  5.4.6: In general, on-plot parking to the front of properties should be broken up on every plot by a minimum 0.5-metre-wide planting strip along one of the plot's site boundaries. This planting strip can also serve as a natural soak-away for surface water drainage. In addition, at least 1-metre-wide strip should be made available from the street to the building for access by pedestrians, the movement of bins and bikes.  Amend para 5.4.7 to read as: Rear parking courts and barns should be avoided and only used where it can be demonstrated that on-plot parking provision cannot be achieved. They must be kept small and serve no more than 10 homes. They must not be used disproportionately for affordable housing schemes. The design of these facilities must deter unwanted access and facilitate as much natural surveillance from the dwellings over the parking facility as possible. The design and location of lighting, EV charging points, refuse collection, personal gates and planting all need careful consideration and should be an integral part of the design. Para 5.4.9 is addressed above.  Amend para 5.4.12 to read: Parking space surfacing should be permeable and or have a gentle slope that direct excess surface water run-off into rain gardens, plant beds, swales or soak aways.  Parking spaces can be delineated by contrasting materials appropriate for the location such as sunken bricks, stone or concrete setts.</p>
		<p>Paragraph 6.2.3 must reference NPPF para 131, clarifying the relevant national policy. Paragraph .2.4 should be reframed and re worded to reflect consideration of NPPF paragraph 131. Paragraph 6.7.1 should be amended to deconflict with other sections of the Guide and to add “Where appropriate to the character” to the start. Redrow object to paragraph 7.1.6 which should be removed or amended to reflect greater flexibility in the delineation of parking spaces. Redrow object to Section 8.2 as it fails to clearly set out requirements in accordance with the Adopted Local Plan. Appendix C is useful but could be misconstrued as a validation checklist.</p>	<p>Amended Text</p>	<p>Amend para 8.2.3 to read as:  Larger scale developments should, wherever practicable, make provision for and promote a variety of development models, such as community-led development, self-build and custom-build. This supports a diversity of delivery by small-scale as well as large-scale developers. Exploring a range of delivery models helps to deliver settlements that reflect the wide needs of the community and can provide homes that are best suited to them.  7.1.13. Other guidance on the detailing of Public Realm exists in various formats for specific areas across Wiltshire, that is in Neighbourhood Plans, National Landscape Management Plans, Conservation Guides or Civic Society Guidance. Applicants need to research what exists and utilize it as part of their own analysis of local context and character.</p>

102	Resident	Overall in agreement with the sentiments of the document but thinks the Guide is of limited value as it offers little change from the national guidelines. Concerned that as Neighbourhood Plans have to conform with local plan policy that they give local communities little say. Supports the policies to separate cyclists from heavy traffic. Cyclist and pedestrian access needs to be separate. Cannot support the parking strategy set out in section 5.4.3. EV charging needs to be a higher priority in the Guide.	Noted	No change required.
103	Lawn Tennis Association	Formal sports provision must be accessible to people with a range of abilities and be located to benefit both new and existing development and populations. Routes to facilities should be accessible and traffic free to encourage walking and cycling. The LTA encourages any new development to include tennis/Padel provision especially where housing growth accompanies green spaces/parks. New sports provision should offer strong community access and shared provision between schools and community	Noted	No change required.
104	Resident	Suggestion to ban the use of artificial grass by developers.	Noted	No change required
105	Resident	The Guide covers a variety of aspects and the use of visual examples is good. Some maps would benefit from having keys. A variety of writing styles has been used and consistency of some of the specialist detail needs to be checked.	Amended	Keys inserted to support diagrams
106	Bradford on Avon Town Council	Is a fantastic document and hopes it can be relied upon to create an improved built environment in Wiltshire. Concern that the Guide concentrates on contextualising new development rather than providing quality low energy housing. The section on retrofit and provision for carbon reduction requires targets or they will be ignored. Section 4.2.9 on back-to-back distances between houses needs reviewing and amending, and chimney stack policy is too prescriptive (5.10). 5.2.14 should say all new developments should demonstrate local facilities are with a 15 min walk/cycle distance. Table with garden sizes needs reviewing for consistency. The energy efficiency section is too vague and needs more detail.	Amended	Rewrite para 4.5.8 as: Designs should avoid using items which are visibly artificial in appearance such as sheets of plastic 'roof tiles' for porch canopies or bay windows, plastic false chimneys or 'foam stone' detailing, etc. Chimney stacks often add visual interest but should be of masonry construction and serve a practical purpose, continuing down as a stack with a flue serving fireplace, vent or extract.
107	Colerne Parish Council	Supports the underlying threads of the Guide and especially the focus on the importance of Neighbourhood Plans. Supports the focus on meeting socioeconomic and housing needs of each area, the sustainability of the rural communities and requirements for DAS. Disappointed there is no requirement for solar PV for all new builds. Supports the sections on active travel and reduction of commuting and protecting nature and biodiversity. The context of climate change is one of the most important sections in the Guide. The PC find this a helpful document.	Noted	No change required.
108	Melksham Without West and Rural	There are some good parts of the Guide but it fails to recognise the predominance of the car in the rural area together with poor public transport network. We must address the reality of transport in Wiltshire especially if we wish to see controlled growth in villages and rural areas. Wants an amendment in the Guide to reflect this view.	Noted	No change required.
109	Resident	Is impressed with the Guide. Wants to see combined DAS for continuous development and flood assessment. The cost of public art needs to be reviewed against other priorities for villages and towns. More should be included about EV charging. The need for maintenance of ponds needs emphasising. Concerned about the use of term "expectation" in the Guide and how this will impact enforceability of the requirements.	Amended	Para 5.4.8 rewritten as: Developers should incorporate electric vehicle charging points to private residential on-plot parking spaces, and communal EV charging points within residential parking courts and commercial, retail and office car parks, wherever possible.
110	Resident	Supports requirements for adequate off parking provision for new developments. Consideration could be given to re-opening old stations and railway lines.	Noted	No change required.
111	Resident	Health and well-being of existing residents should be a priority	Noted	No change required.

		2.2.1. Clarify statement	Amend	RE para 2.2.1. Delete "Where required, a" from the beginning of the para and let it start with Design and Access.....
112	Pewsey Parish Council	Pewsey Parish Council is broadly supportive of the Guide but suggest that a glossary of terms would be useful for none planning professionals. The Council cautions about raising residential densities to unacceptable levels, supports the protection of trees and promotion of allotments. The Council endorses "secure by design principles" to reduce the scope for crime.	Noted	No change required.
113	Resident	Mr Mathew has requested greater security measures for cycle parking facilities such as CCTV at cycle stores, and for new cycle paths to be routed separate to pedestrian paths through green spaces reasons of safety.	Noted	No change required.
115	Salisbury City Council	Salisbury City Council expressed concerns about the late implementation of pedestrian and cycle lanes to newly built housing developments..	This is outside the remit of the Wiltshire Design Guide and is a DM planning condition issue	No change required
116	Wingfield Parish Council	Wingfield Parish Council raises the important issue of site allocations suitable for new development. However, this is not within the remit of then Wiltshire Design Guide and is dealt with by the emerging Local Plan.	Noted	No change required.
117		1 It is suggested that "Expectations" be replaced by "Requirements" and asks that the submission sustainable construction checklists be made compulsory. However, the Wiltshire Design Guide can only elaborate upon requirements within the adopted planning policy framework.	Noted	No change required.
118	Resident	Mr Dye recommends that the Guide should stipulate that no new buildings that burn fossil fuels should be allowed and that solar panels should be allowed to be fitted on building roofs in conservation areas. However, these issues are being addressed by national government and the Wiltshire Design Guide cannot introduce new planning policy, only expand upon existing policy.	Noted	No change required.
119	Resident	Has enquired why there is no guidance or clarification of policy relating to the retrofitting of solar panels to buildings in conservation areas. But acknowledges that we are waiting for clarification and guidance from national government on this matter.	Noted	No change required
120	Resident	Concerns relates to the important issue of increased traffic that arises from new development. However, this matter is outside the remit of the Wiltshire Design Guide.	Noted	No change required.
121	Resident	Has queried why there is no specific design guidance in how to accommodate external heat pumps, and why it is not being mandated for all new homes to be fitted with solar panels to be fitted on their roofs.	Noted	No change required.
122	Resident	Critical of the lack of a chapter about house extension design matters, especially the issue of using appropriate external building materials.	Noted	No change required.
123	Resident	Is complementary about the Guide, although he is critical of the planning system and development industry's inability to deliver key infrastructure to support new housing development s, such as transport and healthcare provision, new retail, flood alleviation measures, green and blue infrastructure, community buildings etc.	Noted	No change required.
124 & 125	Wiltshire Climate Alliance	WCA is critical of the Guide as being vague, repetitive, generalised in some areas, yet too detailed in other areas that are covered by other regulations, such as the Building Regulations. The Alliance makes the point that several of the illustrations in the Guide are of poor design or contradict text in other areas of the Guide. The Guide has a presumption that responding to local distinctiveness in appearance and layout is necessarily compatible with the requirements of responding to climate change and improving biodiversity. This is not always the case.	Amended  The Wiltshire Design Guide cannot introduce new policy guidance on the implementation of Building Regulations. . This can only be undertaken by national government, Building Control and the	Photos used have been reviewed and replaced



			emerging Local Plan. These points will be forwarded to Spatial Planning Policy for consideration in the emerging Local Plan.	
126	Royal Wootton Bassett Town Council	The Royal Wootton Bassett Town Council did not have any suggestions or comments to make.	Noted	No change required.
127	Resident	Critical of the WDG in that it lacks a strategic vision and that it will do little to end the development of characterless suburban sprawl. He also believes that "there is an under-representation and often an omission of the design measures relevant to the protection of the globally important Hampshire Avon SAC (Special Area of Conservation) / RAMSAR (Wetlands of international importance) catchment and the fulfilment of the Council's obligations in its improvement."	Noted	No change required.
128	Laverstock and Ford Parish Council	The Parish Council is supportive of the aspirations of the WDG but feel that it's success will rely upon heavily upon firm implementation by Planning Officers and higher national design standards being set by Government, such as the NPPF.	Noted	No change required.
129	Easterton Parish Council	Easterton Parish Council have queried the amount of emphasis the WDG places on the importance of Village Design Statements.	Noted	No change required.
130	Salisbury Civic Society	The Society believe that the Guide should place a greater emphasis upon strategic issues such as master planning, climate change, green and blue infrastructure (GBI), biodiversity loss, health and well-being, as well as more detailed design guidance in relation to householder extensions. The Guide should reference more recent government policy relating to matters such as the Net Zero Strategy, the NPPF and Green Infrastructure Framework and Standards. The Guide does not mention the importance of the chalk streams in south Wiltshire.	Noted, Wiltshire Council is already committed to collaborative working and is geared towards achieving these objectives.	No change required
131	Marlborough Town Council	Marlborough Town Council fully supports the design guide.	Noted	No change required.
132	Resident	Feels that a greater emphasis should be placed on the way in which new development can address the challenges of climate change. He advocates better recreational space within apartment developments, and for them to accommodate a broader mix of uses. Mr Finch also recommends the planting of trees and hedgerows to screen new developments from existing historic settlements.	Noted, points have already been addressed in responses to similar comments	No change required.
133	Resident	Supports the delivery of the WDG but feels that some of the text is vague and repetitive. Emphasise the fact that new developments have a huge impact upon the emission of Green House Gases and therefore the importance of good design and planning to deliver the right buildings in the right places. Other important issues are raised that are outside of the remit of the WDG and are being addressed by national Government and the Council's Spatial Planning Groups as part of the emerging new Local Plan for Wiltshire.	Noted	No change required.
134	Newland Homes Limited	Newland Homes raise the importance of referencing other national design guides such as "Building for a Better Life and Spatial Planning for Health", as well as the usefulness of design codes. The company highlights the challenges of building on steeply sloping sites. More detail is required and photographic examples of accessible homes and homes on one level.	Noted	No change required.

135	Turley	Turley emphasise the legal position that SPDs are a supporting document to existing adopted planning policy and cannot in themselves introduce new policy. For example, in relation to internal space standards, developer contributions, the amount of detail that can be asked of developers applying for Outline Planning Permission. Turley question the duplication of policies and claim numerous paragraphs are vague, lacking clarification or are subjective, which will lead to confusion. They question the inclusion of Building Regulations matters, social and affordable housing statements, some of which do not align with the National Design Guide. Attention is drawn to the contradiction between the requirement housing separation distances, in contrast to the need for higher densities and the most effective use of land. Turley questions the validity of some of the images used in the Guide, such as those illustrating chimneys, which are now largely redundant features in new houses, and calls for more photographs illustrating best practice and design features being requested such as "continuous footways, bin storage and collection points".	Amended	Amend para 2.2.8. by removing the word "agree" and replace with the word "consider" Extend para 5.1.9 with: "Sometimes this may not be possible at the time of construction due to land being outside of the developer's control. However, site layout plans must allow for highway and footpath connections to be made in the future." Delete the last sentence in para 5.2.6. Amend para 6.6.3 to read as: Traditional drystone walls can be considered, especially where they feature in the local area, both as field and property boundaries and garden walls. The advice of people with drystone wall building experience, building conservation officers or conservation architects should be sought to determine the exact type of local stone to use and building styles that would be appropriate. Where retaining walls are required, consider using gabions faced with local natural stone, as these are attractive, economical to build and provide habitat for a wide range of species. Delete all the text under 10.2.5 and replace with: Developers should be aware of Building regulations Part O when designing the external elevations of buildings, which need to be designed for different dwellings and depending upon their orientation on the site.
136	Harnham Neighbourhood Association	Harnham Neighbourhood Association is broadly supportive of the Guide and emphasise the need for identifying local distinctiveness, sensitive place making, quality building and landscape design. Other comments are intelligent and well considered but venture into important social and economic issues that are outside the remit of the WDG and are required to be addressed by local Spatial Planning and national Government.	Noted	No change required.
137	Cranborne Chase AONB	The Cranborne Chase AONB Partnership supports the WDG and "the inherent messages that foster local distinctiveness and sense of place.	Noted	No change required.
139	DIO	The DIO is supportive in principle of the guidance contained within the Draft Design Guide which appears to well reflect the '10 characteristics of design' as recognised in the National Design Guide while responding to local priorities and expectations. The DIO support the Council's ambition to create high quality-built environments and strong, cohesive, Sustainable communities. But seek a better understanding of the relationship to other planning documents and in particular Neighbourhood Plan Design Guidance.	Noted	No change required.
140	Pickwick association	Commend the Council on the production of this document that is well – and helpfully – drafted and will prove a useful guide both to potential developers and to the public at large. Comments referred to 'Passivhaus standards' and sought clarification on the relationship with other local design guidance and clarification on density verses privacy and space for nature.	Noted	No change required.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Include Pickwick on the map.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Page 10 middle of the paragraph. After the word "clunch" put in brackets: (A traditional building

				material consisting of local chalky clay and stone)
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Amend text: The Council's Business Plan makes clear the importance of building the right homes in the right places. Wiltshire Council wants to improve housing supply to ensure people can live and work locally, play an active part in their community, have easy access to high quality and affordable housing that is right for them, close to family, friends, local shops, facilities and public transport routes. In addition, the Council itself aims to build the highest achievable quality affordable housing, and in a beautiful place, that is well served by public transport, education and healthcare provision.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Top of page 13, after "Consideration needs to be given" insert: at the very outset of the design process to the wider impact.....
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Page 13, Central column, delete the word "propinquity" and replace with: .... helps to create neighbourliness and community. Then delete the rest of this paragraph.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Page 15, rewrite the 4th paragraph as: With regards to the planning context, development projects must also have regard to the County Council's strategies and housing need for the area, alongside those of the respective Town and Parish Councils.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Noted	No change required.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Amend text: 4.2.9 Privacy for households should be secured through good design taking into consideration local factors such as topography, layout and orientation. Traditional 20m back-to-back distance is intended to prevent overlooking and secure a degree of privacy for householders. However, this guideline can be reduced if the design is suitable for the area (high density/town/village centre) and the design is sufficiently sensitive to reduce intrusive overlooking. Equally separation should be increased if this would result in a form of development that is more respectful to the established character of, say, a lower density residential area.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Delete 4.4.11.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Correct typo in para 5.1.2 Not "no"
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Rewrite para 5.1.5 as: New movement routes must respond to existing desire lines and enable people to move in safe and direct ways between A and B.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amend text	Page 81. Item 2 Transport, rewrite last bullet point as: Provide convenient storage and access for multiple bicycles and charging points

				for electric bicycles and scooters.
		Further comments highlighted by Pickwick Association (in addition to summary above) – specific to amended changes	Amended	Page 83, para 10.3.2, replace the last word "carbon" with energy.
141	Lightwood Strategic	A commendable, well-structured document that follows the National Design Guidance structure. However, they felt this could be clearer and more like design code than guidance and raised points of conflict between images and text and expectations for higher density and efficient use of land and garden sizes.	Noted	Photos reviewed and new ones added
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended Text	Change image on page 6 from cover photo of the NMDC to cover photo of the National Design Guide.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended text	Page 24, para 3.2.4 add onto the end of the para: However, where the site and its surrounding area display no significant intrinsic local character and distinctiveness, this should not form a precedent for the design or justify further non-descript and featureless development.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended Text	RR to provide new photos of Wyngam Place Tisbury and Westmead Lane Chippenham for consideration.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended text:	Page 25, para 3.3.1. in the last 2 lines of this para, remove the words: "potentially" and "if appropriate".
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended text	Delete first sentence and first word in second sentence of paragraph 3.3.4
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended text	Amend text: Minimum garden areas for all houses should be equivalent to the footprint of the house.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended text	Amend text: Where possible use attached forms like modern town housing, as opposed to wide detached houses.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended Text	Cut out para 4.4.8 and paste back in as a new para 5.1.13 on page 41. Take out that photo in the bottom right corner of the page to make space for the new para
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended text	Delete para 5.1.10
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended Text	Amend text to read: 5.3.3 Bus stops can become a focal point within a local community, ranging from a little extra space with seating (The seating should include arm rests, not perch seating), to a location with neighborhood shops and community facilities. Bus stops should be robust and offer people protection from the wind and rain. At these locations also look to introduce secure cycle parking and real time information displays.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended Text	Amend text to read: Incorporate staff shower facilities within all buildings where 10 or more people will be employed to encourage cycling. Consideration should be given to all types of work or educational building including industrial, retail offices and schools.

		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended Text	Amend text to read: 6.2.9. Investigate the feasibility of creating green roofs to all flat roofed buildings from domestic garages to office and industrial buildings. 6.2.10. For buildings that have a large expanse of flat walls, consider opportunities for creating green planted wall systems. These should be explored, especially in more dense urban areas and on significant commercial buildings.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended text	Rewrite para 7.1.10 as: Bound local gravel surfaces should be used as the first-choice material for pedestrian and cycle paths in rural areas, parkland and open spaces. Brick paving or tarmac should be used where paths are expected to be heavily traffic by pedestrians or cyclists.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended Text	Secured by Design references moved to chapter 9, under section 9.1 Expectation: Healthy, comfortable and safe internal and external environment. (With the caveat that we do not share secure by Design's endorsement of Cul-de-Sacs)
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended text	Delete 9.1.11.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended Text	Delete word 'Legacy' from this Chapter title and if it appears elsewhere -it is not in the title in the NDG or NMDC.
		Further comments highlighted by Lightwood Strategic (in addition to summary above) – specific to amended changes	Amended Text	Amend text in note on page 93 to read: The next pages contain further guidance as to the information that may be required to support an application. This will be dependent on the location, nature, size and complexity of a development scheme. Providing as much information as possible at Pre-App and Outline stage is likely to facilitate a smoother consideration at Reserved Matters.
142	Hallam Land Management	Generally, commends the draft Design Guide for being ambitious in scope and clearly communicating best practices for the design process to sets a positive framework for placemaking.	Noted	No change required.
		Further comments highlighted by Hallam Land Management (in addition to summary above) – specific to amended changes	Amended text	beginning of para 6.2.4 as: At the outset of the master planning process, seek to introduce as many trees as possible into both public pavements/verges and private front gardens, ensuring a suitable amount of aerated and drainage space is provided for root systems to thrive. For further information refer to the Urban Tree Manual (Include web link here) and BS 8545:2014 Trees: from nursery to independence in the landscape - Recommendations.
		Further comments highlighted by Hallam Land Management (in addition to summary above) – specific to amended changes	Amended	Rewrite para 9.1.7 as: All new development should give careful consideration to creating safe places and conform with Wiltshire Council adopted policies and Local Plan requirements.

143	Tetlow King Planning	<p>Generally, support for the design guide is outlined, with specific mention to affordable housing. Specific mention of rear parking courtyards, including maintenance of these. Request to define 'major applications', more clarity should be provided on whether community orchards are required across all parts of the authority, further clarity required on public allotment requirements, and more clarity on what constitutes a 'large' development or a 'substantial' amount of open space. Recommendation that affordable housing not be grouped together, instead clustering affordable housing across site, with policy expressing a maximum group size. Note that (NDSS) is not currently not a requirement in the Wiltshire Core Policy Strategy, therefore recommended to remove from draft document. Recommendation that the Council reviews the implications of distances on densities and the viability of affordable housing. Agreement that the traditional back-to-back separation of a minimum of 21m should be respected, however in the urban context this will be more challenging to achieve. Statement regarding helping Wiltshire's climate strategy, whilst in agreement, it is requested that some of these suggestions would be financially demanding and could impact on the provision of affordable housing. Suggestion to clarify what 'battery storage' it is referring to, practicality of safely implementing EV charging points in apartment developments. Noting that whilst green roofs are welcomed, they can be challenging to maintain. Rainwater harvesting can present maintenance issues and increase costs, Solar shading is a measure to consider, though not often necessary. Questioning necessity of flyscreens in the British Climate.</p>	Amended	Amend text to read: 6.7.1. New community orchards and/or allotments should be provided within major developments as part of the public open space resource, if the Council have identified an existing shortage of provision within accessible walking distances of a new developments.
144	Barratt David Wilson	<p>Highlighting that there are a few elements which seek to impose new policy in advance of the new Local Plan. Suggested that the guide is reviewed to remove duplication of the National Design Guide, and redrafted to reflect its purpose and role. Whilst the requirement to provide additional design information is supported, however this must be realistic and reasonable. Confirmation required that if this information is received in the level of detail highlighted, that Officers have the capacity to review and respond to the pre-application enquiry within a reasonable timeframe. Intention of paragraph 2.2.8 is not clear. Noting that the SPD should not add additional financial costs. Unclear on purpose of paragraph 3.3.4. as the use of standardised house types but with local adjustment is entirely appropriate. Note that 4.4.5 - 4.4.7, it is inappropriate to specify the design of housing to this level of detail within a guide - compact development is not appropriate for all spaces. Inappropriate and unjustified level of detail for an application highlighted in 4.5.3. 4.5.9. - 4.5.10 Clarity required on what 'visibly artificial' means and who would identify this. Inclusion of chimney stacks for visual interest seems appropriate - no justification for specifying masonry in a district. 5.1.8. No justification for this paragraph as cul-de-sacs are appropriate within developments according to the National Design Guide. 5.1.11. isn't reasonable if there is not a local plan which identifies neighbouring land for development. 5.2.1. The appropriateness of a location for development in terms of proximity to local facilities is not a matter for the design guide. Clarify 5.2.13. Further guidance required in what is considered a 'quiet' street and 'heavy' traffic. 5.4.6. Clarify what continuous means in this context. No justification for indicating that dropped kerbs are to avoided, isn't appropriate to have a 'district-wide' restriction on this. 5.4.16. Level of detail required as part of a planning application isn't appropriate. 5.4.17. Noted that there are specific design requirements associated the access to service infrastructure which are dictated by utility providers. 5.5.3. It is entirely appropriate to condition the details of cycle storage. 5.6.4. The specification of</p>	Various paragraphs amended to address concerns	<p>Delete para 2.2.8 Amend text to read: Where model house types are used it is important to ensure their form and facade detailing are adapted to the character and context of the site and the plot. The elevations of model house types could also be reworked to create modern facades, whilst still being constructed of traditional building materials such as locally sourced natural stone and brick. Amend the last sentence in para 10.2.4 as: The orientation of roofs should also account for the plots orientation so that solar photovoltaics (PV) can better exploit the sun's path, eg. On north-south roads, gable-fronted buildings could provide greater flexibility for maximizing PV. On roads with a north-south axis, consider siting proposed housing with the main gable fronting the road, which will enable one side of a pitched roof or the entire slope of a mono-pitch roof to face south. Delete 5.1.11, include example in previous bullet. Para 5.5.3 on page 47, delete all the text within the brackets. Amend para 5.6.4 by deleting the last 5 words - "and concrete imprinted paving effect." Rewrite para 6.3.9 as: Be aware of requirements for dark skies and corridors, such as in Protected Landscapes such as National Landscapes and nature reserves. . Change from 1 bird and bat box per house to 2 per house. Delete 7.1.6. Delete 8.2.3. Amend 9.1.1. to read:</p>

		<p>street materials can only be required at the planning stage if the Council's Highway Engineers engage with this process. Noting that the SPD must be based on planning policy. 6.3.9. Must be set out in planning policy. 6.6.1. - 6.6.2. Doesn't feel it is appropriate to specify a requirement of bat roosting houses, etc per house. Note that in sections of the guide, the level of detail is inappropriate for use as a guide. 9.1.11. Unreasonable requirement regarding height of sills due to building regulation implications, etc. 9.1.13. Include alternative means of ventilation. 9.2. Minimum garden lengths size needs to be updated and clarified. 9.3.7. Level of detail inappropriate. 10. Section needs to be rewritten in reference to adopted planning policy on carbon and environmental standards. 10.2.4. No basis for this level of detail within and SPD.10.2.8. Clarify purpose of this requirement as planning policy should not duplicate building regulations. 10.3.1. Council has no policy basis to require this level of detail. 11.1.4. No basis for this requirement. 11.2.2. Requirements must come forward via the local plan. 11.3.8. It is unclear the role of this within the context of planning.</p>		<p>9.1.1 New Homes should comply with Nationally Described Space Standards to ensure that they are fit for purpose. Delete para 9.1.11 Delete the sentence "Noise levels within internal habitable rooms (..... ) should be assessed where windows are open for ventilation." from para 9.1.13. Reword 9.3.6. to read as: Between private rear gardens, boundaries should provide adequate visual privacy, plot security and some noise attenuation. Revise 10.1 - Add 'Expectations for compliance with the standard is subject to and dependent on the possible subsequent adoption of net zero carbon as Policy within an updated Local Plan following the outcome of the Wiltshire Local Plan Review Autumn 2023' Para 10.2.4. Delete the first sentence of this para. Delete para 10.2.8 10.3.1 delete primary requirement - add is encouraged for ..' 10.3.5 delete 'it is important to demonstrate ; for word 'consider' and delete last part of this sentence ' so an informed .... Delete 11.3.8.</p>
146	Wyatt Homes	<p>Whilst the design guide is generally supported, there are aspects which lack flexibility and could negatively impact the best possible design and layout of a site. Noted the following specific topics: Lack of flexibility with back-to-back distances. Wording unnecessarily prescriptive regarding private amenity space. Balconies may not necessarily be practical from a design perspective for all apartments. Wording is overly prescriptive and should offer greater flexibility, specifically regarding 9.2.7. Overly prescriptive regarding rear parking courtyards. Provision of allotments should be based on an as needed basis. Clarify what is meant by 'major applications'. 6.7.3. Area and existing types of tree may not be appropriate to plant fruit trees. Section 10. Consideration to the changes in building regulations which target the move towards net zero homes in a number of ways.</p>	Amended	<p>Amend text to read: 4.2.9 Privacy for households should be secured through good design taking into consideration local factors such as topography, layout and orientation. Traditional 20m back-to-back distance is intended to prevent overlooking and secure a degree of privacy for householders. However, this guideline can be reduced if the design is suitable for the area (high density/town/village centre) and the design is sufficiently sensitive to reduce intrusive overlooking. Amend text to read: 9.2.6 Balconies (ideally with a southern aspect) should be provided for new homes without private gardens. See table for dimensions; the aim is to provide space sufficient for a meal around a small table. Balconies should be provided for new apartments that do not have access to on-site communal gardens or amenity space. (except where these may directly overlook existing windows or a private amenity space.) This can be achieved using glass enhancements, screens or by stepping back the façade. Where balconies overlook noise sources, parapets and/ or absorbent soffit materials should be considered for acoustic benefits. 6.7.1. Delete text. 6.7.1. Amend text to read: New community orchards and/or allotments should be provided within major developments as part of the public open space resource, if the Council have identified an existing shortage of provision within accessible walking distances of a new developments. 6.7.2. Amend text to read: For public spaces, choose trees and hedge species that</p>

				produce fruit or nuts (except where these overhang the highway).
145	Resident	<p>Noted that latest developments offer virtually no joined-up pedestrian or cycle facilities. Housing problem is highlighted. Need to provide right housing for right people. Include taking care of land as a finite resource. Suggested change to pg6. Change picture to picture of National Design Guide. Highlight pictures and their purposes throughout the guide. Needs to be a clear separation between the desire to protect the key landscapes of Wiltshire and how the built environment needs to be assessed. Highlighted the fact that badly designed development will erode and dilute the diversity is not a risk, but a fact. Ensure photos in guide show intended purpose of the guide. Noted that the change from stone to brick is not just north south but also west. Questioning whether Military camp is a landmark. Clarity regarding images and captions. 3.2.3. Include Conservation Area appraisals. Clarify statement that says 'New buildings and layouts should integrate seamlessly with the landscape. Suggested that the wording is not strong enough and needs to be more enforceable. Highlighted that some aspects are not cost realistic. Higher profiles need to be given o reducing impact of vehicular traffic. Suggestion to include enhancing Biodiversity as a key aim. Guide needs to be realistic about the possibility of local centres and community uses. Some sections such as how to design a house are too prescriptive. Key point missing from guide is the priority need to carry out proper site analysis. Request to include links to available area management schemes. Generally, check all images to ensure purpose and relevance. Overall, clarity is lacking, important issues such as enhancing biodiversity, reducing need to travel by car, etc are mentioned but nor given sufficient prominence. More attention needs to be given to a proper examination and presentation of the character areas of Wiltshire. Suggestion to make the guide presented in a form that is easily accessed as a web version in order to enhance its use and effectiveness.</p>	Amended Text	<p>Para 3.1.10. Replace the word "cast" with the word natural. Add onto the end of this paragraph: There is considerable use of thatch in the villages of the Pewsey Vale that give this area a distinctive character and villages of the Chalke Valley are similarly distinctive. Amend text to read: 3.2.4 Celebrate heritage and draw inspiration from the previous historic landscape, rural vernacular, industrial and commercial heritage or buildings, strongly reflecting particular historic trades. However, where the site and its surrounding area display no significant intrinsic local character and distinctiveness, this should not form a precedent for a new non-descript and featureless development. Reword para 4.4.3. as: Where possible, use attached forms like modern town housing as opposed to wide detached houses. Although ensure the type of housing is informed by the character of the location.</p>
147	Salisbury Area Greenspace Partnership	<p>The document needs to closely reflect current government and Wiltshire Council policies relating to climate change and biodiversity loss as well as health and wellbeing. The concept of multifunctional GBI needs to be fully acknowledged &amp; explained in detail at an early point &amp; throughout the document. A much clearer message is needed to developers &amp; their consultants concerning the importance of taking a landscape-led approach to new development which closely integrates landscape/GBI design with building design at the master planning stage &amp; throughout the development process. Include Biodiversity Net Gain for future developments.</p>	Amended Text	<p>At the end of para 3.1.15. add: Another distinctive features of south Wiltshire are the chalk streams, which are of international importance.</p>



148	Housing Enabling Team Wiltshire	Percentage of affordable housing according to policy requirement should not be reduced to facilitate enhanced design features. Suggested rewording or amendment to 4.4.3. 'The Affordable Housing Mix (including tenures, unit types and unit sizes) should be agreed with the Housing Enabling Team at the earliest opportunity in order to ensure that the Affordable Housing Mix reflects demonstrable need in accordance with the draft Local Plan policy.' Housing Enabling Team does not accept flats over garages for Affordable housing. Concern over the cost of using Electric Vehicle Charging Points associated with off-plot parking. Not expecting parking barns to be used for Affordable Housing due to the additional cost. Note that all affordable housing should be provided with the required number of parking spaces rather than garages. Addition of text to 8.2.1.	Amended text	Delete para 2.2.8 Delete 4.4.3. Delete 5.4.7. Revise 9.2.2 to delete superfluous words 'Going forward'. Amend 9.2.7. text to read as: For apartment blocks (with over 4 no. homes) communal residents' gardens should also be provided based on a general guide of a minimum area of 5 sqm per apartment. They should be appropriately enclosed and contain seating areas that receive sunshine during at least part of the day. Unusable strips of space between car parks or roads and buildings will not be counted as part of the communal garden provision. 'Context' and 'Identity' may indicate otherwise, this minimum area may not be appropriate, for example in a historic urban environment of densely built up street blocks. Delete example given in 11.1.4. Amend 8.3.1. text to read: When incorporating different tenures, they need to be well-integrated and designed to equal standards of high-quality, in order to create tenure-neutral homes and spaces. Distribution of affordable homes across the site in small clusters, designing their architecture, plots and streets to be indistinguishable from the market homes in appearance is generally expected
149	Chippenham Cycle Network Development Group	Welcome the guide, suggest the following: • Wherever there are references to walking and cycling, wheeling also needs to be mentioned. • We would like to see the Guide referring to 'people walking', 'people wheeling' and 'people cycling' rather than 'pedestrians' and 'cyclists'; • We would emphasise that Local Plan policies, such as that on Active Travel, and Local Transport Plan objectives and policies, need to fully align with the recommendations and standards promoted in this Guide.	Noted	No change required.
		5.1.5. Welcome statement	Noted	No change required.
		5.1.8. Disagree that cul-de-sac development should only be used where unavoidable. Suggestion: Remove the notion that cul-de-sacs should only be used where unavoidable, and instead recognise the role they can play in creating pleasant environments for residents, as well as excellent cycling routes.	Noted	No change required.
		5.1.10. Change request: Change final sentence from "Built form should still reinforce the pedestrian movement hierarchy" to "Built form should still reinforce the user movement hierarchy."	Amended Text	Delete the last sentence of para 5.1.10.
		5.1.12. Change request: this point be reworded to add that grade-separated crossings must be provided (such as walking or cycling bridges – see example from the Netherlands below) where a surface-level crossing is likely to result in longer wait times, or multiple stages. Example of a grade-separated cycle bridge over a major road, Rosmalen, Netherlands. Image source: <a href="https://sjees.nl/nieuws/10-brabantse-fietsiconen-die-je-gezien-moethebben/20860">https://sjees.nl/nieuws/10-brabantse-fietsiconen-die-je-gezien-moethebben/20860</a>	Noted	No change required.
		5.2. Change request: suggest changing 'on foot and by bike' to a more inclusive statement such as 'when walking, wheeling or cycling' (since not everyone will be able to walk or ride a two-wheeler cycle).	Noted	No change required.
		5.2.12. Change request: adjust this point to specify that active travel wayfinding signage must be provided in all new developments, using minutes to destination as the	Noted	No change required.

		measure.		
		5.3. Change request: We would advise including a requirement for cycle parking to be provided at bus stops, particularly where distances between stops are larger, or where the catchment area for a stop is bigger (meaning people may not be able to walk to the stop easily).	Amended text	Amend text of 5.3.1. to read as: Masterplans and layouts should recognise the potential requirement for wider space for buses, in conjunction with dedicated cycle routes, on street parking and wider tree-lined footways. Consider including cycle parking, electric cycle and scooter charging facilities at bus stops. This is of particular importance at well used bus stops and bus stops that serve large catchment areas.
		5.4. Change request: We would like to see the Design Guide require physical measures incorporated into street designs to prevent pavement and cycleway parking. 5.4.8. Change request: Repword this point to make clear the following: ▪ EV charger locations must be selected to ensure cables will never need to run across footways or cycleways. ▪ EV chargers must never be located on footways or cycleways in a way that reduces the usable width or creates pinch points. Instead, EV chargers must be located in the carriageway or on build-outs.	Noted	No change required.
		5.4.14. Change request: We recommend that this refers also to 'Dutch entrance kerbs' to provide vehicular access across footways and cycleways.	Noted	No change required.
		5.5. Change request: We would like to see the Design Guide being much more ambitious in regard to residential cycle parking, with wording along the following lines: ▪ Cycle storage must be provided in a location that makes it at least as easy, if not easier, for people to get their cycles to the carriageway than their cars. ▪ Residential cycle storage must be of a high security standard, such as Secured by Design. ▪ This can be achieved by providing integrated cycle storage at the front of the property.	Amended Text	Amend 5.5.2. text to read as: Detailed drawings need to show that private gardens have ample space for storage sheds. All forms of residential storage should have charging points for electric bicycles and scooters (whether within the dwelling or in gardens) and should be shown to have easy access to the highway, that is not through a dwelling. This access route should not be via a narrow passage that has 90 degree turns and the route should have sufficient room to comfortably fit past parked cars and bins. 5.5.3. Cycle parking should be considered within secure storage facilities to the front of dwellings, designed to complement the style of the dwelling and be in accordance with the principles of Secured by Design. Front garden storage facilities that can accommodate larger cycles such as cargo bikes should also be considered.
		5.5.3 Change request: The 'oversized family bikes and cargo bikes' should be more tightly defined: we would recommend using the Cycle Design Vehicle, as specified in LTN 1/20 section 5.4.1, of 2.8m long and 1.2m wide. Change request: To ensure it is genuinely possible to get nonstandard cycles in and out of proposed cycle stores, developers must be required to provide swept path analysis, showing the Cycle Design Vehicle being manoeuvred from the carriageway into the designated cycle parking. Change request: This section needs to make clear that it must be possible to get cycles out of a store in any order – it must therefore not be acceptable to squeeze them down the side of a car in a standard garage.	Amended text.	Amend 5.5.2. text to read as: Detailed drawings need to show that private gardens have ample space for storage sheds. All forms of residential storage should have charging points for electric bicycles and scooters (whether within the dwelling or in gardens) and should be shown to have easy access to the highway, that is not through a dwelling. This access route should not be via a narrow passage that has 90 degree turns and the route should have sufficient room to comfortably fit past parked cars and bins. 5.5.3. Cycle parking should be considered within secure storage facilities to the front of dwellings, designed to complement the style of the dwelling and be in accordance

				with the principles of Secured by Design. Front garden storage facilities that can accommodate larger cycles such as cargo bikes should also be considered.
		Section 5.5.5. Change request: Reword as 'Cycle parking at destinations must be covered.' Change request: Include sensitively designed street-based cycle parking hangars as an option for providing communal cycle parking in new developments.	Amended text	Amend 5.5.6. to read as: Secure overlooked cycle parking together with charging points for electric bicycles and scooters, should also be provided at all other locations (including bus stops) workplaces, services and facilities, recreational areas and outside apartment buildings 9for visitors). Cycle parking at destinations should be covered.
		6.4. Change request: Specify that all cycle routes must be tarmacked.	Noted.	No change required.
		7.2.6 Change request: Include wording that requires plenty of exit points off linear green spaces. 7.2.8 Change request: Update text to require that public spaces should, wherever possible, have good levels of natural surveillance	Amended text	Re-write para 7.2.3 as: All public spaces should receive high levels of natural surveillance and be enclosed by buildings with active frontages, especially at ground floor level. There need to be regular access points to public spaces, to allow people to enter or leave, so that they do not feel "trapped" within the space.
		Section 8: Change request: Amend to something along the lines of "Everyone is unique, and we all have different needs"	Amended text	Chapter 8, page 66, within the white line box rewrite as: Everyone is unique and we all have different needs. Proposals are therefore designed to be inclusive and meet the changing needs of people of all ages and abilities and help support vibrant inclusive communities.
		8.1. Welcome the inclusion of the '20-minute neighbourhood', would be keen to see the wording strengthened to make this the default option.	Noted	No change required.
		9.1.7. Change request: Add words to make clear that SBD standards must also apply to all residential cycle parking	This issue is covered above.	9.1.7. Amended to read as All new development should give careful consideration to creating safe places and conform with Wiltshire Council adopted policies and Local Plan requirements.
150	North Wiltshire Friends of the Earth	Serious concerns about carbon implications from the extensive new developments planned. All new developments must be carbon neutral and include things like battery storage. EV charging,	Noted	No change required.
151	Melksham Without Parish Council	Concern regarding criterion when new development is adjacent to existing housing that is usually 2 storey, and occasionally bungalows.	Noted	No change required.
		Wording needs to be stronger to enforce compliance.	Noted	No change required.
		Concern regarding use of artificial grass	Amended text	Amend 4.5.9. to read as: The careful use of innovative and recycled materials is welcomed, where it can be demonstrated these materials are sympathetic to the local vernacular and that they weather well.
		Support for room to be allocated to all bins and containers that are put out for collection.	Noted	No change required.
		Support for 5.1.9	Noted	No change required.

		Support for 5.1.11. But needs to be well-thought-out roads and pedestrian access with room for future use.	Noted	No change required.
		5.2.2. Welcomed. S106 funds should be adequate to actually provide the path and lighting. There should be conditions to ensure it's done before occupation and enforcement action taken should it not be done.	Noted.	No change required.
		5.2.3. Welcomed - however should be stronger with more emphasis on providing safe walking and cycling routes to schools and community buildings.	Noted	No change required.
		5.3.7. Welcomed, both clauses should include for the roads adjacent/feeding into the new planned development not just the new development.	Noted	No change required.
		5.3.1. Welcomed - should include room for bus shelters and also pedestrian access from the bus shelter to the new development on desire lines.	Noted	No change required.
		5.3.3. Request for more bus shelters with Real Time Information, and seating for less mobile, elderly, those with push chairs, etc.	Amended text	Re-write para 5.3.3 as: Bus stops can become a focal point within a local community, ranging from a little extra space with seating (The seating should include arm rests, not perch seating), to a location with neighbourhood shops and community facilities. Bus stops should be robust and offer people protection from the wind and rain. At these locations also look to introduce secure cycle parking and real time information displays.
		5.6.1. Welcomed and supported.	Noted and referred to Highway Authority	No change required.
		6.2.2. and 7.1.2. Supported, but there must still be room on a development for children to kick a football around.	Amended text	Re-written para 7.1.2 as: The primary public open space (POS) associated with new residential developments should be located in a central position, so that it can serve as a focal point for the new community and be easily accessible by all the residents, especially children, without having to cross busy roads. Other public open spaces should be designed to reflect their location and intended uses.
		6.2.3. and 6.6.6. Supported, but request that suitable species be grown, ones without roots that cause damage. Suggestion to include maintenance of trees. Suggestion to include shade as a reason for 6.6.6.	Amended text	Amended 6.2.5. to read as: To help counter the urban heat effect and create shade it is expected that Plant more urban trees and tree-lined streets should be provided within schemes .to help counter the urban heat effect and create shade. A tree-lined street is understood to mean a street with regular tree planting along both sides for the entire length of the street, to the effect that a significant amount of shade would be generated when canopies are fully grown. This is equates to approximately 1 tree every 10 – 20 metres. 6.2.6.To reduce the risk of vandalism specify Extra Heavy Standard trees and ensure that they are adequately stored, transported to site and planted, staked, and maintained for at least 2 years by a suitably qualified horticulturalist. Also ensure that they are planted into properly prepared tree pits containing the correct type of soil and are free draining. For further information refer to the Urban Tree Manual Urban tree manual and BS 8545:2014 Trees: from nursery to independence in the landscape –

		6.2.4. and 6.3.6. Supported. Mentioned and ancient hedgerow that was removed.	Noted	No change required.
		6.2.6. Should be widely encouraged everywhere.	Noted	No change required.
		6.3.4 and 6.3.8. Outdoor play areas for ALL ages are supported.	Noted	No change required.
		6.3.5. and 7.1.2. Supported and welcomed.	Noted	No change required.
		6.3.6. Mentioned clay issues in East Melksham and Bowerhill	Noted	No change required.
		6.3.7. Need to be tree lined and lit.	Noted	No change required.
		6.4.2. and 6.4.6. All points welcomed, would like to see reference to improving the existing RoW Network, styles and kissing gates for example.	Noted	No change required.
		6.5.1. and 7.1.4. They should also not take the place of genuine public open space, too often these are shown on landscape plans for new development, but are not actually USABLE open spaces, but attenuation.	Noted	No change required.
		6.5.2. and 6.5.5. Welcomed and supported.	Noted	No change required.
		6.6.4 and 6.6.5 Suggestion to include text that relates to strategic planting for insects, as well as mentioning reptile refugia and hibernacula	Text amended.	Re-write para 6.6.4 to read as: In new woodlands and meadows, and on the advice of qualified ecologists, incorporate plant species that will attract pollinating insects, dead wood, log piles, reptile refugia and hibernacula. Rewrite para 6.6.5 as: 6.6.5 Consideration should be given to the use of living roofs on all flat roof buildings from industrial buildings down to domestic bike stores and garages etc. Planting facades, through the provision of climbing wires, trellises and planters should be considered to all blank walls where possible.
		Suggestion to use living roofs and planting facades on bin storage areas, cycle storage, sheds, car ports, etc.	Noted	No change required
		6.7.2. This is welcome and supported, however, who is envisaged to manage the community orchards, it's not clear if the statement re management relates just to allotments? Need to include water provision, secure spaces, and have vehicle delivery access.	Noted	No change required.
		7.1.7. and 7.3.1. The emphasis must be on BOUND gravel surface	Noted	No change required.
		7.1.8. and 7.1.9. More details and clarity on the treatment here suggested.	Amended	Rewritten para 7.1.11. as: The enclosure to substations and service yards etc must blend with and enhance the character of the local area. They may therefore need be to be built of local natural stone or brick to match existing materials and colours seen in the immediate area. Rewritten para 7.1.12 as: If building service yards, external storage space and bin stores etc are surrounded by security fencing, then the security fencing itself should be screened from public view by the use of dense planting or hedging plants.
		7.2.4. Supported and welcomed.	Noted	No change required.
		7.2.2. Should this go further and include something about actively designing out the opportunity for anti-social behaviour	Noted	No change required.

		7.2.7. Shading requirement is welcomed - do pose higher maintenance.	Amended text	Amended 7.2.7. to read as: Formal open space should generally include surfaced paths and places to sit and gather; the locations for seating should be well considered and appropriate must be thought about, i.e., some will require shelter from the rain and wind and should be warmed by the sun where possible. Proposals should include some seating options being in shaded areas to protect users from the summer sun. All seating locations should enable users to feel safe and be aware of their surroundings.
		7.2.8. Supported and welcomed.	Noted	No change required.
		7.3.5. Would like to see some art that engages with the community.	Text amended	Inserted into para 7.3.5 after ...."involving artists", the local town or parish councils "in the design....."
		8.1.8. and 8.1.9. Thought should be given to how this works practically and not just a good idea that is never followed through.	Noted	No change required.
		8.3.1. Welcomed and supported.	Noted	No change required.
		8.3.2. These really do need to be considered properly in the outline planning applications.	Noted	No change required.
		9.1.2. Clarify why encouraging storage of these new features and not the actual features.	Noted	No change required.
		10. Recommend that the Climate change and commitment to net zero should have been a more important point.	Noted	No change required.
		10.1. Would like to see inclusion of affordable housing and affordable energy costs.	Noted	No change required.
		10.2.6. To consider the possibility of including something for through draft too?	Noted	No change required.
		11.1.2. Yes, but from poor previous experience, this has to be backed up by Wiltshire Council in the s106 agreements.	Noted	No change required.
		11.3.3. and 11.3.5. How to do? Would like to see reference to the parish/town councils here as conduits to the community and to ensure that it actually happens, they are best placed to engage with the community	Amended	Insert into para 11.3.3 after .... "Local community", the local parish or town council, "in the naming.....". In para 11.3.5 after "arts officer," insert Local town or parish council "early on....."
		11.3.8. This is welcomed and supported but there should be an element about the results being shared and made public, otherwise there is no incentive/reason for developers to do anything about issues raised	Noted. These surveys are extremely useful. The information will be used in confidence to inform the planning and design of new planning policies and proposed development schemes	No change required.
		Appendix D. Can there be something added in about ancillary accommodation not becoming a separate dwelling at a later date.	Noted	No change required.
		Would appreciate seeing reference to: • If new development is being planned next to existing housing developments, the design should be so that the layout is garden to existing garden; • Speed limit on new developments should be self-enforcing 20mph. • Can anything relating to the provision of high-speed broadband be included,	Amended	At the end of para 4.2.5 add: This will require new rear gardens to back directly onto each other and onto existing rear gardens, to maximise security and privacy. On page 81 introduce another section as: 5. Communication and Reducing the Need to Travel - All new homes and businesses should be equipped with the latest high quality high speed broadband.
152	Amesbury Town Council	Good use of visual examples on page 25. Suggestion to include better keys on maps, some sections have specific details prescribed such as page 30 paragraph 4.4.7 on space which may not be compatible with other comments such as paragraph 4.5.6 on use of space, page 68 paragraph 8.1.10 on the 20-minute neighbourhood and page 74 paragraph 9.2.2 on garden sizes.	Amended	keys for the maps on pages 8 and 11 added. The map on page 20 is sufficiently annotated but Melksham is identified as Trowbridge. Trowbridge is where it says A361 and Westbury is where it says A350.

		1.3. The wording "This guide identifies poor design" is actually the opposite of the guide's intention.	Amended	On page 12 under Health, Wellbeing and Community, replace the second sentence with: This guide identifies best practice in urban design which singularly or collectively can lead to good health and well-being outcomes. The value a high quality built.....
		1.3. The term "reduce, reuse and recycle" is not felt to be appropriate for design, especially as it is a "must".	Noted	No change required.
		1.3. It was felt that the use of the image of "Military Camp Westdown, Salisbury Plain" as a key landmark in south (SIC) Wiltshire is inappropriate, particularly as planning was not required. Suggest one of the following is substituted: Queensberry Bridge/New History Centre or The George Hotel, all of which are in Amesbury.	Noted, but the image being referred to is on page 23 alongside para 3.1.11	No change required.
		3.2.2. Engagement with the local community through the Parish is important especially when agreeing how S.106/CIL monies are allocated for the best possible purpose.	Noted	No change required.
		3.3.3. There is talk of "Public Engagement" in several paragraphs in the guide, but no indication of how this will be achieved.	Noted	No change required.
		4.4.7. The construction of 2.5 and 3 storey homes for larger households, rather than 1 or 2 storeys with larger floor plans will conflict with 9.2.2 and result in smaller rear gardens for possibly larger family groups.	Noted	No change required.
		5.1.2. TYPO (list no exhaustive) - not	Amended	Amend typo no to not
		5.1.2. It is felt that a "standard" should be immovable, so unless options are offered in the document there cannot be any interpretation. Perhaps just using "guidance" would be better.	Amended	In para 5.1.2 change the "no" to "not" in the brackets. Delete the final sentence starting with Where there is room.....
		5.1.5 without good signage and physical reminders for motorists, continuous footpaths can be hazardous for pedestrians and should cyclists really be riding on the pavement?	Noted	No change required.
		5.2.1. Topography must be taken into account, not just distance.	Noted	No change required.
		5.2.6. "Maintenance of street trees will require developer funding". Excellent, but for what period of time? The developer should be responsible until planting becomes established,	Noted	No change required.
		5.2.13. Cyclists already share pavements with pedestrians, even though it may not be legal to do so, so why not legalise the practice through wider pavements regardless of where they are located.	Noted	No change required.
		5.3. This section is "all about buses", which in many parts of Wiltshire are notoriously unreliable resulting in private cars being the transport of choice. There are other forms of transport available, and this has to be recognised.	Noted	No change required.
		5.3.6. There is only one "S" in FOCUSING".	Amended.	In para 5.3.6 amend the typo by changing focussing to focusing. At the end of para 5.3.6 add a new sentence of: For dwellings immediately adjacent to bus stops, this may require those specific dwellings to be set-back, to afford them more privacy.
		5.4.9. It is accepted that garages are not always used for their intended purpose, but the impact on on-street parking is not "inevitable". Can the provision of storage space be enhanced on properties. Perhaps the allocation of parking spaces is too low. The important consideration is to reduce the impact of on-street parking, particularly on pavements and when access is blocked. Perhaps parking bays are required on roads.	Amended	Amend text to read as: 5.4.9: Rear parking courts and barns should be avoided and only used where it can be demonstrated that on-plot parking provision cannot be achieved. They should be kept small and generally serve no more than 10 homes. The design of these facilities should deter unwanted access and facilitate as much natural surveillance from the dwellings over the parking facility as possible. The design and location of lighting, EV charging points,

				refuse collection, personal gates and planting all need careful consideration and should be an integral part of the design
		6.2. Parts of this section are of a different style and directs the reader to plant trees for example, needs to be softened. Perhaps an introduction to this section is needed to make sense of the wording	Noted	No change required.
		6.3.9. Is the only reference worthy of dark skies and corridors to carry out research of the requirement and establish design constraints?	Amended	Rewrite para 6.3.9 as: Be aware of requirements for dark skies and corridors, such as in Protected Landscapes such as Areas of Outstanding Natural Beauty and nature reserves.
		6.5. Why is there no mention of grey water capture on new builds?	Noted	No change required.
		8.1.6. Limiting car parking spaces could lead to spill over into residential streets. For commercial development to survive there has to be consideration given to short duration parking to encourage "churn".	Amended	Amend 8.1.6. to read as: It is expected that local centres will include continuous built frontages, provide accommodation above ground floor and provide wider footpaths and promenades for access, seating, cycle parking and landscaping etc. Car parks should be located to the side or rear of buildings, as not to detract from the relationship between the building and the street and to allow pedestrians a clear and safe route from the street to the main entrance of the building. Short stay parking provision can be incorporated into parking bays on the street.
		6.2. 3 storey homes are likely to house more people therefore will inevitably require more garden space than a single-story home. Should the minimum area be therefore increased?	Noted	No change required.
		10. How the built environment in Wiltshire is planned and designed is fundamental to the Council's part in meeting this target. BUT our target is "Net Zero" by 2030.	Noted	No change required.
		10.1. Triple glazing has little benefit as regard energy efficiency. The gap in glazing has to be wide enough to provide a barrier and the latest standard is satisfactory.	Noted	No change required.
		10. How will district heating be delivered?	Noted	No change required.
		11.1.2. Excellent, Town and Parish councils know best – providing a sum is made available (S.106). The adoption of any new public open space is not guarantee that other maintenance costs will not be passed to new homeowners through management companies.	Noted	No change required.
		11.2.2. It is not just housing that needs to meet the needs of an aging population. Other facilities, such as retail, doctors and dentists are required and need to be provided as required.	Noted	No change required.



153	Persimmon Homes Wessex and South Coast	<p>SPDs should 'build upon' adopted planning policies should not add any unnecessary costs on development. The respondent thought that the SPD includes a number of policies that may be intended to supersede other planning documents and if this is the case the SPD should be clear on which documents and/or policies contained therein will be deleted upon adoption of the WDG. Paragraph 3.3.4 states that developers "Do not use inflexible, 'ready-made' architectural plans and elevations which have no regard for the site or the plot." It is unclear as to what the guidance means by 'ready-made'. Further elaboration on what is meant by this term is sought as it could potentially increase costs. In addition, they state that the guidance is too rigid or unclear with regard to expectations for permeable paving, public open space, community facilities, garages and window sizes on elevations. Clarification is needed to relate the WDG to adopted policy and not emerging policies particularly in connection with energy efficiency and net zero requirements. They have also raised issues over housing mix expectations and garden size expectations equating to the footprint of the building or 50sqm, queried if 9.3 applies to hedging and knee rails and how will 9.3.4 be applied.</p>	Amended	<p>Amend the last paragraph on page 5 as: Therefore, as an SPD, the primary aim of this Wiltshire Design Guide is to elaborate on CP57. This document has been consulted upon locally and is a material consideration in the determination of planning applications. Delete on page 5 last paragraph the words: '(or any subsequent design policies which are part of the forthcoming Local Plan Review)' Delete on page 5 last paragraph the words: '(or any subsequent design policies which are part of the forthcoming Local Plan Review)' Delete 4.4.11. In para 4.5.3 change "must" to should. 5.4.7. deleted. 5.4.9. Amended to read as: Rear parking courts and barns should be avoided and only used where it can be demonstrated that on-plot parking provision cannot be achieved. They should be kept small and generally serve no more than 10 homes. The design of these facilities should deter unwanted access and facilitate as much natural surveillance from the dwellings over the parking facility as possible. The design and location of lighting, EV charging points, refuse collection, personal gates and planting all need careful consideration and should be an integral part of the design. Delete para 5.4.14. This issue will be addressed by the forthcoming Roads Design Guide by the Highway Authority.</p>
		<p>Additional specific comments from Persimmon Homes (in addition to summary) that require amendments.</p>	Amend text as indicated	<p>Amend 6.2.5. to read as: To help counter the urban heat effect and create shade it is expected that urban trees and tree-lined streets should be provided within schemes. A tree-lined street is understood to mean a street with regular tree planting along both sides for the entire length of the street, to the effect that a significant amount of shade would be generated when canopies are fully grown. This is equates to approximately 1 tree every 10 – 20 metres. 6.2.6. To reduce the risk of vandalism, specify Extra Heavy Standard trees and ensure that they are adequately stored, transported to site and planted, staked, and maintained for at least 2 years by a suitably qualified horticulturalist. Also ensure that they are panted into properly prepared tree pits containing the correct type of soil and are free draining. For further information refer to the Urban Tree Manual Urban tree manual and BS 8545:2014 Trees: from nursery to independence in the landscape –</p>
		<p>Additional specific comments from Persimmon Homes (in addition to summary) that require amendments.</p>	Amended	<p>Revise: Delete last sentence of paragraph 6.3.7</p>

		Additional specific comments from Persimmon Homes (in addition to summary) that require amendments.	Amended	Rewrite para 7.3.2 as: Consider incorporating recreational facilities for adults such as outdoor gyms, allotments and other events or activity spaces in new or existing public open spaces, in addition to children's play spaces. Para 8.3.2. Insert after .....from the outset. and between Any temporary..... : This could be a temporary or mobile building or even the show home within phase 1 of the development. Delete paragraph 9.1.4. The parking standards may change with a review of the Council's parking strategy, so leave para 9.1.5 as it is for now.
		Additional specific comments from Persimmon Homes (in addition to summary) that require amendments.	Amended	Rewording for new point 9.1.14. In apartments stairways should be designed to reduce noise and receive high levels of natural light and ventilation. Communal access corridors should not be long dark narrow spaces. They should be wide enough for two adults to walk comfortably passed each other, be well lit and ventilated, especially by natural light and ventilation wherever possible. For communal access corridors longer than 10 metres in length, consider introducing break-out spaces with natural light and seating.
		Additional specific comments from Persimmon Homes (in addition to summary) that require amendments.	Amended	Overall retain but revise: Delete superfluous words 'going forward' and Area in this paragraph and the guide including the Table page 75 should be stated in m2 i.e. as in the NDSS not in 'sqm' as written which is an equal sided square. Consider including the rationale for the minimum 50m2. not just the rationale for orientation i.e. convenient room for garden activities in parallel and movement around these, including rotary clothes drying, terrace sitting out area with table and chairs, young children's play space, garden shed, bin and cycle storage, lawn and planting beds.
		Additional specific comments from Persimmon Homes (in addition to summary) that require amendments.	Amended	Rewrite para 9.3.6. as: Between private rear gardens, boundaries should provide adequate visual privacy, plot security and some noise attenuation.
154	Savills UK Limited	Planning Practice Guidance (PPG) states that SPDs should simply 'build upon' adopted planning policies, and that they should not add any unnecessary costs on development. Clarification is needed to relate the WDG to adopted policy and not emerging. Whilst they support the delivery of sustainable, high-quality developments they state that the guidance is too rigid regarding provision for; cycle route separation from heavy traffic on non-residential roads, community orchards, private amenity space and housing mix identification at outline stage. The respondent does not believe that these conform to SPD guidance as set out above.	Amended	6.7.1. Amend text: New community orchards and/or allotments should be provided within major developments as part of the public open space resource, if the Council have identified an existing shortage of provision within accessible walking distances of a new developments. Delete para 5.2.13. Delete para 4.4.4. Delete para 4.1.5

155	Disability Interest Group for Salisbury.	The disability Interest Group for Salisbury is concerned that any new and existing development are accessible all disabled people. This could be temporary or permanent disability. Consideration needed for suitable disabled access provision including local information, suitable surfacing, gradients and level changes, path widths and items that can restrict access such as street furniture. Also other disability provisions on the interior and exterior of public buildings and new homes as well as other structure such as bus stops.	Text amended	Insert within second sentence of para 2.2.3: .....how the design principles, concepts, access for all and even the detailing that have .....
156	Resident	Representation refers to 'Cookie Cutter' developments and resulting negative effects on traffic pollution, water and sewage. The need to take into consideration current car sizes and average cars per dwelling. Tree planting needs to use local sources for biosecurity.	Noted	No change required.
157	Resident	Matter raised that relate to planning in relation to farm businesses particularly around the need to diversify. No comments related to the draft Design guide.	Points to be discussed with Spatial Planning Group in relation to the emerging Local Plan.	No change required.

## Appendix B – Press advert

**WILTSHIRE COUNCIL LOCAL DEVELOPMENT FRAMEWORK  
NOTICE OF CONSULTATION ON DRAFT WILTSHIRE DESIGN  
GUIDE SUPPLEMENTARY PLANNING DOCUMENT  
TOWN AND COUNTRY PLANNING (LOCAL PLANNING)  
(ENGLAND) REGULATIONS 2012  
(PART 5 REGULATIONS 11 TO 16)  
PLANNING AND COMPULSORY PURCHASE ACT 2004**

Notice is hereby given that Wiltshire Council is consulting on a Draft Wiltshire Design Guide which will become a Supplementary Planning Document (SPD) in support of Core Policy 57.

**Availability of documents**

- The draft document will be available on the Wiltshire Council website at: <http://www.wiltshire.gov.uk/article/6110/>
- Hard copies of the draft document will also be made available during normal office hours at all library buildings and the three main Council offices.

**When to Comment:**

Comments are invited on the draft document **from 3rd July until 23:59 30th July.**

**How to Comment:**

Comments can be made:

- Online via the Council's consultation portal: <https://consult.wiltshire.gov.uk/kse>
- On request via email to [designguideconsult@wiltshire.gov.uk](mailto:designguideconsult@wiltshire.gov.uk) and returned to [designguideconsult@wiltshire.gov.uk](mailto:designguideconsult@wiltshire.gov.uk)
- By post to: Design Guide Consultation, Natural and Historic Environment Service, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JQ
- If responding by post, comment forms are available via the email address above and from libraries.

**Next steps**

All comments received during the consultation period will be taken into account. A final version of the Wiltshire Design Guide SPD will be submitted for approval by Cabinet, with the SPD being considered for recommendation to Full Council for adoption.

Any queries should be made to Design Guide Consultation, Natural and Historic Environment Service, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JQ on 01249 706798 or [designguideconsult@wiltshire.gov.uk](mailto:designguideconsult@wiltshire.gov.uk)

**Signed Sarah Valdus, Environment Director.**

**Wiltshire Council**



## Update on Draft Wiltshire Design Guide Briefing Note No. 23 – 19

**Service :** *Natural and Historic Environment*  
**Further Enquiries to:** [designguideconsult@wiltshire.gov.uk](mailto:designguideconsult@wiltshire.gov.uk)  
**Date Prepared:** 29 June 2023

We wanted to provide you with an update on our work to formally introduce a design guide for the county. If adopted, it will help to ensure that future developments in the county are consistently of a high quality-design.

### **What is the draft Wiltshire Design Guide?**

The draft Wiltshire Design Guide (WDG) has been structured around the '10 characteristics of good design', as described in the National Design Guide, and if adopted will be used as a supplementary planning document.

The process of creating the draft WDG has been based around the following objectives:

- To comply with a national government directive to produce up-to-date local design guidance that addresses local priorities and preferences.
- To ensure that the WDG advances the delivery of the council's Business Plan objectives and the Core Strategy in particular Core Policy 57.
- To ensure the WDG is not singularly focused on the appearance of new buildings and addresses all 10 characteristics of good design, as described in the National Design Guide. In doing so it will provide the framework for any additional local design guidance that may be produced as part of Neighbourhood Planning or through Village Design Statements.
- To create a more detailed level of good practice guidance than currently exists at a national level. This will ensure all Wiltshire is covered by comprehensive, local design guidance, which will have material weight when considering planning applications.
- To ensure the text and presentation of the WDG is clear, engaging and of practical use to a wide audience, ranging from members of the public to developers and designers.
- To create a document that developers can use to make more informed, early decisions when planning projects before they engage with the planning authority through a formal planning application process.
- To formally adopt the guidance as a Supplementary Planning Document (SPD), to ensure it has proper weight in planning and that this weight is publicly recognised.

The role of Neighbourhood Plans and Village Design Statements will remain important. These shall continue to incorporate design guidance that relates to specific neighbourhoods or sites and that cannot be covered in the county-wide WDG.

**Consultation**

On 2 May 2023 Wiltshire Council's Cabinet approved the Wiltshire Design Guide for public consultation and to delegate to the Corporate Director Place in consultation with the Cabinet Member for Finance, Development Management and Strategic Planning, to finalise subsequent matters as required and take all necessary steps.

The statutory consultation gets under way from 3 July and will run for four weeks closing at 23:59 on 30 July. An official notice has been published in the local press, and the consultation will be regularly promoted through the council's communication channels for the duration of the consultation period.

The council will also be hosting an information webinar to talk about the draft WDG in more detail. The hour-long webinar, which is open to all, will take place at 6:30pm on 19 July and we'll share more information on that nearer the time. In addition, on 26 July from 10am- 5:30pm an Urban Designer will be available in-person to answer any questions at County Hall, Trowbridge.

Hard copies have been made available for reference in libraries.

**Your role**

We'd be grateful if you could share details about the consultation with any community members and local networks that you feel would like to participate. Thank you for your support.

**Next steps**

It is anticipated that following the period of public consultation the WDG will be brought back to Cabinet in due course with a view to being formally adopted.

**More information**

If you would like more information about the draft WDG or would like clarification, please contact [designguideconsult@wiltshire.gov.uk](mailto:designguideconsult@wiltshire.gov.uk)

More information and the online survey will be available on the Wiltshire Council website at: [www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide](http://www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide).

30 June 2023

\*\*\* EMBARGOED UNTIL 00:01 ON 3 JULY 2023 \*\*\*

**Council asking for people's views on draft design guide to ensure consistently high-quality future developments**

Wiltshire Council is asking for people's views on a draft guide that, if formally adopted, will help to ensure that future developments in the county are consistently of a high-quality design.

The draft Wiltshire Design Guide has been structured around the '10 characteristics of good design', as described in the National Design Guide, and if adopted will be used as a supplementary planning document. These characteristics help ensure that all aspects of good design are considered and not singularly focused on the appearance of new buildings.

This means the Wiltshire Design Guide should provide new, locally-authored design guidance that would apply across Wiltshire at a level of detail that does not exist in the national equivalent. The guide will advise on good practice when building houses and other developments and help ensure that design complies with local priorities and preferences.

At its meeting on 2 May, Wiltshire Council's Cabinet agreed to put the plan out to public consultation. The consultation is now under way and will run for four weeks until 30 July. To participate in the consultation people should visit [www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide](http://www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide), where they will find more information, a copy of the draft design guide and a survey /feedback form to complete.

Hard copies of the draft guide are available for reference at Wiltshire Council's libraries and at the council's three main offices in Monkton Park Chippenham, County Hall Trowbridge and Bourne Hill, Salisbury. The council will also be hosting an hour-long information sharing webinar to talk about the draft WDG in more detail. The webinar, which is open to all, will take place at 6:30pm on 19 July and on 26 July

from 10am – 5:30pm an Urban Designer will be available in-person to answer any questions at: County Hall, Bythesea Road, Trowbridge BA14 8JQ.

More information and the online survey are available on the Wiltshire Council website:

[www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide](http://www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide)

Cllr Nick Botterill, Wiltshire Council Cabinet Member for Strategic Planning, said: "This Design Guide represents a step change in our approach and will help ensure that future local developments of whatever sort are consistent, high quality and in keeping with what we'd expect in our beautiful and unique county.

"The guide will complement existing and important planning documents such as our Local Plan, Neighbourhood Plans and Village Design Statements. It will also help us achieve what we've set out in our Business Plan, particularly in helping create a resilient society, a thriving economy and a sustainable environment.

"We look forward to hearing the public's views on our draft plan with the aim of formally adopting it later this year."

Ends.

**Notes to editors:**

The process of creating the draft WDG has been based around the following objectives:

- To comply with a national government directive to produce up-to-date local design guidance that addresses local priorities and preferences.
- To ensure that the WDG advances the delivery of the council's Business Plan objectives and the Core Strategy in particular Core Policy 57.
- To ensure the WDG is not singularly focused on the appearance of new buildings and addresses all 10 characteristics of good design, as described in the National Design Guide. In doing so it will provide the framework for any additional local design guidance that may be produced as part of Neighbourhood Planning or through Village Design Statements.
- To create a more detailed level of good practice guidance than currently exists at a national level. This will ensure all Wiltshire is covered by comprehensive, local design guidance, which will have material weight when considering planning applications.
- To ensure the text and presentation of the WDG is clear, engaging and of practical use to a wide audience, ranging from members of the public to developers and designers.
- To create a document that developers can use to make more informed, early decisions when planning projects before they engage with the planning authority through a formal planning application process.
- To formally adopt the guidance as a Supplementary Planning Document (SPD), to ensure it has proper weight in planning and that this weight is publicly recognised.



For any enquiries, please contact the communications team at [communications@wiltshire.gov.uk](mailto:communications@wiltshire.gov.uk)

**For political comment:**

Conservatives: Nick Botterill [nick.botterill@wiltshire.gov.uk](mailto:nick.botterill@wiltshire.gov.uk)

Liberal Democrats: Ian Thorn [ian.thorn@wiltshire.gov.uk](mailto:ian.thorn@wiltshire.gov.uk)

Labour: Ricky Rogers [ricky.rogers@wiltshire.gov.uk](mailto:ricky.rogers@wiltshire.gov.uk)

Independent: Ernie Clark [ernie.clark@wiltshire.gov.uk](mailto:ernie.clark@wiltshire.gov.uk)

## Appendix C - Letter sent by email or post

Natural and Historic Environment  
Environment Directorate

Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Your ref:  
Our ref :

29/06/2023

Dear «Title» «Family\_Name»

### **Notice of consultation on Draft Wiltshire Design Guide Document.**

Wiltshire Council is consulting on a Draft Wiltshire Design Guide, which has been prepared to support the Wiltshire Core Strategy and emerging Local Plan.

### **Consultation documents**

The Draft Wiltshire Design Guide and information on how to make comments will be published on 3<sup>rd</sup> July 2023 **via the** Wiltshire Council website at:

[www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide](http://www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide)

Hard copies of these documents will also be made available during normal opening hours at all libraries and at the three main council hubs (Monkton Park, Chippenham; County Hall, Trowbridge; Bourne Hill, Salisbury).

### **How to comment**

Comments are invited on the Draft Wiltshire Design Guide for 4 weeks from the 3<sup>rd</sup> July – 30<sup>th</sup> July.

Comments can be made:

- Online via the Council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By emailing [designguideconsult@wiltshire.gov.uk](mailto:designguideconsult@wiltshire.gov.uk) and requesting a form which will need to be returned to that email address.
- By post in writing to: Design Guide Consultation, Natural and Historic Environment Service, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JQ.

If responding by post, please use the comment forms that are available online and from the libraries and main council hubs.

**Next steps and further information**

All comments received during the consultation period will be taken into consideration before the SPD is finalised and presented to the Cabinet and subsequently Full Council for adoption.



Should you require further information on the consultation, please email: [designguideconsult@wiltshire.gov.uk](mailto:designguideconsult@wiltshire.gov.uk) or telephone 01249 706 798.

Yours sincerely

Sarah Valdus  
Environment Director  
Wiltshire Council

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## Appendix D - Wiltshire Council Website

Featured ▾ Services ▾ Council ▾ 

**Notice** We are currently investigating technical issues on this website. Thanks for your patience.

[Home](#) > [Services](#) > [Planning and building control](#)

# Wiltshire Design Guide

To ensure that new developments, particularly new housing developments, are of a consistent and high-quality standard of design, we have prepared a draft Wiltshire Design Guide.

## Background of the Design Guide

In the Housing White Paper [GOV.UK: Policy paper - Fixing our broken housing market](#) in 2017, the Government recognised that good design is fundamental to creating healthy and attractive places where people genuinely want to live, and which can cater for all members of the community, young or old. One of its key proposals was giving communities a stronger voice in the design of new housing to drive up the quality and character of new development, building on the success of neighbourhood planning.

Subsequently, in 2019, the Government produced [GOV.UK: Guidance - National design guide](#). This addresses the question of how we recognise well-designed places, by outlining and illustrating the Government's priorities for well-designed places in the form of 10 characteristics. It sets out a blueprint for how local authorities can achieve quality and great design, and recommends what developers need to deliver to help win the support of communities - ensuring new homes are built faster and better.

It recognises that specific, detailed and measurable criteria for good design are most appropriately set out at the local level. They may take the form of local design policies, design guides or design codes, prepared either by local authorities, or applicants to accompany planning applications.

## Developing a Wiltshire Design Guide - our proposal

The [GOV.UK: Policy paper - National Planning Policy Framework](#) states that the creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work. To provide clarity about local design expectations, we have produced a Wiltshire Design Guide.

## Downloads

-  [Accessible version of the draft Wiltshire Design Guide \(OpenDocument text format\) \(221KB\)](#) 
-  [Printable version of draft Wiltshire Design Guide \(PDF\) \(37MB\)](#) 
-  [Draft Wiltshire Design Guide Compressed Document \(PDF\) \(5MB\)](#) 

## Links

[GOV.UK: Policy paper - National Planning Policy Framework](#)

## Appendix E – Notice of consultation Poster:

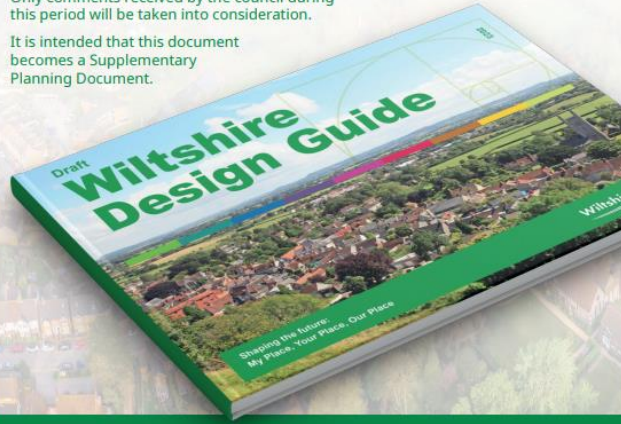
### Draft Wiltshire Design Guide **PUBLIC CONSULTATION**

Comments are invited on the draft Wiltshire Design Guide.

**The consultation runs from 3 July – 30 July.**

Only comments received by the council during this period will be taken into consideration.

It is intended that this document becomes a Supplementary Planning Document.



 **19 July**  
**6:30pm – 7:30pm**

Online Webinar – presentation, questions and answers

 **26 July**  
**10:00am – 5:30pm**

An Urban Designer will be available in-person to answer any questions at: County Hall, Bythesea Road, Trowbridge BA14 8JQ



SCAN ME

The draft Wiltshire Design Guide, frequently asked questions and the online survey are available on the Wiltshire Council via the QR code.

Hard copies of the survey are available from the librarians – please ask.

[www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide](http://www.wiltshire.gov.uk/article/6110/Wiltshire-Design-Guide)

**Wiltshire Council**

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# Wiltshire Design Guide

2023

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Shaping the future:  
My Place, Your Place, Our Place

**Wiltshire Council**

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# Foreword

Wiltshire is a beautiful county covering 1,257 square miles which is home to a population of half a million and growing. The Council has a responsibility to manage and shape this growth and to ensure that existing and new communities are beautiful and well-functioning places.

However, we must also take account of the impact of climate change and the recent global pandemic in which the essential relationship between people's homes and their health was again revealed.

The Council recognises that individual communities may have additional, specific insights and design aspirations which cannot all be captured within this guide. That is why a separate guide has been produced to support local communities integrate high quality design through the Neighbourhood Planning process with, [Made plans - Wiltshire Council](#).

These challenges are also opportunities to do things better. Our aim is to help Town and Parish Councils, landowners and developers provide beautiful and sustainable new places which are popular with residents and support well-being and good public health outcomes. Therefore, three golden threads underpin this guide: health and wellbeing, sustainability and climate resilience and getting the right homes in the right places.

Our built environment says a lot about us, not just our heritage and past, but about our aspirations, priorities and vision for the future.

Page 475 Within the built environment, we must strive to balance the needs of people with those of nature and to do so in an economically sustainable way. This guide aims to do just that, and it will also provide a standard to hold ourselves accountable to.

National planning policy now requires local authorities to create their own local design guidance and we see value in producing a county-wide design guide without delay. We already face significant local, national and global challenges.

The guidance itself is based on best practice in urban design, but also accounts for the professional insights and lived experiences of a range of specialist officers working within the Council; because there are few service areas that are not affected by the design decisions relating to the built environment.

We hope that this guide is well-received by local residents, businesses and community groups alike.



Cllr. Nick Botterill

Cabinet Member for Finance, Development Management and Strategic Planning

The shortage of housing across the country means that there is continuing demand for new development in Wiltshire.

# 1.0

## The Vision

**Wiltshire has a distinct environment and heritage**

**Appreciating context and focusing on what is important for shaping the future should give a clear direction to designs coming forward in Wiltshire, allowing them to make a positive contribution to its character.**

# 1.1 Purpose of this Document

This Wiltshire Design Guide is for any applicant or assessor of planning applications and design proposals within the Local Authority of Wiltshire. It is important to be aware that this guide only applies to the area in which Wiltshire is the Local Planning authority and does not include the New Forest National Park area or Swindon.

It is a Supplementary Planning Document (SPD) and expands upon the current Core Policy 57 “Ensuring high quality design and place shaping” in the [Wiltshire Core Strategy](#).

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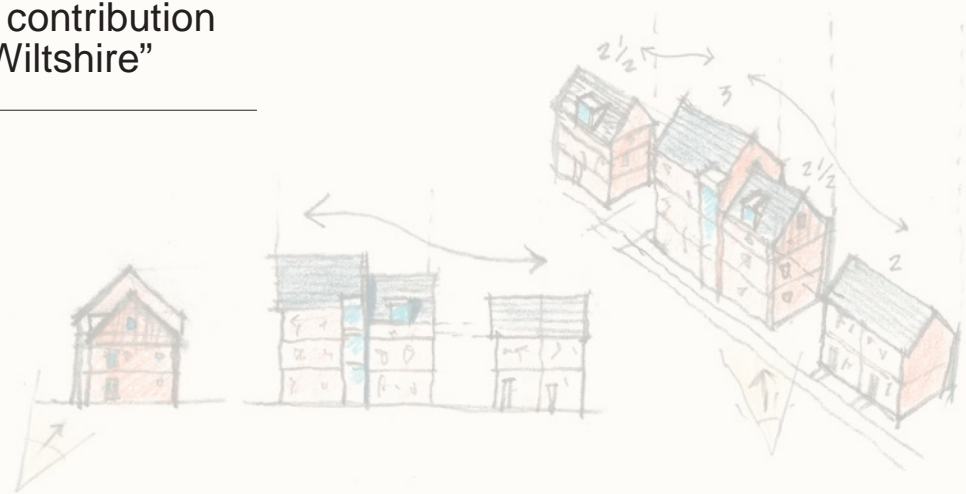
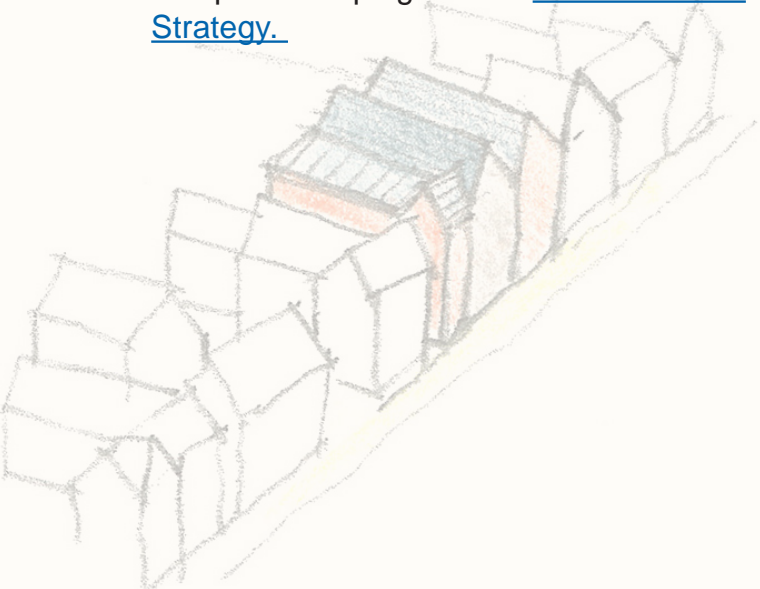
Core Policy 57 states: “A high standard of design is required in all new developments, including extensions, alterations, and changes of use of existing buildings. Development is expected to create a strong sense of place through drawing on the local context and being complementary to the locality. Applications for new development must be accompanied by appropriate information to demonstrate how the proposal will make a positive contribution to the character of Wiltshire”

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Core Policy 57 also sets out expectations which applicants must give regard to when designing development proposals.

Therefore, as an SPD, the primary aim of this Wiltshire Design Guide is to elaborate on Core Policy 57. This document has been consulted upon locally and is a material consideration in the determination of planning applications.

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This Guide's content has been structured around the 10 characteristics of design' as recognised in the National Design Guide. Thus, the Wiltshire Design Guide responds to local priorities and expectations whilst maintaining regard to each of the 10 characteristics, as required by the National Planning Policy Framework 2021 (paragraph 128 & 129) and corresponding Planning Practice Guidance on Design.

<https://www.gov.uk/guidance/design>

It has been produced primarily to address major housing and mixed-use developments, which generally include the creation of new street networks, green infrastructure and communities. However, just as Core Policy 57 applies to all new development, so too does this Design Guide. In this respect, it is relevant to applications of all sizes, whether it is an early concept plan for a large urban extension or the final detailed design of a single building. Please note, according to the National Planning Policy Framework, Major Development is referred to as 'where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more'.

It is expected that masterplans will be produced for all Major Developments. The masterplan should demonstrate how the proposed scheme is laid out on the site and also how elements



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such as building heights and form, building lines, routes for vehicles, pedestrians and cyclists, green and blue infrastructure integrate with the surroundings.

Through this document, in each section 'Expectations' are stated. This term covers the expectations Wiltshire Council has in terms of processes, requirements and outputs through the design, planning, development and delivery stages of a project.

In all cases, where any proposal seeks to deviate from the guidance, appropriate information must be provided to explain why and this will generally be reviewed by the local planning authority (LPA) on a case-by-case basis.

## 1.2 Introduction to Wiltshire

Wiltshire, covering an area of approximately 1,257 square miles, has a population of circa 500,000, the vast majority of whom live in small towns and rural villages meaning the county has a very distinctive rural character. Salisbury, Wiltshire's only city is the largest settlement in the county and has a population of 45,000, giving it the feel of a large, prosperous market town.

Page 479 Whilst the county contains several of the UK's most iconic and identifiable landscapes, buildings and ancient monuments, vast tracts of the county are relatively little known beyond the communities that live and work locally. So, whilst to many the open chalk downlands, riverside meadows of Salisbury and manicured parklands of Longleat and Stourhead are

characteristically 'Wiltshire', few beyond the county are aware of the great diversity of other landscapes that it possesses.

The enormous variety in the landscapes and the built environment of Wiltshire is a result of the complex interplay of a wide range of physical and cultural influences operating over the long term. This diversity adds significantly to the county's charm, contributing both to the distinct identities of local communities and is a basis for a flourishing tourist and rural economy.



Wiltshire's geological foundations and the effects of geomorphological processes are the principal factors in determining the landform, character and diversity of the region. In addition to shaping the physical and hydrological structure of the county, this geodiversity has also had a significant effect in influencing the economy of Wiltshire, its industrial and cultural heritage and the way that the land has been used and settled over countless generations.

The effects of these geological foundations can be seen in the very shape of the land, in the habitats and land uses it supports and in the fabric of buildings and other features. For example, in the far northwest of the county, the distinctive Cotswolds dip slope is criss-crossed with drystone walls and is peppered with distinctive honey-coloured cottages and churches constructed from the local Jurassic limestone. To the east, the limestone gives way to a broad band of Oxford Clay and Kellaways Beds which form wide vales of the Bristol Avon and the Thames. The Vale of Wardour also contains two other later Jurassic rocks – the Portland and Purbeck limestones, which have been quarried for centuries,



The county of Wiltshire

including in the 13th century to build Salisbury Cathedral. Further south lie areas characterised by chalk geologies which formed in the late Cretaceous period. The Middle and Upper chalk comprise pure white chalks which have resisted weathering, giving rise to the distinctive elevated plateaus of expansive downs, including the Marlborough Downs, Salisbury Plain and Porton Down.

The high, open and smoothly rolling downlands are dissected by a network of dry valleys and long sinuous scarp slopes interlocking with gently rounded domed summits. Nature rich chalk streams drain the uplands and have been the focus of settlement and communications routes through the uplands. The thin covering of well-drained soils overlying the chalk bedrock supports a characteristic vegetation of herbs and grasses.



Town Hall, Royal Wootton Bassett

They are ideal for cereal growing, giving rise to productive arable farmland.

Another feature of these chalk uplands are blocks of hard siliceous sandstone, known as sarsens. These have long been used for building stone and are best known for being used in the construction of ancient megalithic monuments including Stonehenge and Avebury.

Overlaying this geological foundation, there is evidence of millennia of human interventions and interactions shaping the character of Wiltshire's landscape. The generally open character of the landscape probably has its origins in the prehistoric

clearance of land for farming and the ongoing management of the land.

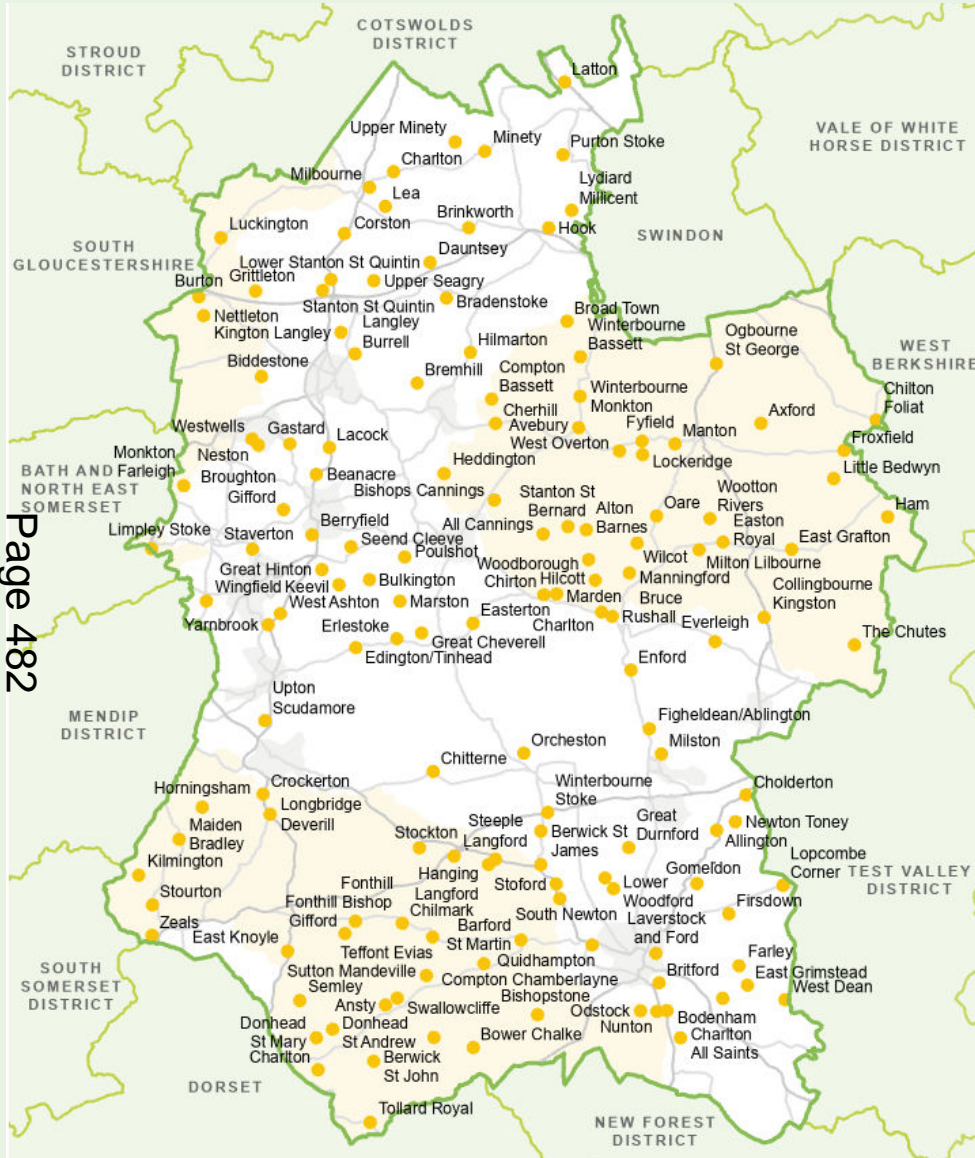
Thousands of years of changes in social organisation and land ownership are visible in the landscapes of Wiltshire; in the patterns created for example by hedges, walls and tracks linking settlements. Monuments have played their part in anchoring communities into their landscape, the most famous of which survive from the Neolithic and Bronze Age periods and include the ritual landscapes of Stonehenge and Avebury, both part of the designated World Heritage Site.



Landscape garden, Stourhead.  
Credit visitwiltshire.com

The broad characteristics of the Wiltshire landscape were all probably in place by the medieval period, as were the principal settlements and communication routes across the uplands and along the river valleys. Over time the landscape has evolved to reflect social, environmental and economic drivers. Some of the most significant changes have occurred in the past two centuries. During the 19th century towns expanded rapidly to accommodate the influx of workers leaving the land for jobs in the newly formed industries. The twentieth century saw the mechanisation of farming and a large scale shift towards arable production, resulting in the ploughing up of pasture, felling of woodland and removal of hedgerows to create larger fields able to accommodate machines such as combine harvesters.

Another feature of the modern age has been the creation of grand houses, set in landscaped grounds and the establishment and expansion of military training ranges and other installations. The Salisbury Plain Army Training Estate occupies vast tracts of open chalk downland and contrasts to the intensive settlement of the camps.



Wiltshire's many small villages which strongly influence the rural character and identity of the county.

The dramatic variations in the geology of Wiltshire has created a distinctive local vernacular, reflected in the materials used in buildings, as well as their form and the methods used for construction. Most of the older buildings to the south and east are of a combination of materials such as flint, chalk, brick and stone. To the northwest the underlying limestone is used for buildings and for stone walls while in the clay vales to the north and centre of the county, brick is the prevalent building material. On chalk geologies, clunch (a traditional building material consisting of local chalky clay and stone) is found in cottages and perimeter walls. Often clunch was used in combination with other materials such as knapped flint, brick or stone, sometimes creating distinctive checkerboard patterns. Chalk was also ground up and used to form cob, which was typically used to construct broad walls with rounded outlines. The porosity of the chalk material meant that thatched or tiled roofs were necessary to cap off the walls.



Cottage, Great Durnford



Castle Street, Aldbourne



The significance and value attributed to the Wiltshire landscape is acknowledged in the extent of land that is nationally and locally designated to conserve and enhance its natural beauty and character. In the northwest of the county are the dip slope lowlands and enclosed limestone valleys of the Cotswolds National Landscape formerly referred to as Area of Outstanding Natural Beauty and at the heart of Wiltshire is the western extent of the North Wessex Downs National Landscape. Between Warminster and Salisbury in the southwest of the county is Cranborne Chase National Landscape and further east Wiltshire captures the northern most limits of the New Forest National Park. In total, these designations account for approximately 45% of the entire land area of Wiltshire.

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Wiltshire's landscapes, towns and villages continue to evolve. The need to accommodate a growing population, new industries and modern farming techniques as well as plan for climate change and mitigate the impact of climate change. The built environment best reflects the scale and pace of change that we have seen in the first two decades of the 21st century. Over the last 20 years the majority of growth has been focused on greenfield sites. Elsewhere growth has been more restricted, with opportunities for new homes often restricted to either brownfield or smaller infill sites.



Wiltshire's diverse and distinctive topography

## 1.3 Three Golden Threads

There are three ‘golden threads’ which underpin this design guidance and support the delivery of the Council’s strategic aims.

### Health, Wellbeing and Community

Health and wellbeing are inseparable threads running through the design matters considered in this Guide. This guide identifies best practice in urban design which singularly or collectively can lead to good health and wellbeing outcomes. The value a high quality built and natural environment has to our health and wellbeing and the significance of achieving this in development has been increasingly brought into the forefront at a national and local level. Public Health England in [‘Spatial Planning for Health’](#) provides an evidence-based resource for planning and designing healthier places.

Communities that are cohesive achieve more and are more resilient in the face of shocks and setbacks. A strong community can also contribute enormously to a sense of personal wellbeing. It is also one of the known social determinants of health and we want to ensure our communities are able to grow sustainably with access to leisure, arts, heritage, culture and green spaces.

### Sustainability and Climate Resilience

Wiltshire Council recognises the importance of keeping its aims for net zero and its responsibility for the environment central to all it does. The council has acknowledged a climate emergency and is committed to becoming carbon neutral as an organisation by 2030. The Council’s Business Plan sets out that through its leadership, it will now seek to make the whole of Wiltshire carbon neutral too. These aspirations are reflected in Core Policy 57 and in other Core Strategy policies including Core Policy 50 (Biodiversity and geodiversity) and Core Policy 51 (Landscape).

In its responsibility for the environment Wiltshire recognises this is key to both visitors and their contribution to the local economy and important to the wellbeing of residents of Wiltshire, with the natural environment playing an important role in tackling levels of anxiety, stress and depression.

Good design can help to achieve Wiltshire Council’s ambitious aims. This will mean always planning and designing with a view to meeting the needs of the future as well as the present. From the outset the principles of ‘reduce, reuse and recycle’ need to be applied to the design of houses and places. Design needs to ‘think big’ – being efficient with the development of all land; using innovative design solutions for the growing risks from flooding, overheating and pollution and designing-in ways to adapt to a changing climate.

## 1.4. Neighbourhood Planning

Consideration needs to be given, at the very outset of the design process, to the impact on key features of historic and natural significance.

### The right homes in the right places

The Council's Business Plan makes clear the importance of building the right homes in the right places. Wiltshire Council through planning documents wants to improve housing supply to ensure people can live and work locally, play an active part in their community, have easy access to high quality and affordable housing that is right for them. In addition, the Council aims to build the highest achievable quality affordable housing, that is well served by public transport, education and healthcare provision.

This aims to meet the basic physiological needs of the community, for example a place to live which is secure, good quality and in the right place. Additionally, the Council itself aims to build the highest quality affordable housing with the lowest viable carbon footprint.

Creating compact neighbourhoods in appropriate locations, where front doors are close to each other and to the street and where local facilities and amenity spaces are within easy walking distance helps to facilitate social interaction and create vibrant friendly communities.

Neighbourhood planning was introduced in the Localism Act 2011. It is a powerful tool that enables communities to influence and shape how their communities develop. Neighbourhood plans are led by the local community, the people who know and love the area, to ensure the community gets the right types of development, in the right place.

- Neighbourhood Plans can include an extra tier of design guidance. They can be used to convey guidance on matters not specifically addressed in the National Design Guide, or this Wiltshire Design Guide.
- See **Appendix A** for more guidance on how this Guide overlaps with Neighbourhood Planning.

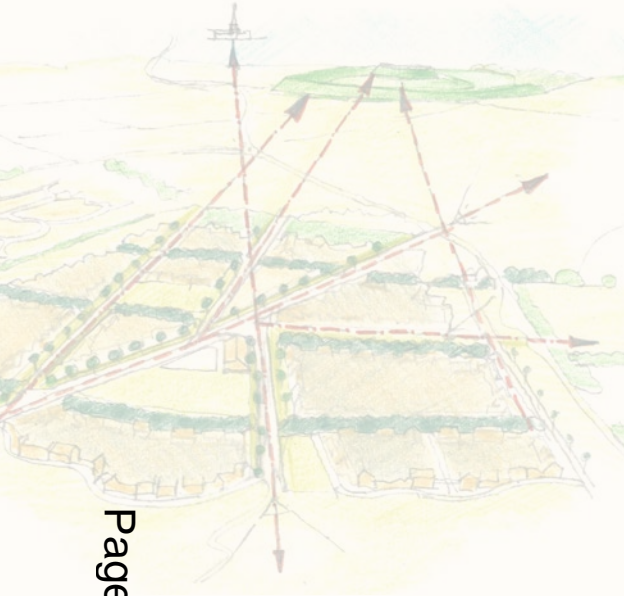
# 2.0

## Local information on context

**It's critical to appreciate the context of a site.**

**This is in order to ensure new developments are well grounded in their locality and create a positive sense of place.**

## 2.1 Context



Westbury White Horse and Bratton Camp (site of an Iron Age hillfort)

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There will be a physical context and a planning context for all applications.

Physical context is the location of the development and the attributes of its immediate, local and regional surroundings.

An understanding of the context, history and the cultural characteristics of a site, neighbourhood and region is necessary when making decisions on the siting, design and identity of new developments.

It ensures they are well grounded in their locality and more likely to be acceptable to existing communities. Creating a positive sense of place helps to foster a sense of belonging and contributes to well-being, inclusion and community cohesion. The section on Identity elaborates on physical context.

With regards to the planning context, development projects need to also have regard to Wiltshire Council's strategies

and housing need for the area, alongside those of the respective Town and Parish Councils.

### **The National Design Guide**

References C1, C2 and I1 provide further information on what is expected at a national level.

Appendix E includes a list of key local documents and tools to help applicants and assessors understand context in Wiltshire.

## 2.2 Process: design information expected for all major projects.

2.2.1 A Design and Access Statement (DAS) needs to explain the design principles and concepts that have been applied to the development. It should also demonstrate how the proposed development's context has influenced the design. The DAS must explain the applicant's approach to access and how relevant Local Plan policies have been taken into account, any consultation undertaken in relation to access issues and how the outcome of this consultation has informed the proposed development. Applicants should also explain how any specific issues which might affect access to the proposed development have been addressed.

2.2.2 The Council's validation checklists for planning applications sets out when a DAS is essential. However, a DAS can be useful in other applications too. Please see **Appendix B** for a summary of when one is required and/or recommended.

2.2.3 A fundamental part of any statement about design should be its context appraisal. This section should demonstrate how the design principles, concepts, access for all and even detailing that have been applied to the development have been informed by the physical context of the place.

**2.2.4 The National Design Guide** references C1, C2 and I1 include conventional guidance on how to gain and demonstrate an understanding of the context of a place from an urban design perspective, for example heritage, landscape character, visual impact. This section of the DAS should include a strong graphic element, using photos, diagrams and baseline maps to convey information.

2.2.5 The context analysis and conclusions will generally need to be conveyed through various plans and writing, for example a Movement Plan and a Green and Blue Infrastructure (GBI) Plan. Other plans or diagrams that illustrate the characteristics of the built environment, for example architectural character analysis and Constraints and Opportunities plans, should be used to collate key information, such as topography, site boundaries, rights of ways, views in and out, ecology and landscaping, flood mapping and utilities.

2.2.6 Please refer to **Appendix C** for a comprehensive list of plans and documents expected to be submitted as part of planning applications for major development.

**2.2.7** Seeking pre-application advice is recommended for all applications where available. Pre-application advice can help applicants understand how planning policies and other requirements affect their proposals and, if draft proposals are submitted, enable an assessment of whether there seems a reasonable chance of getting permission. The level of preparation required depends on what is proposed, but for major applications a draft DAS is recommended. (Appendix D provides preliminary guidance for householder applications).

**2.2.8** Outline applications that seek only to determine limited detailed matters, e.g. amount and access, should still consider certain design expectations, as these will be key factors in the financial viability and deliverability of projects. These include:

- Developer contributions for facilities/ infrastructure deemed necessary to make the development acceptable, e.g. affordable housing, highways infrastructure, education, healthcare, sports and community facilities.
- Any abnormal infrastructure costs that would not routinely be expected on a typical development site, e.g. ground remediation, flood risk protection, utilities upgrades, offsite infrastructure works (e.g. a road widening scheme elsewhere in the local area), serviced land for self-build.
- Additional cost allowances required to meet enhanced design requirements such as the use of any unusual built forms or non-standard materials.



Community consultation, Corsham

# 3.0

## Identity

**Local character makes places distinctive and memorable.**

**Wiltshire has a rich and varied environment; understanding a place's landscape and community is an important and inspiring step in the design process. This should commence at an early stage and proposals should respond positively.**



## 3. Identity

The identity or character of a place comes from the way that buildings, streets and spaces, landscape and infrastructure combine and how people experience them. It is not just about the buildings or how a place looks, but how it engages with all the senses.

Local character makes places distinctive and memorable and helps people to find their way around. Well-designed places have a strong identity, which gives their users, occupiers and owners a sense of pride, helping to create and sustain healthy communities and neighbourhoods.

The identity of a place is not just about how it looks or its geographic location. It stems from the way that its buildings, streets and spaces, landscape and infrastructure combine to create a whole.

Each combination is unique and shapes how people experience and use the place; patterns of behaviour are generated, which in turn, shape the identity of the community. The built environment and the community become synonymous with one another.

Wiltshire, however, is a vast and diverse County and so it is not within the scope of this Guide to convey the identity or character of specific places where development is anticipated; this section simply draws attention to the 'headlines' about how physical identity varies across the County.

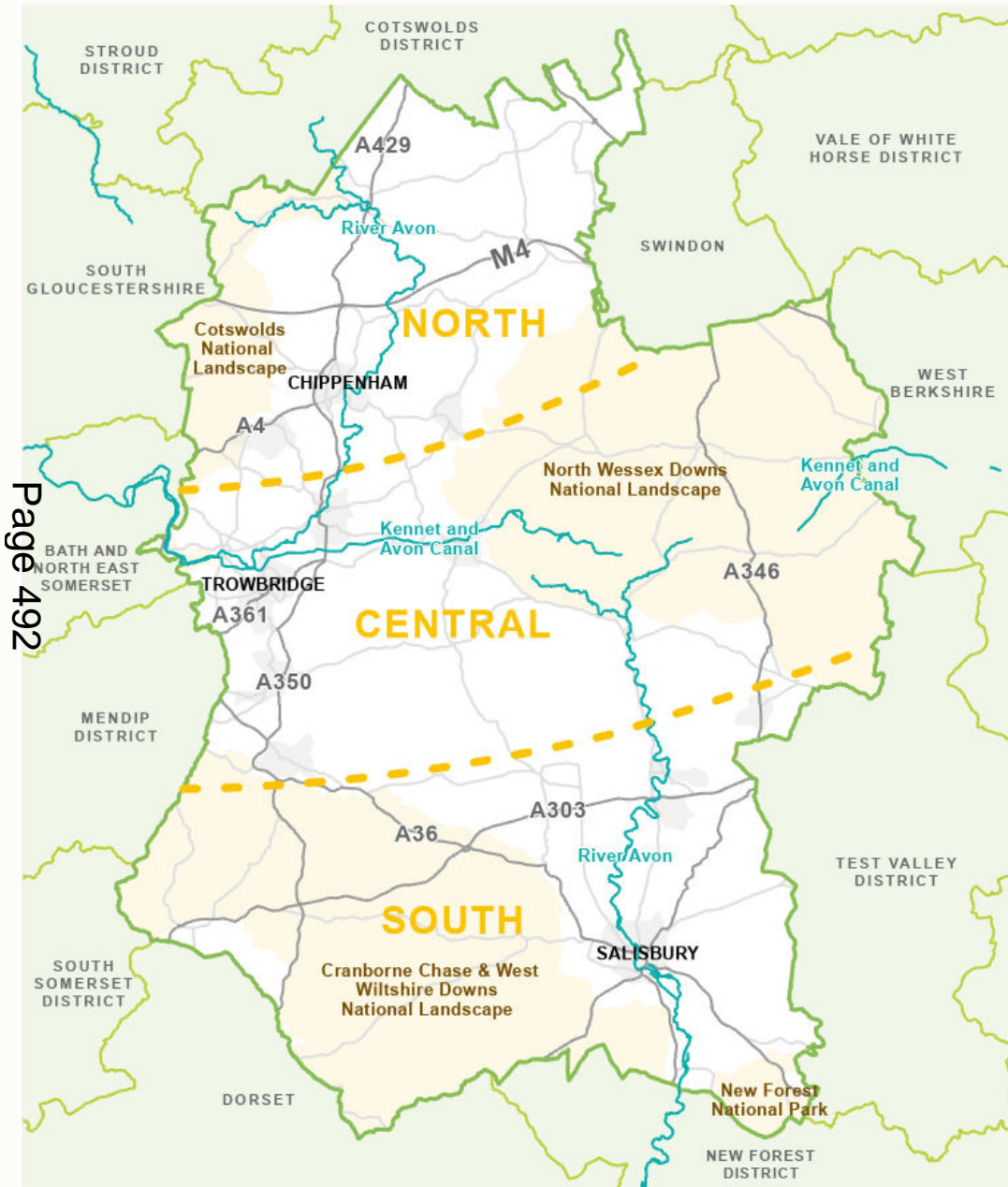
With regard to specific settlements and sites, the Council expects applicants to demonstrate their understanding of these areas' identity (e.g. within a context or character analysis) and demonstrate how this would inform their proposals. A Neighbourhood Plan will also inform this, see **Appendix A**.

## 3.1 Wiltshire's settings

**3.1.1** Wiltshire has one of the richest and most varied natural, historic and built environments across the country, related in a large part to its topography, geology and historic environment.

**3.1.2** The Local Plan includes additional policy-guidance for development across the different landscapes.

**3.1.3** The following descriptions are only broad summaries of the varying character across a large county. There will inevitably be idiosyncrasies at a more local level. At the very outset of considering a development scheme, a search should be undertaken to all the relevant web sites of local Parish Councils, Town Councils, National Landscape management groups, specialist local history groups, conservation area groups. Many of these organisations have already undertaken extensive character analysis studies of their local areas, which are of great value.



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Informal categorisation of Wiltshire’s geographic area.

**3.1.4** The physical character of Wiltshire may be separated into three areas according to the geography. Whilst there are unifying landscape characterisations across each of these areas, there is also significant diversity within each, as well as overlaps between them.

On the other hand, it is not possible to neatly categorise Wiltshire’s communities on a map. For example, a distinctive local feature of Wiltshire is the numerous military communities which have evolved around historic Ministry of Defence sites that exist across the county.

Needless to say, defining character at a county scale is problematic, hence the need for more detailed character analysis at the local level. Furthermore, community members themselves are best placed to define the identity of their community; this is preferably done through Neighbourhood Planning.

It should be noted that this guide only applies to the area in which Wiltshire is the Local Planning authority and does not include the New Forest National Park area.

### North Wiltshire

**3.1.5** The Cotswolds National Landscape formally referred to as an Area of Outstanding Natural Beauty, runs through five counties, including the north-west and west of Wiltshire. Within the Cotswolds each settlement has its own identity, yet all are generally marked by the defining Cotswold feature; the ubiquitous use of stone (though this varies from gold to pale cream depending on the exact location). The ‘Cotswold architectural style’ often includes multiple gables, triple light windows, stone mullions, stone roofing and more.

**3.1.6** The distinctive character of the Cotswolds towns and villages does not end at the boundary of the National Landscape. These characteristics can be experienced as far south as Bradford-on-Avon and as far north as Cricklade.

**3.1.7** Applicants and assessors may find it useful to make appropriate use of the 'Cotswold Design Code' (Cotswold District Council, March 2000) which provides guidance on faithfully reflecting this style.

**3.1.8** Swindon is in the north-east of the county, but beyond the administrative boundary of Wiltshire Council. It does however influence the physical and planning context within Wiltshire and there are some joint Wiltshire-Swindon Strategies.

### Central Wiltshire

**3.1.9** Stretching from the market towns of Warminster and Trowbridge in the west across to Marlborough in the east. The natural landscape varies from the borders of the Cotswold Countryside Character area in the far west and the North Wessex Downs National Landscape in the north-east, across the Vales of Avon and Pewsey, to the borders of Salisbury Plain to the south.

### Key Landmarks in north Wiltshire are:



Chippenham Market Town, 1 of 3 'Principal Settlements' (a strategically important centre)



Castle Combe historic village



Malmesbury historic 'Market Town'. A distinctive hilltop settlement encircled by the River Avon



The Cotswold Water Park. A distinctive landscape of over 140 manmade lakes created from decades of sand and gravel extraction. It continues to be a changing landscape with expanding recreational resource for the county and its visitors. Photo by Robert Bewley (copyright).

**3.1.10** Stone, orangey-red brickwork and render are the common building materials across this part of the county. Focal buildings are often in natural stone. Brick is often incorporated with either stone or flint as a broad transition between the north and south. There is considerable use of thatch in the villages of the Pewsey Vale that give this area a distinctive character and villages of the Chalke Valley are similarly distinctive.

**3.1.11** Occasional thatch roofed and timber framed buildings also characterise the rural villages. Clay vertical plain tile hanging is characteristic within the dense market town of Marlborough, thought to be historically linked to the re-fronting and cladding of medieval timber framed properties to be more fire resistant.

**Key landmarks in central Wiltshire are:**



Trowbridge Market Town, the county town of Wiltshire and 1 of 3 'Principal Settlements'



Marlborough Market Town, set within the North Wessex Downs National Landscape



Western Wiltshire Greenbelt, stretching from west Trowbridge northward to Colerne, encompassing Bradford on Avon and numerous other villages



The Avebury part of the World Heritage Site

## South Wiltshire

**3.1.12** The south of Wiltshire is diverse in its landscape character, from rolling downland and the Salisbury Plain to more wooded areas within parts of the Cranborne Chase National Landscape.

**3.1.13** There is a notable contrast between the village-based and largely arable landscapes of the south Wiltshire's chalk downs (with very low densities of dispersed settlement) compared to the higher density of more mixed settlement in the dairying vales of the West and North.

**3.1.14** Much of south Wiltshire lies within the designated Cranborne Chase and West Wiltshire Downs National Landscape, commonly referred to as just Cranborne Chase National Landscape.

**3.1.15** The built environment here has been keenly shaped by the geology across south Wiltshire, with chalk and flint being a distinguishing characteristic of buildings across the area. Another distinctive feature of south Wiltshire are the chalk streams, which are of international importance.

### Key landmarks in south Wiltshire are:



Bulford Kiwi Credit: 'Photography by Harvey Mills'



Salisbury Cathedral and City, 1 of 3 'Principal Settlements'



The Stonehenge part of the World Heritage Site



Old Sarum (Scheduled Monument)

## 3.2 **Expectation:** Respect for and enhancement of the intrinsic local character and distinctiveness of the local area.

3.2.1 Consider what makes the site distinctive, from place names and historical context to landscape features and social activity and consider how it can be referenced or protected within the scheme.

3.2.2 Engage the local community in conversation about what is locally distinctive and important to them.

3.2.3 Where they have been created, refer to Neighbourhood Plans and Village Design Statements which may provide further guidance on local character and design guidance.

3.2.4 Celebrate heritage and draw inspiration from the previous historic landscape, rural vernacular, industrial and commercial heritage or buildings, strongly reflecting particular historic trades. However, where the site and its surrounding area display no significant intrinsic local character and distinctiveness, this should not form a

precedent for a new nondescript and featureless development.

3.2.5 Respect the characteristic scale and pattern of the overall landscape and settlement including landforms, slopes and field patterns within the site and its setting, skylines, roofscape and backdrops.

3.2.6 Articulate the building form and roofscape of new development to respect and maintain the characteristics of the local setting.

3.2.7 The Opportunities and Constraints Plan should include key views, both good and bad (If they exist) within the site, from the site to the surrounding areas and from the surrounding areas back into the site. Subsequent sketch layout plans that demonstrate how the design has evolved should illustrate how proposed building forms and trees have been located to reveal and frame good views and block out bad ones.



Manor Farmyard, Urchfont. Photo by Pete Helme (copyright).

3.2.8 The Kennet and Avon Canal runs through central Wiltshire and forms an attractive canal corridor. This together with the lines of other historic canals is protected. There are also many smaller rivers and streams throughout the county, all with their own function, character and beauty. New development should value the presence of all water courses and the opportunities that they present for people and nature. New developments should positively address watercourses and where possible enhance water quality, aquatic ecology, public safety access and enjoyment of the water.

### 3.3 Expectation: Creation of character and identity with new buildings and public realm

**3.3.1** Unless the context requires new development to ‘subtly blend in’, which may be the case for householder applications and small infill schemes, the design for new buildings should make use of the available opportunities for enhancing the identity of the place, and where appropriate, becoming distinctive in its own right.

**3.3.2** Depending on the context analysis, the character of a housing development should respond to local characteristics, e.g. utilise a predominant material, colour or built form that is distinctive for how it unifies the individual buildings.

**3.3.3** Refer to Conservation Area guides, Neighbourhood Plans and Village Design Statements if available, to understand the communities’ preferences for character.

**3.3.4** Where model house types are used it is important to ensure their form



Somerbrook, Great Somerford. Photo by Craig Auckland, Fotohaus (copyright).

and facade detailing are adapted to the character and context of the site and the plot. The elevations of model house types could also be reworked to create modern façades, whilst still being constructed of traditional building materials such as locally sourced natural stone and brick.

**3.3.5** Applicants and assessors should have regard for any other local design

guidance on the detailing of the public realm, e.g. The Salisbury Public Realm Guidance.

**The National Design Guide** References I1, I2 and I3 provide further information on what is expected at a national level.



Amesbury Archer sculpture by Lucy Quinnell and Adam Boydell with the help of the children of the Amesbury Archer Primary School. Head model by Neil Lossock, face life cast by CJ Munn and André Masters. Credit ‘Fire and Iron’ art.

# 4.0

## Built Form

**Considering the built form cannot be an isolated exercise**

**Designing well will involve considering identity and character, understanding the existing landscape, thinking about movement and open space and above all giving thought to placemaking and how people live**



## 4. Built Form

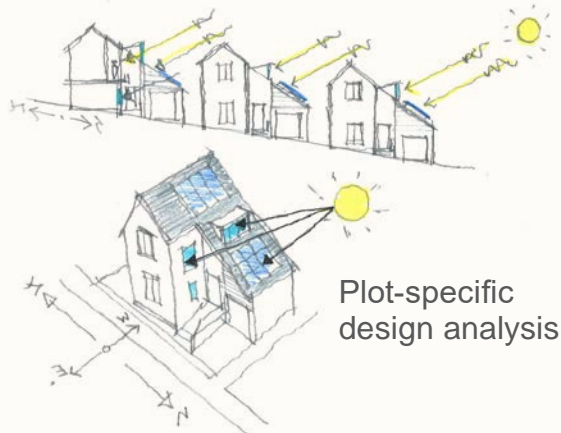
Built form is the three-dimensional pattern or arrangement of development blocks, streets, buildings and open spaces. Together they create the built environment and contribute to its character and sense of place.

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### The National Design Guide

References B1, B2 and B3 provide further information on what is expected at a national level.

For guidance on applications for householder extensions, please refer to **Appendix D**.



Plot-specific design analysis

## 4.1 Expectation: Working with the Topography

**4.1.1** Slopes and hills are cherished features of the Wiltshire landscape. They can be seen and appreciated up close and from long distances away. The Council therefore does not encourage new building development on slopes and hills where it will become prominent and visible from the surrounding areas. Any buildings proposed to prominent slopes and hills should work with the landform and take advantage of existing features such as tree and woodlands to minimize any impact.

**4.1.2** The use of standard house types is unlikely to be suitable and bespoke designs are expected so that the development would integrate seamlessly with the landscape. Buildings and spaces should rise and fall more gradually with the land, in turn creating more interesting, characterful townscape and better living environments without the need for large retaining structures

**4.1.3** Topography should not be overly reprofiled unless there is a demonstrable advantage in terms of coherence or function of the new place, as a whole. This would not include a desire to simply make it easier to utilise predesigned buildings.

**4.1.4** Height differences between plots within a site should be minimised, designing out the need for large retaining structures, especially those topped with fencing or walls.

**4.1.5** Sustainable drainage systems (SuDS) on slopes should be designed to avoid excessive embankment gradients.

**4.1.6.** On very steep sites, plots with a build line parallel to the contours should utilise split-level built form and split-level gardens. Plots perpendicular to contours should consider using traditional, narrow-fronted stepped terraced housing.

## 4.2 Expectation: Structured and legible development

**4.2.1** The appropriate layout structure will depend upon the scale of the development. The context analysis, combined with the vision, will dictate the pattern of streets, spaces and development blocks.

**4.2.2** New block structures should facilitate compact housing layouts whilst reinforcing the coherency and hierarchy of the movement network. See also 4.4 Expectation: Compact development.

**4.2.3** Smaller scale infill development or larger developments to areas where there is a strong historic fabric should generally respect the intrinsic pattern of streets and blocks in the settlement.

**4.2.4** Structured open space can bring a strong degree of legibility and interest to development, especially when specified as a focal community space.

**4.2.5** Aim to use perimeter blocks, where the edges of all streets and spaces are defined by building frontages. This will require new rear gardens to back directly onto each other and onto existing rear gardens, to maximise security and privacy.

**4.2.6** Take cues for the structure from site constraints and use diverse perimeter block arrangements.



Distinctive layout and buildings on primary routes create strong focal points

**4.2.7** Mews developments can be created within larger perimeter blocks to accommodate parking, informal play space and smaller dwellings.

**4.2.8** Where buildings are on a corner both public elevations should be designed as 'frontages' and have windows from habitable rooms in them.

**4.2.9** Privacy for households should be secured through good design taking into consideration local factors such as topography, layout and orientation. Traditional 20m back to back distance is intended to prevent overlooking and secure a degree of privacy for householders. However, this guideline can be reduced if the design is suitable for the area (high density/town/village centre) and the design is sufficiently sensitive to reduce intrusive overlooking. Equally separation should be increased if this would result in a form of development that is more respectful to the established character of, say, a lower density residential area.

## 4.3 Expectation: Destinations, Landmarks and Focal Points

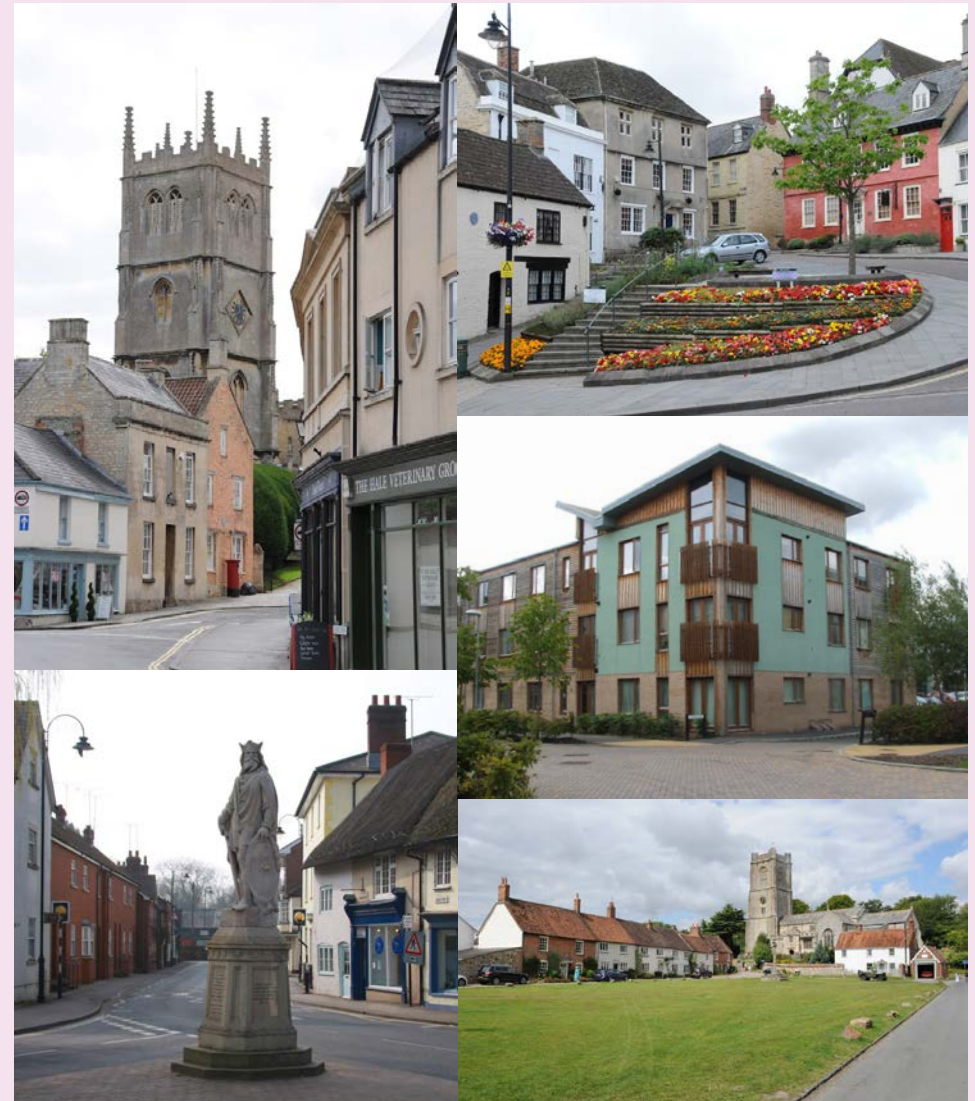
**4.3.1** Destinations provide opportunities for people to meet, share experiences and come together as a community. By bringing existing and new together, destinations become a place for everyone.

**4.3.2** Design destination buildings or public realm carefully into layouts. This generally means locating them on nodes on the appropriate hierarchy of route.

**4.3.3** Reinforce the landmark status of buildings (or spaces) through the design of their setting, their built form and/or building detailing. See also 4.6

**4.3.4** Consider utilising public art to reinforce the landmark status of a place. Public art used for this purpose should have permanence and relevance to the local or wider context of the place. (See also Wiltshire's Policy and guidance on [Public Art and Design](#)).

**4.3.5** When masterplanning for larger developments, resources such as schools, nurseries, community facilities, parks, other open spaces, health and religious or cultural facilities should be earmarked as destinations within layouts to promote social interaction and integration and to help combat loneliness.



Typical landmarks, e.g. historic buildings, key public spaces, taller built form. Clockwise from top right is Calne, Chippenham, Aldbourne, Pewsey, Calne.

## 4.4 **Expectation: Compact development to make efficient use of land**

**4.4.1** Compact forms of development bring people together to support local public transport, facilities and local services.

They make destinations easily accessible by walking or cycling and help to reduce dependency upon the private car. They have a higher degree of “neighbourliness”.

**4.4.2** Consider how to ensure proposals are compact - this starts from the efficient use of all space. This is a strategic national policy (see NPPF: National Planning Policy Framework (2021) paragraph 124).

**4.4.3** Where possible, use attached forms like modern town housing as opposed to wide detached houses. Although ensure the type of housing is informed by the character of the location.

**4.4.4** Where appropriate, use continuous and closely spaced building frontages to primary routes to create a street hierarchy.

**4.4.5** Where appropriate, consider utilising 2.5 and 3 storey homes for larger households, rather than 1 or 2 stories with larger floor plans.

**4.4.6** Innovative design solutions may be necessary to achieve higher density in some locations, for example, the use of attic space for accommodation, providing accommodation or gardens over parking spaces and apartment roof terraces and balconies as private amenity space. Where ground conditions allow it, split level buildings and basements may be explored.

**4.4.7** New back garden sizes should comfortably serve the typical needs of those who will use them, but extensive private gardens may lead to very low site densities and the inefficient use of land, especially where a significant amount of Public Open Space (POS) is also provided on site.



Distinctive boulevard enclosed with 3 storey housing, Great Mead, Chippenham



Attached built form and mews, Snuff Street, Devizes

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The Tannery, Holt. Photo by Mitchell Eley Gould (copyright).



Compact yet ample private gardens, The Tannery, Holt. Photo by Mitchell Eley Gould (copyright).

## 4.5. Expectation: Quality Detailing

**4.5.1** Many exterior architectural and landscape details are selected deliberately in order to produce an aesthetic, such as fenestration, entrances, plot boundaries and facing materials. Other details may seem merely functional but will still influence the appearance and perception of a building and space. It can enhance or harm the character of an area. It also affects how well buildings weather over time.

**4.5.2** In built environments with a strong, positive visual identity, the detailing of new development will generally be expected to match or otherwise complement the existing detailing. Thus, in the first instance, applicants and assessors must make use of Neighbourhood Plans, Village Design Guides and other style guides to identify what detailing is appropriate.

**4.5.3** Planning drawings should include details of all visible items on façades and roofs, i.e. pipes, ventilation, flues, lighting, meter boxes, heat pumps, photovoltaics and roof plant, to demonstrate these

have been incorporated sensitively. These details need to be incorporated thoughtfully at an early stage and therefore should not be conditioned.



Distinctive gables, tile hanging and chimney stacks, Former Westbury Hospital.

## Buildings

**4.5.4** Windows and doors should be designed to provide a well-composed façade that enhances the appearance of the building. As well as functioning appropriately for occupants, the design of façades which enclose public realm should create visual interest to anyone passing, i.e. by avoiding large spans of unvarying solid wall or glazing.

**4.5.5** To mitigate the visual impact of a large building's mass within the fine grain and urban morphology of towns and villages, conservation areas, National Landscapes and the surrounding areas that can be seen from the National Landscapes, it will be necessary to break down the building's main volume and roof profile into smaller elements.

**4.5.6** The building line should generally reinforce the predominant building line within a street, (where this positively contributes to the existing sense of place). Where a new building's façade will have substantial width, some variations in the orientation and/or setback of the building line may be advised.

**4.5.7** Roofs should generally be designed to maximise the amount of unobstructed south facing area on which solar panels can be fitted, recognising the fact that future owners may wish to retrofit panels.

**4.5.8** Designs should avoid using items which are visibly artificial in appearance such as sheets of plastic 'roof tiles' for porch canopies or bay windows, plastic false chimneys or 'foam stone' detailing, etc. Chimney stacks often add visual interest but should be of masonry construction and serve a practical purpose, continuing down as a stack with a flue serving a fireplace, vent or extract.



Distinctive gables, chimney stacks and feature windows, Merlin Rise, Calne

**4.5.9** The careful use of innovative and recycled materials is welcomed, where it can be demonstrated these materials are sympathetic to the local vernacular and that they weather well.

## Colour and Texture

**4.5.10** Colour should be carefully considered at all scales; how the whole development appears within the surrounding context; how colour is used to match, harmonise or contrast an individual building; and how colour might unify groups of buildings to create distinctive streets and spaces within the development.

**4.5.11** Where natural stone is a distinctive characteristic of the immediate area/ setting, then similar natural stone is preferred for use on new buildings and walls. Superior materials such as this should be concentrated where it will have most public appreciation and visual impact, e.g. at site entrances, main streets, wrapping around corner buildings, enclosing vistas and open spaces and in boundary walls in general.

## Spaces Between Buildings

**4.5.12** The quality of the detailing of other elements within the building's plot and setting should also be demonstrated, e.g. boundary walls, fences, railings, gates, posts, ground surfaces, street furniture, signage, lamps and lampposts, i.e. all that is visible from within the public realm.

**4.5.13** Cycle storage on the public side of a building should be sensitively integrated to the design of the building and plot. See also 5.5.3.

**4.5.14** Waste and recycling storage should not be located at the front of a property unless it is designed to be discretely enclosed and complement the appearance of the building, e.g. recessed storage areas integrated with an attractive entrance or porch detail.

**4.5.15** Bins and containers left out for collection should not reduce the usable width of the footway to less than 1.5m, nor obstruct vehicles or pedestrian movement within shared spaces (where there are no footpaths). Therefore a discreet bin collection point should be provided on the inside edge of the plot. If that is not possible then a nearby space adjacent to the highway should be provided. Its design should neatly contain bins and containers without the enclosure itself being visually prominent. The bin collection point should not obstruct car or pedestrian movement in the public realm.

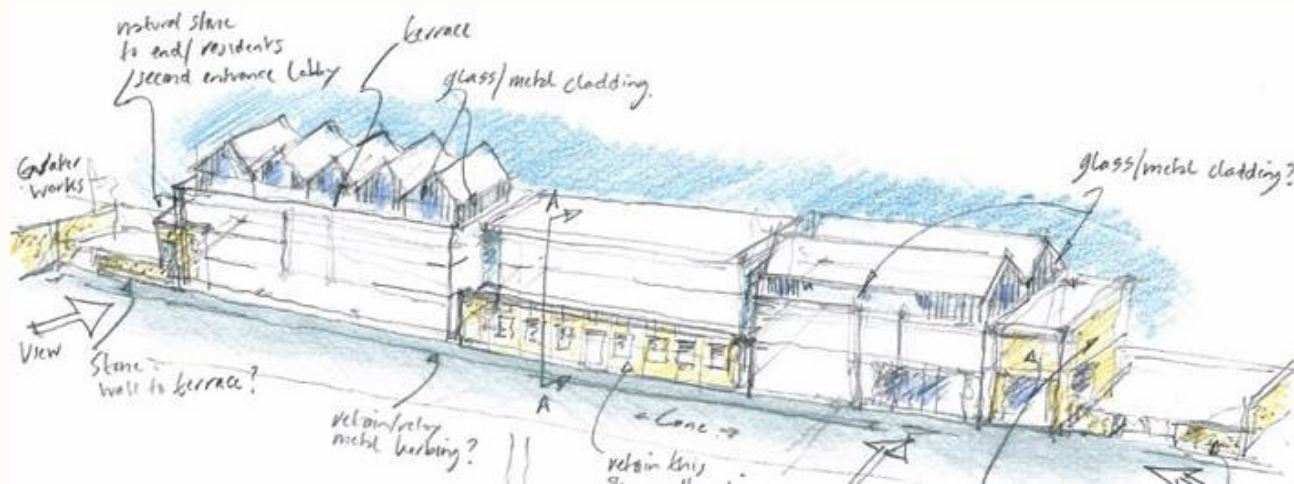


**4.5.16** Detailed requirements and guidance for waste and recycling including carry/wheel distance, capacity, size and number of containers is provided in the [‘Wiltshire Council ‘Waste Storage and Collection’ guidance](#) for developers, which also includes references to the size of collection vehicles in use. Note: The council has a statutory duty to collect waste and recycling from the nearest adopted highway and may reserve the right not to directly access private roads to make collections of waste and recycling without suitable indemnities being in place.

**4.5.17** All new street furniture in the public realm needs to be of a suitable style and character to the locality, robust and meet with the approval of the Highway Authority and Local Planning Authority. It should be coordinated and complement the character and environment for which it is intended. This covers items such as bus shelters, litter bins, seating, tree grilles and guards, bollards, street lamps, railings.

## In Historic Environments

**4.5.18** In areas characterised by traditional architecture, designs should avoid ‘off the peg’ components, for example incongruous fascia/soffits, windows and chimneys. Instead, traditional detailing should be used, for example slender fascia’s or expressed rafter sprockets at eaves, slim or mortared verges, traditional tiled or slated roofs. Also well detailed windows (including attention to glazing bars patterns, cills, lintels and depth of reveals). This list is not exhaustive; the applicant’s own character analysis of the area is expected to identify all the existing buildings’ prominent characteristics.



‘Modern apartment building in central Chippenham’



Traditional new builds in North Wiltshire

## 4.6. **Expectation:** Civic Buildings and Community Buildings as Landmarks

4.5.19 Restoration work to historic buildings should generally be faithful to and closely match the appearance of the original work, in terms of detailing and facing materials/finishes.

4.5.20 In conservation areas, or within the setting of listed buildings, it should be demonstrated that the detailing of new development will not cause a detrimental visual impact. Reference should be made to [Historic England's suite of design guidance](#)

4.5.21 Most sections of this guide include further expectations regarding quality detailing.

4.6.1 Community and civic buildings will become key destination and landmarks within the area. Their built form and setting should reflect their function and identity, with entrances that signal a welcome to everyone.

Examples of some community and civic buildings within Wiltshire where the design of the elevation and entrance responds to the role of the building



Bourne Hill Council Offices, Salisbury



The Arc Climbing Academy, Chippenham, Photo by Paul Twomey (copyright).



Wiltshire and Swindon History Centre, Chippenham



Trowbridge Health Centre



Wiltshire Police Station, Trowbridge



Stonehenge Visitor Centre. Credit Peter Cook and Denton Corker Marshall



Springfield Community Campus. Credit Simon Doling and Alec French Architects



Calne Community Hub and Library



Old Sarum and Longhedge Community Centre



Melksham Community Campus



The Vale Community Campus

# 5.0

## Movement

**Movement is at the heart of day to day life**

**Wiltshire Council's priority is to provide a well-designed and connected network that gives people the maximum choice in how to make their journeys. Active travel is an important part of the picture.**

**The success of a connected network is measured by how they contribute to the quality and character of the place, not only on how well they function.**

## 5. Movement

Patterns of movement for people are integral to well-designed places. This includes walking, cycling and driving to facilities, employment and servicing, parking and the convenience of public transport. They contribute to making high quality places for people to enjoy. They also form a crucial component of urban character. Their success is measured by how they contribute to the quality and character of the place, not only how well they function.

The current [Manual for Streets guidance](#) (and any subsequent update) and relevant adopted Wiltshire highway design guidance should be referred to for more detailed guidance on street design.

This guide does not provide advice on access within buildings; Building Regulations 'Approved Document M' deals with that matter. However, there is some overlap between this Guide and Building Regulations with regards to movement within the private outdoor amenity areas associated with a dwelling.

### **The National Design Guide**

References M1, M2 and M3 provide further information on what is expected at a national level.

[Sport England's Active Design Guidance](#) also offers useful information about planning and designing places to encourage and facilitate active travel and recreation

Traffic free walking routes, including through green infrastructure.

Top image, Hilltop Park, Chippenham.

Bottom image, Ridgeway Farm, Swindon (Purton Parish Council)



## 5.1 Expectation: A connected network of routes for all modes of transport

5.1.1 A well designed and connected network, both within the site and to neighbouring sites, gives people the maximum choice in how to make their journeys. This includes by public transport, walking, cycling and by car.

### Process

5.1.2 A Context Analysis should be completed before designing the development. Applicants and assessors should comply with Wiltshire Council's transport guidance and standards as set out in the Local Transport Plan and its supporting documents which cover a variety of subjects from walking and cycling routes to street furniture and travel plans (list not exhaustive). Where there is room for interpretation in these standards, more locally defined guidance, e.g. in Neighbourhood Plans (where published), would apply.

5.1.3 Generally, this analysis will be submitted within a Transport Assessment,

but a summary of the main constraints, opportunities and conclusions should also be included within the Design and Access Statement to show how the proposal's design has regard to the analysis.

5.1.4 Make use of Wiltshire's interactive web portal to view the cycle and walking routes. Freedom of movement and access are essential requirements for all members of society. Please refer to the [Inclusive Mobility. A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure](#).

[Wiltshire Council Rights of Way Explorer](#)

[Transport town cycle networks](#)

[Wiltshire cycle maps routes](#)

[Wiltshire Local Transport Plan](#)

[Making transport accessible for passengers and pedestrians Guidance](#)



Traffic free walking and cycle routes serving desire lines to community facilities



New development can support delivery of cycle networks between settlements

## Outcomes

**5.1.5** New movement routes should respond to existing desire lines and enable people and cyclists to move in safe and direct ways between A and B.

**5.1.6** New development should create or contribute to the legibility and permeability of the street and footway network by generally employing well-proportioned, perimeter development blocks. The amount of space provided between these development blocks and their height should relate to the desired hierarchy of the route and the desired character of the new place.

**5.1.7** Long, straight roads within residential areas should be broken up into discernible sections or spaces, using appropriate variations in the design of enclosing built forms and detailing of the public realm itself.

**5.1.8** Cul-de-sac development should be short with their turning head/far end visible from the junction with a through road, and foot and cycleways should follow desire lines and link cul-de-sacs to maximise permeability.

**5.1.9** Opportunities should always be sought to connect proposed roads into existing roads on adjacent areas. Sometimes this may not be possible at the time of construction due to land being outside of the developer's control. However, site layout plans should allow for highway and footpath connections to be made in the future. Avoid blocking access points into future development land with private drives and private parking.

**5.1.10** Within urban extensions care should be taken to reduce severance of communities by major transport infrastructure. Where such infrastructure already exists, new development should introduce a positive, 'active' development frontage to these routes, as well as frequent and attractive opportunities for direct, surface-level pedestrian crossings.

**5.1.11** Design highway networks that are in scale with the character of proposed developments, whilst ensuring that there is adequate provision for visitor parking, service and delivery vehicles to manoeuvre and turn. Discussions should be held with the Council and local bus companies at the earliest opportunity to ascertain exactly where new bus routes and extensions to existing bus routes can be formed, and with those routes designed accordingly.



Hitachi Novuna Vehicle Solutions building in Trowbridge

## 5.2 Expectation: Prioritising active travel

**5.2.1** In well-designed larger schemes, people should not need to rely on the car to access local facilities such as shops, schools, public amenities and the natural environment. An important design objective is to make key movement routes to these destinations direct, legible, safe and attractive to pedestrians and cyclists; the design of the built form along them should deliver this.

**5.2.2** To enhance perception of safety movement routes should be designed to have natural surveillance, be well lit and avoid inadvertently creating blind spots and hiding places.

**5.2.3** New developments should provide walking and cycling connections within the site and between the site and any existing or emerging networks. Reasonable limits on walking distance from new dwellings in villages and towns to key facilities are given in the Urban Design Compendium

Volume 1 (typically within 800 metres to a local shop, primary school and community centre)

**5.2.4** Applicants will be expected to create a comprehensive network of green routes or green corridors to facilitate the uninterrupted movement of people and wildlife. In effect, applicants are expected to identify opportunities to deliver the objectives of an area's Active Travel Scheme and its Local Green and Blue Infrastructure (GBI) Framework in a holistic way.

**5.2.5** Alternatively, key desire lines can also be met with 'Quiet Ways' which include residential streets with very low traffic movements.

**5.2.6** Locations for street trees should be considered at the early stages of the design process as they require space both above and below ground and can have a direct influence on parking typologies,

built form and lamp post locations. Thus, street tree planting should be anticipated and sufficient space allowed for in Outline applications.

**5.2.7** Interesting focal points should be created along routes, e.g. using squares, landmark buildings, artworks, public open space and vistas from the development toward the wider setting. The built form enclosing such points should be designed to reinforce their sense of place.

**5.2.8** Views along streets within new developments should be terminated with an appropriately attractive backdrop, for example trees within public open space, views of the wider landscape, or building frontages of distinction to support legibility.

**5.2.9** Street hierarchies should correspond with a clear contrast in the appearance of buildings and landscaping on key routes and spaces to help distinguish them from secondary routes and spaces.





Artwork such as ‘Rings of Harmony’ entrance sculpture in George Ward Gardens development, Melksham, by Julie Edwards and Ron Thompson.



Mature trees retained within public open space create a vista to and from the gateway into Copenacre Way, Corsham

**5.2.10** Key routes and spaces should be easily noticed and identified when approaching them. Therefore, rather than imposing variety only using ‘character areas’, designers should use distinctive built form, enclosure and landscaping (hard and soft) along specific hierarchies of street and open space. In other words, designers are expected to create character by considering the three-dimensional perspective of a pedestrian, as opposed to the two-dimensional perspective of one viewing the whole place from above.

**5.2.11** Wayfinding for active travel modes must be provided within large development sites in accordance with Wiltshire Council’s Wayfinding Strategy. This should include coherent signposting to align with walking and cycling routes set out in the relevant LCWIP or Town Cycle Network, as well as wayfinding to facilities on site and to local Public Rights of Way and the National Cycle Network. Indicative locations of all wayfinding should be annotated on planning layouts/landscape plans.

## 5.3 Expectation: Facilitating public transport use

**5.3.1** Masterplans and layouts should recognise the potential requirement for wider space for buses, in conjunction with dedicated cycle routes, on street parking and wider tree-lined footways. Consider including cycle parking, electric cycle and scooter charging facilities at bus stops.

This is of particular importance at well used bus stops and bus stops that serve large catchment areas.

**5.3.2** New streets which will be required to take bus services should be identified early on and swept path analysis should be employed during the design process.

**5.3.3** Bus stops can become a focal point within a local community, ranging from a little extra space with seating (The seating should include arm rests, not perch seating), to a location with neighbourhood shops and community facilities. Bus stops should be robust and offer people

protection from the wind and rain. At these locations also look to introduce secure cycle parking and real time information displays.

**5.3.4** The townscape can acknowledge and highlight the presence of bus stops, for example, by widening the footway and providing distinctive planting and lighting. Think creatively, could the roof of bus shelters can be utilised as a living green roof or be used to accommodate solar panels.

**5.3.5** Built form is expected to reinforce the spatial hierarchy of these routes. The private parking must not compromise the public function of these key routes. Buses also need adequate length to draw up easily at bus stops and align the ramp with the raised kerb for wheelchairs and buggies to board /alight.

**5.3.6** The land uses across sites should have regard to bus routes, generally focusing more homes closer to bus stops and designing key nodes especially those with any services and facilities along these routes. Appropriate spaces for congregation should be provided, with the potential impacts (e.g. noise) on nearby homes considered. For dwellings immediately adjacent to bus stops, this may require those specific dwellings to be set-back, to afford them more privacy.

**5.3.7** Streets with bus stops need to allow adequate space for bus shelters which do not obstruct passing movement of pedestrians or cyclists.

## 5.4 **Expectation: Well-considered parking, servicing and utilities infrastructure for all users**

**5.4.1** Designs should carefully consider the size, scale, form and placing of street furniture, lighting columns, signage, utility service cabinets, CCTV camera poles etc. in relation to the setting of buildings and landscapes, to avoid conflict with significant views and vistas and or diminish the setting of these.

**5.4.2** The detailed design of street furniture needs to have regard for any local design guidance.

**5.4.3** Comply with the detailed requirements for parking provision as set out in the adopted Wiltshire Local Transport Plan's Car Parking Strategy and Cycle Strategy.

**5.4.4** Where on-plot car parking is shown to be appropriate, it should not reduce the quality of the amenity space available to residents or dominate the front elevation of the dwelling.

**5.4.5** Where off-plot parking is shown to be appropriate, it should be located as close as possible to the property it serves.

**5.4.6** In general, on-plot parking to the front of properties should be broken up on every plot by a minimum 0.5-metre-wide planting strip along one of the plot's side boundaries. This planting strip can also serve as a natural soak-away for surface water drainage. In addition, at least a 1-metre-wide strip should be made available from the street to the building for access by pedestrians, the movement of bins and bikes.

**5.4.7** Where groups of homes are served with frontage parking directly off the highway, a continuous 1.8 m wide pavement should be provided between the build line/front doorsteps and the parking spaces, with returns at each end back to the adoptable highway

**5.4.8** Developers should incorporate electric vehicle charging points to private residential on-plot parking spaces, and communal EV charging points within residential parking courts and commercial, retail and office car parks, wherever possible



On plot parking to houses, Juno Gardens Highworth

**5.4.9** Rear parking courts and barns should be avoided and only used where it can be demonstrated that on-plot parking provision cannot be achieved. They should be kept small and generally serve no more than 10 homes. The design of these facilities should deter unwanted access and facilitate as much natural surveillance from the dwellings over the parking facility as possible. The design and location of lighting, EV charging points, refuse collection, personal gates and planting all need careful consideration and should be an integral part of the design.

**5.4.10** Larger parking courts may be possible where these serve apartments and are directly overlooked by habitable rooms, ideally at ground level. “Habitable rooms” means any rooms used or intended to be used for sleeping, living or cooking purposes and not toilets or halls.

**5.4.11** Car parks set within the public realm should be designed as an integral and coherent part of the overall layout design with regard to the need to positively contribute to the character of the area, e.g., attractive, robust enclosure, space for trees and planting and natural surveillance.

**5.4.12** Parking space surfacing should be permeable and or have a gentle slope that directs excess surface water run-off into rain gardens, plant beds, swales or soak-aways. Parking spaces can be delineated by contrasting materials appropriate for the location such as sunken bricks, stone, or concrete setts.

**5.4.13** For higher density schemes, underground parking may be considered. This may involve a landscaped deck or private gardens above. (Underground parking will require strict access control for vehicles and pedestrians).

**5.4.15** Adequate space for tree planting beside parking should be demonstrated using detailed tree pit section drawings.

**5.4.16** Potential conflicts between tree planting, lamp posts, sustainable urban drainage systems, footways and the underground apparatus of the statutory utility companies, must be identified early and designed out. Cross sectional drawings illustrating all above and below ground items will be expected to demonstrate how this has been achieved.

**5.4.17** Where occasional maintenance is required onto public open space, it should be sympathetically designed, and be in keeping with the character of the open space.

## 5.5 Expectation: Safe, secure and accessible cycle parking

**5.5.1** Full cycle parking requirements are set out in Wiltshire's Active Travel Parking Infrastructure Standards.

**5.5.2** Detailed drawings need to show that private gardens have ample space for storage sheds. All forms of residential storage should have charging points for electric bicycles and scooters (whether within the dwelling or in gardens) and should be shown to have easy access to the highway, that is not through a dwelling. This access route should not be via a narrow passage that has 90 degree turns and the route should have sufficient room to comfortably fit past parked cars and bins.

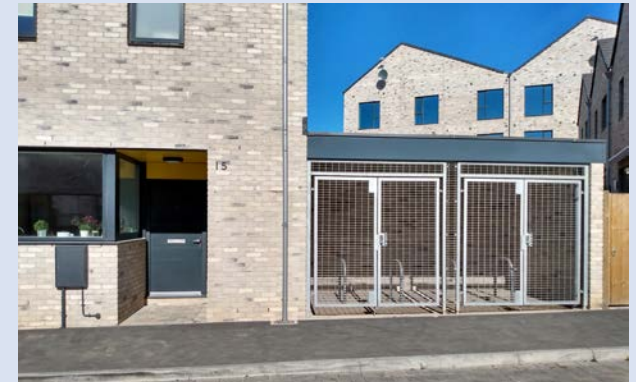
**5.5.3** Cycle parking should be considered within secure storage facilities to the front of dwellings, designed to complement the style of the dwelling and be in accordance



Convenient, overlooked and sheltered bicycle storage, the Arc, Chippenham

with the principles of [Secured by Design](#). Front garden storage facilities that can accommodate larger cycles such as cargo bikes should also be considered.

**5.5.4** Details of the locations and dimensioned construction details of storage should be agreed early on and not left to a planning condition, in order to



Communal cycle store integrated with end terrace, Bristol

ensure well-designed storage for a range of bike types that will encourage cycling.

**5.5.5** Perforated facings to external communal enclosures (e.g. metal or timber slats) together with a movement activated internal downward facing security light should be considered to aid safety and security and limit light pollution.

## 5.6 Expectation: Successful Shared Spaces and Shared surfaces

**5.5.6** Secure overlooked cycle parking together with charging points for electric bicycles and scooters, should also be provided at all other locations (including bus stops) workplaces, services and facilities, recreational areas and outside apartment buildings (for visitors). Cycle parking at destinations should be covered.

**5.5.7** Consider incorporating staff shower facilities within all buildings where 10 or more people will be employed to encourage cycling. Consideration should be given to all types of work or educational building including industrial, retail offices and schools.

**5.6.1** Any street designated in a planning application as a shared space/surface should have the unambiguous appearance of a space in which pedestrians have priority within the main carriageway, e.g. a distinct change in the appearance of the surface material and the removal of features which reinforce segregation of vehicles from pedestrians, e.g. raised kerbs.

**5.6.2** Perceptible 'gateways' into shared spaces are necessary for reinforcing the change in context and physically slowing oncoming traffic. These are typically achieved by a change in vertical alignment, a visual change in materials to indicate a 'threshold' and a narrowing of the carriageway with vertical features, e.g. trees or posts. The pedestrian desire lines should remain coherent through the transition.

**5.6.3** The limits of designation of a shared space/surface should reflect how pedestrians are expected or encouraged to use the space, i.e. it should not be dictated by the limits of adoption.

**5.6.4** The specification of the street materials should be provided early on for example, not left to be specified as a planning condition to ensure agreement on their character and robustness. Junctions and turning heads may require enhanced specifications, or special treatments to deal with HGV frequent movements. Technology is evolving and other options may be incorporated.

**5.6.5** Developers are encouraged to refer to the Government's [Street for a healthy life](#) and [Manual for Streets](#) for more guidance on the design.



Manor Farmyard, Urchfont. Photo by Pete Helme Photography (copyright).



Somersbrook, Great Somersford. Photo by Craig Auckland, Fotohaus (copyright).



Quakers Walk, Devizes



Jacksmeadow, Uffington. Photo by Pete Helme Photography (copyright).

# 6.0

## Nature

**Nature contributes to the quality of a place and to people's quality of life and it is a critical component of well-designed places.**

**Natural features are integrated into well designed development. They include natural and designed landscapes.**



## 6. Nature

Wiltshire Council has adopted the following Climate Strategy Objective: “Efficient and environmentally sensitive use of land, providing for the needs of an increasing population and nature: food production, renewable energy generation, housing and transport, alongside woodland creation and nature recovery”

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The design of new development is expected to take the available opportunities to help deliver this objective by demonstrating the multi-functional use of new public open spaces.

### **The National Design Guide**

References N1, N2 and N3 provide further information on what is expected at a national level.



A strong visual and physical connection between a town and its surrounding natural environment, Malmesbury

## 6.1 Expectation: Help deliver the Wiltshire Green and Blue Infrastructure (GBI) Strategy

**6.1.1** The Strategy states that “development proposed in [Wiltshire] will necessitate a focus on improving Green and Blue Infrastructure provision within the Principal Settlements and Market Towns, particularly along river and canal corridors. Development also offers potential opportunities to create new and enhanced linkages between the towns and the countryside for people and wildlife.”

**6.1.2** Applicants and assessors should make appropriate use of the Wiltshire Green and Blue infrastructure (GBI) Strategy and analyse how their proposals may interact with the surrounding GBI network: [Wiltshire Green and Blue infrastructure \(GBI\) Strategy](#).

**6.1.3** Applicants should research the prioritised requirements of any applicable Local GBI Framework and demonstrate how their proposals align with and support its delivery.

**6.1.4** There are numerous objectives in this strategy which should be delivered through new development. Many of these priorities are captured in the following outcomes, which new development across Wiltshire is expected to deliver wherever possible.

## 6.2 Expectation: More Green and Blue Infrastructure

**6.2.1** Where appropriate, plant more individual trees and woodlands to store carbon, reduce flood risk and provide food and habitat for wildlife. When considering both existing trees and the planting of new trees, refer to: BS 5837 2021. Trees in relation to Design, Demolition and Construction.

**6.2.2** New development should respect and accommodate existing trees, both in terms of how the development is to be constructed close to trees and in terms of the potential long term impact of the development on the trees - trees should not face future threat of removal because of, for instance, their shading impact on a development; the development should be designed to avoid this impact in the first place. Tree planting should be a suitable species for the location and soil type taking into consideration the ultimate size of the tree.

**6.2.3** Look for opportunities to extend designated wildlife sites and increase provision of pollen/nectar-rich wildflower habitats.

**6.2.4** At the outset of the master planning process, seek to introduce as many trees as possible into both public pavements/ verges and private front gardens, ensuring a suitable amount of aerated and drainage space is provided for root systems to thrive and canopies to grow. For further information refer to the [Urban tree manual](#)

**6.2.5** To help counter the urban heat effect and create shade it is expected that urban trees and tree-lined streets should be provided within schemes. A tree-lined street is understood to mean a street with regular tree planting along both sides for the entire length of the street, to the effect that a significant amount of shade would be generated when canopies are fully grown. This equates to approximately one tree every 10-20 metres.

**6.2.6** To reduce the risk of vandalism specify Extra Heavy Standard trees and ensure that they are adequately stored, transported to site and planted, staked, and maintained for at least 2 years by a suitably qualified horticulturalist. Also ensure that they are planted into properly prepared tree pits containing the correct type of soil and are free draining. For further information refer to the Urban Tree Manual and BS 8545:2014 Trees: from nursery to independence in the landscape.

**6.2.7** Retain existing trees and hedgerows of significance within public open space where possible, as opposed to behind private properties.

**6.2.8** Recognise the national requirement to increase biodiversity across both urban and rural areas and deliver nature positive developments. See the council's website regarding requirements for Biodiversity Net Gain.

**6.2.9** Investigate the feasibility of creating green roofs to all flat roofed buildings from domestic garages to office and industrial buildings.

**6.2.10** For buildings that have a large expanse of flat walls, consider opportunities for creating green planted wall systems. These should be explored, especially in more dense urban areas and on significant commercial buildings.



Generously planted verges along primary street, Wilton Hill, Wilton

**6.2.11** Planting species, densities and specification should be detailed to the 'National Plant Specification'.

## 6.3 Expectation: Higher Quality Green and Blue Infrastructure that mitigates increasing risk from surface water flooding and creates multi-functional open spaces

6.3.1 Follow the 4 pillars of Sustainable Drainage Systems (SuDS); water quality, water quantity, amenity and biodiversity, making use of the [CIRIA](#) guidance on the design detailing of these.

6.3.2 Volumes of water should be split across the site and have positive impacts for water quality and management beyond the application site.

6.3.3 Rain gardens should be considered in addition to small ponds and permeable surfaces, as an attractive feature which captures water close to the source, treats pollutants and creates habitat.

6.3.4 Ensure children of all ages have access to age-appropriate play facilities within a safe and easy walking distance from new homes. This could involve providing links to existing play facilities on neighbouring sites, but if such facilities do not exist within a safe and convenient distance, play facilities will need to be

provided on the proposed development site. Please follow guidance provided by [Fields in Trust website](#).

6.3.5 Furnish recreational open spaces with adequate amounts of seating and picnic areas, so that people of all ages and abilities can benefit from it. In general, the size of open spaces should be proportionate to the intended use and level of activity generated, but may need to be greater to accommodate on site nature positive requirements.

6.3.6 It is important that any proposed street tree planting selects appropriate species and considers the soil type (Wiltshire has 'shrinking clay' in areas), extent of future branch and root growth, as well as the likely leaf/fruit fall and any corresponding maintenance requirements.

6.3.7 Tree lined grass verged avenues and public greens may form a green infrastructure ribbon through new development.



Multifunctional open space, Cherhill View, Calne



Generously planted Sustainable Drainage Systems within Marleberg Grange, Marlborough

6.3.8 Consider whether outdoor gym equipment would be a benefit to the area.

6.3.9 Be aware of requirements for dark skies and corridors, such as in Protected Landscapes such as National Landscapes and nature reserves.

## 6.4 Expectation: Better Connected Green and Blue Infrastructure to improve equality of access and the individual distinctiveness of each place



New green corridors integrated around retained mature trees, Hilltop Park, Chippenham

**6.4.1** Connect new green spaces via green corridors to each other and the existing GBI network.

**6.4.2** Improve links from new and existing developments into the existing network of countryside public rights of way.

**6.4.3** Improve the network of traffic-free surfaced cycle routes within green corridors.

**6.4.4** Enhance the national cycle network and inter-urban cycle routes as set out in the Wiltshire Local Cycling and Walking Infrastructure Plan (LCWIP) which links Wiltshire's towns and villages to each other and significant destinations.

**6.4.5** Ensure GBI corridors balance the need to protect and enhance biodiversity with the need to promote community access to the natural environment.

**6.4.6** The context analysis for all major developments should include a review of existing local GBI. The masterplan should then show how the new development will help deliver the above outcomes.



There is a network of Byways close to many settlements in Wiltshire

**6.4.7** Much in the same way as happens with play areas currently, the provision of GBI and biodiversity net gain requirements should be agreed at Outline so that the cost of provision can be factored into the land value.

**6.4.8** The Context Analysis should explore and conclude whether there is a distinctive type of GBI feature already in the area.

## 6.5 Expectation: Improve and enhance water management

6.5.1 Retention and attenuation basins should not take the character of unnatural, engineered depressions or include utilitarian components within their design, i.e. materials for headwalls and any enclosures should be attractively detailed (as opposed to bare faced concrete and metal piping.)

6.5.2 Permeable paving or other measures to slow water runoff should be employed in site designs, i.e. all runoff should not simply be accelerated to basins through drains and pipes.

6.5.3 Water should be retained and be made accessible as part of green infrastructure. Ponds could include 'pond decks' seating and information boards. Within developed areas raingardens could be located in key locations and swales, channels and rills could capture and transfer water above ground rather than via underground pipes.

6.5.4 The shaping and planting of SuDS should reflect the form and appearance of planted natural watercourses rather than artificial basins which do not generally integrate well into the landscape and can dominate open space.

6.5.5 At least some surface water should be captured for reuse to help with the sustainable management and long-term maintenance of green infrastructure features within the scheme.

6.5.6 See also **6.3 Expectation: Higher Quality Green and Blue Infrastructure**



SuDS designed as a natural pond with accessible, split level banks, Ridgeway Farm, Purton Parish, Wiltshire

## 6.6 Expectation: Support rich and varied biodiversity

**6.6.1** Integral bat roosting features and/or universal bird bricks should be included for bats and building reliant birds at a rate of two per house. A dedicated plan should show the location of these features. The advice of a professional ecologist should be sought when determining the appropriate boxes for the area. Please consult BS 42021:22 Integral Nest Boxes - Selection and Installation for New Developments as a reference for new developments.

**6.6.2** Hedgehog highways should be provided in property boundaries and under any infrastructure which severs green infrastructure corridors. Submitted plans should identify the provision of these..

**6.6.3** Traditional drystone walls can be considered, especially where they feature in the local area, both as field and property boundaries and garden walls. The advice of people with drystone wall building experience, building conservation officers or conservation architects should be sought to determine the exact type of local stone to use and building styles that would be appropriate. Where retaining walls are required, consider using gabions faced with local natural stone, as these are attractive, economical to build and provide habitat for a wide range of species.



'Universal bricks' integrated within the building's fabric.



Swift using universal brick



Bat boxes within new Public Open Space. Hannah Ryan-Leah /www.bats.org.uk.



Strategic planting for insects  
Photo by Pixabay

**6.6.4** In new woodlands and meadows, and on the advice of qualified ecologists, incorporate plant species that will attract pollinating insects, dead wood, log piles, reptile refugia and hibernacula.

**6.6.5** Consideration should be given to the use of living roofs on all flat roof buildings from industrial buildings down to domestic bike stores and garages etc. Planting facades, through the provision of climbing wires, trellises and planters should be considered to all blank walls where possible.

**6.6.6** When designing new landscapes, give plants the space they need to grow without the need for regular pruning, especially broad canopy trees. Specify plants that will fit into the scale and proportion of the space they are intended for.

**6.6.7** New landscapes for homes and businesses can be made attractive and mature faster by planting shrubs that are suitable for the location and hardy. In addition, the planting of shrubs that are valuable for pollinating species such as butterflies and bees is encouraged. These include buddleia, roses, honeysuckle, lavender, ribes, mahonia, cotoneaster and fuchsias.

## **6.7 Expectation: Create edible Landscapes that support wildlife and better connect communities with food growing**

**6.7.1** New community orchards and/or allotments should be provided within major developments as part of the public open space resource, if the Council have identified an existing shortage of provision within accessible walking distances of a new developments.

**6.7.2** For public spaces, choose trees and hedge species that produce fruit or nuts (except where these overhang the highway).

**6.7.3** Identify good locations for Community managed raised beds in smaller developments, e.g., herb gardens in pocket parks.



New allotments, Cherhill View, Calne



Community Orchard within Public Open Space. Photo by Pixabay



## 6.8 Expectation: Protecting and enhancing the historic environment and World Heritage Site

**6.8.1** In Wiltshire Stonehenge and Avebury are a designated World Heritage Site (WHS).

**6.8.2** At Stonehenge and Avebury there are no additional statutory restrictions on development, however the sensitivity of the WHS landscape may mean that more detailed evidence is required to accompany planning applications and greater mitigation may be required. Reference should be made to The Stonehenge, Avebury and Associated Sites World Heritage Site Management Plan 2015 or later revision, which is recognised as a material consideration in determining planning applications.

**6.8.3** The advice of the specialist officers across the Council should be sought, including the WHS Coordination Unit.

**6.8.4** In addition to the WHS, Wiltshire has thousands of designated and undesignated archaeological and heritage



The Avebury part of the World Heritage Site

features, some of which (Salisbury Cathedral, Old Sarum Castle) have been influential on the development of the landscape for hundred and thousands of years. As well as respecting, protecting and enhancing these sites, new development is expected to take reference and inspiration from Wiltshire's rich historic environment in placemaking and place shaping the new communities.

## 6.9 Process / Outcome Protecting National Landscapes

**6.9.1** Guidance on development within the National Landscapes is managed by the relevant National Landscape. Where relevant, a compliance statement is recommended to be submitted within the Design and Access Statement. Links to this guidance are suggested in the Context Section of this document.

# 7.0

## Public Space

**Public spaces are central to communities**

**The quality of the spaces between buildings is as important as the buildings themselves, these should be inclusive and provide great opportunities to support social interaction.**

## 7. Public Space

Public spaces are streets, squares and other spaces that are accessible to all. Collectively referred to as public realm, these spaces are generally shaped by the buildings which enclose them (see Built Form). 'Open space' and 'public open space' are similar but do not include land used exclusively for the movement of vehicles. The design of public space encompasses its setting and integration into the wider network of routes as well as its various elements. Well-designed public spaces are social spaces, providing meeting places and opportunities for comfort, relaxation and stimulation for all. They have widespread appeal, are able to accommodate people with different needs and can help combat social isolation and loneliness. The quality of the spaces between buildings is as important as the buildings themselves.

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### The National Design Guide

References P1, P2 and P3 provide further information on what is expected at a national level.

[Sport England's Active Design Guidance](#) also offers useful information about planning and designing spaces to encourage active recreation



Calne Community Hub and Library with integrated public spaces with access to nature, Beach Terrace, Calne

## 7.1 Expectation: Create well-located, high quality and attractive public spaces

**7.1.1** A minimum quantity of public open space should be provided in accordance with the requirements of the adopted Wiltshire Open Space Standards.

**7.1.2** The primary public open space (POS) associated with new residential developments should be located in a central position, so that it can serve as a focal point for the new community and be easily accessible by all the residents, especially children, without having to cross busy roads. Other public open spaces should be designed to reflect their location and intended uses.

**7.1.3** New POS adjacent to shops or community buildings are likely to be predominantly hard paved spaces that serve as urban squares or civic plazas. Comprehensive master plans supported by multiple land owners and developers are encouraged, but even in the absence of a comprehensive masterplan,

expanding upon immediately adjoining POS within existing residential areas can be a unifying element, enjoyed by new and existing residents.

**7.1.4** Residential areas should accommodate a wide variety of features and recreational activities including attractive planting/ ecological habitats, seating, walking and running, areas for informal ball games, play facilities such as LEAPs LAPs and multi-use games areas (MUGAs).

**7.1.5** In consultation with Council Officers, ascertain how new POS in proposed development sites can enhance the POS provision across a district. All POS should be well overlooked by the principal elevation of buildings to enable high levels of natural surveillance.

**7.1.6** SuDS, attenuation ponds and dykes can all be accommodated within new POS, but they should not dominate the

spaces. In addition, for safety reasons, they should have shallow sides.

**7.1.7** To create a shared sense of ownership new public open space should be centrally located.

**7.1.8** High quality public spaces should draw attention to natural elements such as tree planting or water. These may be sited within the space itself associated with the buildings around its edges (see section on Built Form) or in the backdrop of views (see section on Nature).

**7.1.9** If ample facilities (such as equipped play areas) already exist within an appropriate walking distance, the quality of the existing facilities (and potential for complementary facilities) should be reviewed before mechanically planning to install more.

**7.1.10** Bound local gravel surfaces should be used for pedestrian and cycle paths in rural areas, parkland and open spaces. Brick or block paving or tarmac should be used where paths are expected to be heavily trafficked by pedestrians or cyclists.

**7.1.11** The enclosure to substations and service yards etc. should blend with and enhance the character of the local area. They may therefore need to be built of local natural stone or brick to match existing materials and colours seen in the immediate area.

**7.1.12** If building service yards, external storage space and bin stores etc. are surrounded by security fencing, then the security fencing itself should be screened from public view by the use of dense planting or hedging plants.

**7.1.13** Other guidance on the detailing of Public Realm exists in various formats for specific areas across Wiltshire, that is in Neighbourhood Plans, National Landscape Management Plans, Conservation Guides or Civic Society Guidance. Applicants need to research what exists and utilise it as part of their own analysis of local context and character.

## **7.2 Expectation: Provide well-designed spaces that are safe.**

**7.2.1** Careful planning and design create the right conditions for people to feel safe and secure, without the need for additional security measures.

**7.2.2** Well-designed public and shared amenity spaces feel safe for people who occupy the buildings around them.

**7.2.3** All public spaces should receive high levels of natural surveillance and be enclosed by buildings with active frontages, especially at ground floor level. There need to be multiple or wide access points to public spaces, to allow people to safely enter or leave, so that they do not feel “trapped” within the space.

**7.2.4** Formal play/activity space should be located in well-overlooked locations and generally away from busy roads, especially children’s spaces. They might however be located off a node of quieter street junctions where this reinforces a central community space.

**7.2.5** Public spaces can be any shape; the shape and scale should be informed by both character and function of the area.

**7.2.6** Linear green spaces should be well-proportioned (i.e. not too narrow or with unnecessary bottlenecks) and created with activity along the route to encourage movement and opportunity for play.

**7.2.7** Formal open space should generally include surfaced paths and places to sit and gather; the locations for seating should be well considered and appropriate for example, some will require shelter from the rain and wind and should be warmed by the sun where possible. Proposals should include some seating options being in shaded areas to protect users from the summer sun. All seating locations should enable users to feel safe and be aware of their surroundings.

**7.2.8** Lighting should be sensitively designed to prevent light pollution. Core Policy 51 (Landscape) requires that proposals in sensitive landscapes demonstrate that they have taken account the objectives, policies and actions set out in the relevant Management Plans for those areas. Cranborne Chase National Landscape is a designated International Dark Sky Reserve and has policies and guidance on lighting. Other Management Plans have similar policies and guidance on lighting.

## 7.3 Expectation: Make sure public spaces are inclusive and support social interaction

**7.3.1** Children's play areas and general public open space need not always be all grass or soft surfaced; enclosed paved areas provide safe space for other sorts of play.

**7.3.2** Consider incorporating recreational facilities for adults such as outdoor gyms, allotments and other events or activity spaces in new or existing public open spaces, in addition to children's play spaces.

**7.3.3** Formal sports provision needs to be accessible to people with a range of abilities and be located to benefit both new and existing development and populations. Routes from housing within and outside of the site to sports facilities should be clearly signed, easily accessible and generally traffic free to encourage walking and cycling.

**7.3.4** The guidance throughout this Design Guide and the National Design Guide will help deliver Sport England's '10 principles of Active Design'. For more information specifically on Sport England's expectations and case studies see: [design and cost guidance](#)

**7.3.5** Developers are encouraged to take an integrated approach to art and design, to achieve overall design quality in architectural and landscape terms by involving artists and the local town or parish councils, in the design process from the earliest stage.

**7.3.6** Applicants and assessors should refer to local guidance on the council's approach to the integration of public art in developments. See [Public art design](#)



Newland Place, Trowbridge



Salisbury Market Place, pedestrianised circa 2013 becoming a multi-purpose events space

# 8.0

## Uses

### Neighbourhoods for all

**Everyone is unique and we all have different needs. Proposals are therefore designed to be inclusive and meet the changing needs of people of all ages and abilities and help support vibrant inclusive communities.**



## 8. Uses

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Sustainable places include a mix of uses that support everyday activities, including to live, work and play. Well-designed neighbourhoods need to include an integrated mix of tenures and housing types that reflect local housing need and market demand. They are designed to be inclusive and to meet the changing needs of people of different ages and abilities. New development reinforces existing places by enhancing local transport, facilities and community services and maximising their potential use.

### The National Design Guide

References U1, U2 and U3 provide further information on what is expected at a national level.



Mixed use scheme, integrating new flats and a renovated work hub, The Tannery, Holt



Modern, mixed use highstreet, Nansledan, Cornwall, Photo by Olivier Vergnault, Cornwall Live (copyright).

## 8.1 Expectation: Creating an appropriate mix of uses

**8.1.1** Mixed-use development (for example accommodation beside or above shops and/or other services such as GPs, nurseries, pharmacies, cafés and small offices or work units) creates an active and vibrant place with an intensity that feels like a centre or destination. This is appropriate and expected within urban locations and larger scale developments.

**8.1.2** It is critical that the proposed uses are identified early in the design process (such as at Outline) so that the viability of the scheme is ensured.

**8.1.3** The initial context analysis should inform what uses the site could include, aside from houses and open space.

**8.1.4** A transport assessment and public engagement should inform the designed access to existing local services and facilities and identify needs and opportunities.

**8.1.5** Where a few or more non-residential uses are grouped together this may be referred to as a 'local centre'. Local centres should be designed with their built form integral to the wider street and block pattern, similar to how traditional high streets function with some on street parking.

**8.1.6** It is expected that local centres will include continuous built frontages, provide accommodation above ground floor and provide wider footpaths and promenades for access, seating, cycle parking and landscaping. Car parks should be located to the side or rear of buildings, as not to detract from the relationship between the building and the street and to allow pedestrians a clear and safe route from the street to the main entrance of the building. Short stay parking provision can be incorporated into parking bays on the street.

**8.1.7** Where necessary, built form and buildings should be futureproofed to allow flexible uses, for example increased ground floor ceiling heights and open plans for commercial or business uses, or generous pedestrian public realm to allow for café spill out areas or servicing. It should also be practical to re-convert these spaces into residential if needed.

**8.1.8** School pitches and leisure provision should be designed to provide shared facilities for organised clubs, groups and the community to use.

**8.1.9** Sports hubs and changing facilities should be designed to be multi-use, combined with community meeting or café facilities to provide day to day presence in the community and casual security for pitches and facilities.

## 8.2 Expectation: Creating a mix of home tenures, types and sizes

**8.2.1** The planning layout's design need to have regard to available evidence of the housing needs and demonstrate this regard at the early stages of the design concept by indicating use, mix and amount.

**8.2.2** For Outline Applications, an indicative affordable and market housing mix should be agreed and used to objectively estimate site capacity, even if the precise mix shall be a 'reserved matter'.

**8.2.3** Larger scale developments should, wherever practicable, make provision for and promote a variety of development models, such as community-led development, self-build and custom-build. This supports a diversity of delivery by small-scale as well as large-scale developers. Exploring a range of delivery models helps to deliver settlements that reflect the wide needs of the community and can provide homes that are best suited to them.



Supported living, within walking distance of town centres, Waterford Place, Chippenham

## 8.3 Expectation: Creating socially inclusive places

**8.3.1** When incorporating different tenures, they need to be well-integrated and designed to equal standards of high-quality, in order to create tenure-neutral homes and spaces. Distribution of affordable homes across the site in small clusters, designing their architecture, plots and streets to be indistinguishable from the market homes in appearance is generally expected.

**8.3.2** Large developments such as urban extensions should consider including a community building which is accessible from the outset. This could be a temporary or mobile building or even the show home within phase 1 of the development. Any temporary arrangement should make a default provision for the community use to become permanent if required.

# 9.0

## Homes and buildings

**Well-designed homes and buildings are functional, accessible and sustainable.**

**They provide internal environments and associated external spaces that support the health and wellbeing of their users and all who experience them.**

## 9. Homes and buildings

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Homes and communal areas within buildings need to provide a good standard and quality of internal space. This includes room sizes, floor-to-ceiling heights, internal and external storage, sunlight, daylight and ventilation and air quality as well as sound, intrusive artificial light and odour levels. The quality of internal space needs careful consideration in order to protect amenity.

**The National Design Guide** References H1, H2 and H3 provide further information on what is expected at a national level.



Newland Place, Trowbridge

## 9.1 **Expectation: Healthy, comfortable and safe internal and external environment**

9.1.1 New Homes should comply with Nationally Described Space Standards to ensure that they are fit for purpose. [Technical housing standards nationally described space standard](#)

9.1.2 Applicants are encouraged to provide additional built in storage space for the ancillary features of new technologies such as inverters, battery storage and water tanks.

9.1.3 The principles of good acoustic design within Professional Practice Guidance on Planning & Noise (ProPG) should be followed to ensure that suitable internal and external noise levels from transport sources can be achieved. Noise levels within internal habitable rooms (bedrooms and living rooms) should always be assessed on the assumption that windows are open for natural ventilation purposes. Noise impacts from commercial and industrial noise should

always be assessed in accordance with BS4142:2014+A1:2019 Methods for Rating and Assessing Industrial and Commercial Sound. The rating level of commercial noise sources should not exceed the prevailing background level at residential dwellings'. For further detail, developers should consult Wiltshire Council's Planning Consultation Guidance Note for Noise and Vibration.

9.1.4 Indicative, realistic furniture layouts should be included on domestic room plans to demonstrate that rooms are adequately sized/shaped, without conflicts between furniture and windows, radiators or doors etc.) and also to ensure that the external appearance of the fenestration also considers internal functions.

9.1.5 There should be readily accessible internal storage for day-to-day needs, including cupboards for storage for household cleaning items, spare towels

and sheets etc and space to store everyday coats, shoes and bags etc. downstairs (e.g. porch, cloakroom, under stairs cupboard and/ or generous hallway – plus utility space). Where garages are provided, they should allow for the parking of a family sized car and storage space, potentially for multiple bicycles too.

9.1.6 Where there is any doubt as to how indicative designs or planning drawings might comply with Building Regulations, the matter should be raised and addressed as soon as possible, to avoid needless changes or problems later. **(See also 11.2 Expectation: Adaptable to changing needs and evolving technologies)**

9.1.7 All new development should give careful consideration to creating safe place and conform with Wiltshire Council adopted policies and Local Plan requirements.

**9.1.8** The main pedestrian entrance to apartment buildings, both new builds and building conversions, should be direct and clearly visible from the public realm. The entrance should be an attractive high-profile feature of the building. Consider emphasising the entrance by using different external building materials, lighting and canopies etc.

**9.1.9** The main entrance to apartment buildings should not involve pedestrians having to walk around the side of buildings or through undercrofts meant for vehicle access to concealed low key and poorly overlooked access doors at the side or rear of apartment building.

**9.1.10** Dedicated stores for bins and cycles need their own external entrance doors, which can be located at the front, side or rear of apartment buildings

**9.1.11** Undercroft parking grilles could be designed to incorporate art and generally should not exceed more than 50% of the ground floor elevation to the public realm.

**9.1.12** The ground floor of apartment buildings should present an active frontage to the public realm. One effective way of achieving this without

compromising the privacy of the residents, is to incorporate maisonettes or duplex dwellings to the ground and first floors. Lounge, kitchen and dining areas are accommodated on the ground floor, with bedrooms and bathrooms on the first floor. Each duplex or maisonette can have its own front door and possibly a small front garden area. Conventional single storey apartments resume from the second floor and above. .

**9.1.13** Hallways and bathrooms should wherever possible receive natural light and ventilation. Mechanical ventilation should only be considered when all other possibilities of providing natural ventilation have been exhausted.

**9.1.14** In apartments stairways should be designed to reduce noise and receive high levels of natural light and ventilation. Communal access corridors should not be long dark narrow spaces. They should be wide enough for two adults to walk comfortably passed each other, be well lit and ventilated, especially by natural light and ventilation wherever possible. For communal access corridors longer than 10 metres in length, consider introducing break-out spaces with natural light and seating.

**9.1.15** If residential façades are facing each other across a short distance, e.g. either side of a rural lane or an urban courtyard, the placement of windows should be designed to reduce direct sightlines between windows.

**9.1.16** The principles of good acoustic design within [Professional Practice Guidance on Planning & Noise](#) should be followed to ensure that suitable internal and external noise levels can be achieved. Noise levels within internal habitable rooms (bedrooms and living rooms) should be assessed where windows are open for ventilation. Commercial and industrial noise must be assessed in accordance with BS4142:2014+A1:2019.



## 9.2 Expectation: Private Amenity Space

**9.2.1** All dwellings should be provided with private open space in the form of a garden, terrace balcony or winter garden. (A winter garden is understood to be similar to a balcony though generally recessed so as to be enclosed and sheltered by the building. Alternatively it is an enclosed space on a roof terrace.) The Building Research Establishment (BRE) document 'Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice' (2011) provides more objective guidance on the matter.

**9.2.2** Minimum garden areas for all houses should be equivalent to the footprint of the house.

- In general, a north facing garden for a typical 2 storey house should be minimum of 12m long or up to 15m long for a typical 3 storey house

- In general, a south, east or west facing garden should be a minimum of 10m deep.



St Georges Works, Trowbridge



Assisted Living, Evergreen Court, Amesbury. Photo by Paul Bullivant (copyright).

**9.2.3** Gardens should avoid excessive shading from planting and overshadowing from buildings i.e. from proximity to trees and neighbouring buildings - generally no more than one third of the minimum private garden area stated should be in shade at any one time.

**9.2.4** Generally, designers should create usable garden shapes, avoiding irregular pointed corners and narrow strip To help gardens mature, provide a level of privacy and character and to support nature positive developments, developers are encouraged to plant suitable trees in rear gardens.

**9.2.5** Where new development is proposed adjacent to and overlooking an existing private amenity space, the traditional 'back-to-back' separation of minimum 20m should be respected.



**9.2.6** Balconies (ideally with a southern aspect) should be provided for new homes without private gardens. See table for dimensions; the aim is to provide space sufficient for a meal around a small table. Balconies should be provided for new apartments that do not have access to on-site communal gardens or amenity space. (except where these may directly overlook existing windows or a private amenity space.) This can be achieved using glass enhancements, screens or by stepping back the façade. Where balconies overlook noise sources, parapets and/or absorbent soffit materials should be considered for acoustic benefits.

**9.2.7** For apartment blocks (with over 4 no. homes) communal residents' gardens should also be provided based on a general guide of a minimum area of 5 sqm per apartment. They should be appropriately enclosed and contain seating areas that receive sunshine during at least part of the day. Unusable strips of space between car parks or roads and buildings will not be counted as part of the communal garden provision. 'Context' and 'Identity' may indicate otherwise, this minimum area may not be appropriate, for example in a historic urban environment of densely built up street blocks.

Guidance on minimum standards table. However Site specific constraints will need to be factored in.

Type of Private Amenity Space	Apartments	1 storey houses	2 storey houses	3 storey houses
Minimum rear garden area	Not applicable	Equal footprint of dwelling	Equal footprint of dwelling	Equal footprint of dwelling
Minimum length of garden	Not applicable	9m if north facing, 5m otherwise	12m if north facing, 10m otherwise	15m if north facing, 10m otherwise
Minimum balcony/terrace area	5m <sup>2</sup> for 2 people + 1sqm per additional occupant	Not applicable	Not applicable	Not applicable
Private communal space, where no public open space within 480m	5m <sup>2</sup> per apartment	Not applicable	Not applicable	Not applicable

## 9.3 **Expectation:** Positive interface between private amenity space and public spaces

9.3.1 The design of private amenity spaces should respond to a modern household's requirements, whilst respecting or enhancing the character of the local area, e.g. enclosing external amenity spaces with decorative boundaries in locally characteristic materials (see also sections **Context, Identity and Public spaces**).

9.3.2 A private front garden space should extend at least 1 metre forward of the building line to provide a buffer between ground floor dwelling rooms and a public or semi- public communal area for example a pavement or public open space unless the local 'Context' and 'Identity' indicates a characteristic ground floor building line along the back edge of pavement for example a characteristic feature of the historic streets that make up the 'The Chequers' in central Salisbury. This buffer should be delineated by walling, railings or hedging at least



Side gables include large windows to habitable rooms. Boundary walls include perforated brickwork. The Tannery, Holt.

750mm high to deter informal access up to windows, and with a considerable proportion of this characteristic of the intrinsic local 'Context' and 'Identity', for example, drystone walling that can



Low stone wall provides a short defensible space, Hares Chase, Cricklade.

be found across North Wiltshire, the flint walling which can be found in more Southern areas in Wiltshire and traditional county estate style metal railings seen in some rural areas.

**9.3.3** Where more security is justified, 'defensive planting' (robust sharp plant species) on public boundaries is recommended for deterring unauthorised public access.

**9.3.4** Deeper front gardens can be appropriate for establishing a distinctive set-back from particularly busy streets or footways, as is characteristic in many neighbourhoods.

**9.3.5** The interface between a private rear plot boundary and an adjacent public or shared space (including highways, public open space (POS) and parking courts) should generally use robust masonry walls or decorative metal/ timber railings, as opposed to close board, feather board or wooden panel fencing. Where secure access prevention is not required (for example a front garden) vertical planting may be considered. The degree of inter-visibility through the boundary which

occupants may desire and wider benefits of creating natural surveillance of the public or shared space should also be accounted for.

**9.3.6** Between private rear gardens, boundaries should provide adequate visual privacy, plot security and some noise attenuation.

**9.3.7** Any parking close to a habitable window should be allocated to the resident of that home, in order to minimise noise disturbance.

**9.3.8** Designs should allow residents the opportunity to access their gardens without having to walk through their home, or over a neighbour's path or doorstep, especially when transporting bins or cycles. A traditional covered passageway for example a 'Ginnel' with accommodation over within a housing terrace is a space efficient way of keeping

external access from the street to the rear gardens of mid terrace plots short and direct and which is one device to achieve longer housing terraces and number of houses in a terrace as opposed to a rear pedestrian accessway that would otherwise be limited by the maximum carry/wheel distances stipulated in the Wiltshire Council Waste Storage and Collection :guidance for developers Supplementary Planning Document for drawing refuse containers from rear gardens to a collection point in the street.

# 10.0

## Resources

Thinking big - aiming for zero.

**Aiming for 'net zero' is a challenge that Wiltshire Council has embraced; how built development is delivered contributes to this and should be considered through the design process.**

**Of key importance to consider for new development is movement, new buildings and provision of energy.**

## 10. Resources

The UK has adopted the target of 'net zero' by 2050. The term net zero means achieving a balance between the carbon emitted into the atmosphere and the carbon removed from it.

How the built environment in Wiltshire is planned and designed is fundamental to the Council's part in meeting this target.

In this context, Wiltshire Council expects that well-designed places;

- are compact, walkable neighbourhoods with a mix of uses and facilities and good access to public transport and formalised cycle routes
- have a layout, form and mix of uses that reduces their resource requirement, including for land, energy and water

- help adaptation by increasing the ability for CO<sub>2</sub> absorption, sustaining natural ecosystems, minimising flood risk and the potential impact of flooding and reducing overheating and air pollution
- are fit for purpose and adaptable over time, reducing the need for redevelopment and unnecessary waste
- use materials and adopt technologies to minimise their environmental impact

### **The National Design Guide**

References R1, R2 and R3 provide further information on what is expected at a national level.



Owner-installed solar panels on south facing roof of new housing, Sandridge Place, Melksham



Sedum roof on Waitrose supermarket, Bagshot. Photo by Bauder UK (copyright).

## 10.1 Expectation: Help Deliver Wiltshire's Climate Strategy

Expectations for compliance with the standard is subject to and dependent on the subsequent adoption of net zero carbon as policy within an updated Local Plan following the outcome of the Wiltshire Local Plan Review.

10.1.1 Wiltshire Council has adopted a Climate Strategy: [Wiltshire Council Climate Strategy 2022](#) The strategy is structured around seven delivery themes. The way in which land is developed and used will impact all the themes, but the three which are of most relevance for this design guide are:

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- Transport
- Built environment
- Energy

10.1.2 As a rural county, one of the largest carbon emitter is transport. Therefore, the design of new developments is expected to take all opportunities to lessen reliance on private cars by making alternative options feasible and appealing, especially for short local trips - See the Movement section for more guidance.

10.1.3 The Climate strategy states that, "New buildings need to be net zero carbon as soon as possible, using less

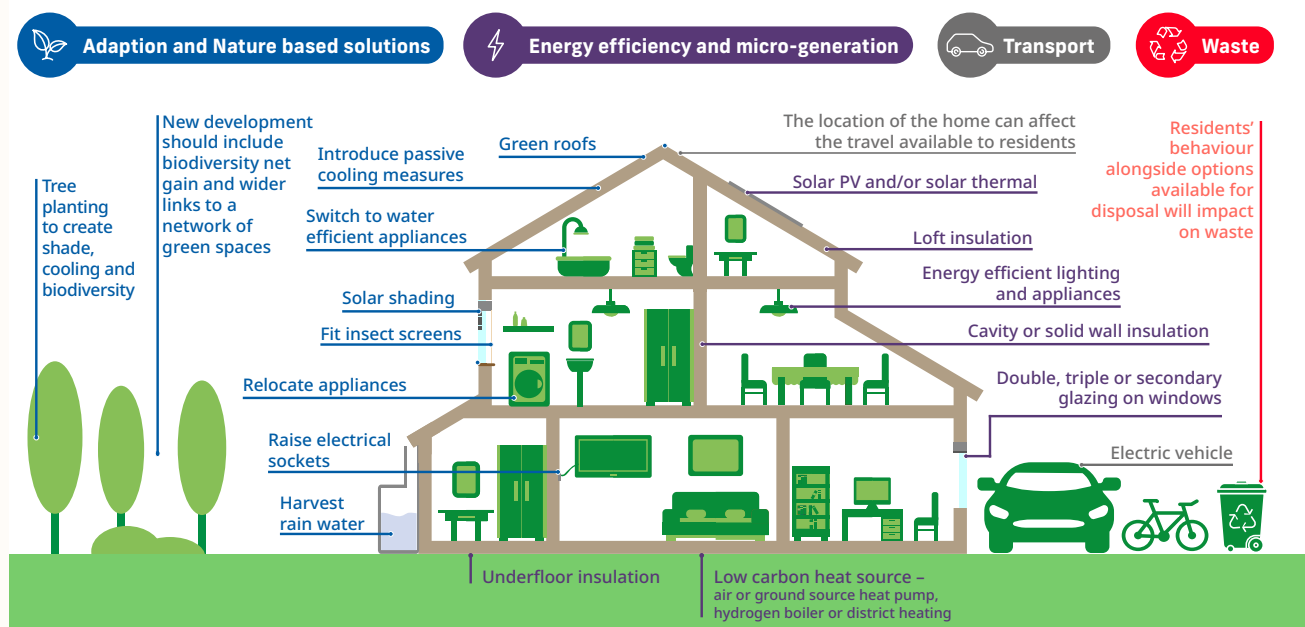


Image from Wiltshire Council Climate Strategy 2022

energy and running on low carbon sources of electricity and heat. Existing buildings need to be retrofitted along the same principles. All buildings also need to be able to cope with the impacts of climate change." To ensure new

development is built to net zero carbon standards as soon as possible, Wiltshire Council expects applicants of new developments to consider the following 4 key objectives within their architecture and urban design:

## 1. Energy Efficiency and micro-generation

Consider the use of materials and plant that goes beyond minimum standards set by building regulations or that are required by planning policies, such as :

- Incorporating low carbon heat sources such as heat pumps and solar thermal
- Using enhanced specification of windows and glazing, (i.e. triple glazing) and have regard for solar orientation when designing fenestration
- Using increased standards of wall insulation
- Including underfloor insulation
- Providing low carbon electricity generation, such as photovoltaics and/or ensuring that houses have a main elevation with a southerly aspect and that roofs are uncluttered to accommodate solar panels.
- Futureproof space for battery storage
- Explore opportunities for district heating
- Use the most effective form of loft insulation

## 2. Transport designs should:

- Create the infrastructure for increased walking, cycling, shared and public transport
- Achieve high quality public transport and transport hubs that offer a pleasant and convenient way to get around and seamless combined journeys
- Reducing the need to travel by ensuring – all new homes and businesses are equipped with high quality, high speed broadband
- Locate homes close to facilities and make spatial provision for facilities which may be viable in future
- Provide ultra-low emission vehicles (ULEV) charging points
- Provide convenient storage and access for multiple bicycles and charging points for electric bicycles and scooters

## 3. Waste and Recycling

Ensure that there is ample space, suitably located for waste and recycling storage and that collection is convenient and free of conflict for example bins should not obstruct footpaths or shared driveways

## 4. Adaption and Nature Based Solutions designs should:

- Plant trees abundantly to create shade, cooling and enhance biodiversity
- Link new green spaces via a green infrastructure (GI) network (avoid 'islands' of isolated green space)
- Provide rainwater harvesting facilities in the form of Smart Water Butts and Leaky Water Butts, which can slowly discharge excess rainwater into nearby swales, rain gardens, shrub beds or soak-aways
- Include solar shading and fly screens to fenestration and integrate other passive cooling measures
- Integrate green roofs

All the above guidance in section 10.1 is based on 'outcomes' and so can be equally applied to retrofit design and renovations, as well as new-build.

The Council wishes to encourage innovation and creativity in finding sustainable construction 'outcomes'. Applicants are encouraged to submit a sustainable construction checklist to support how their proposal would result in sustainable outcomes.

## 10.2 **Expectation:** Follow the energy hierarchy

**10.2.1** Applicants and assessors are expected to have regard to the principles of the Energy Hierarchy:

1st - Reduce the need for energy

2nd - Improve the energy efficiency

3rd - Maximise use of renewable energy

**10.2.2** Ensure that layouts incorporate the design principles in the Built Form and Movement Sections of this Guide to help encourage people to travel by foot or bicycle for short trips and (where possible) bus or rail for longer trips, thus reducing energy needs for all trips.

**10.2.3** Consider the block layout and road layout carefully as this will largely dictate the arrangement of buildings on a new development, with east-west alignment generally enabling the optimal orientation of elevations for passive solar

gain. However, this is not always possible and variations of up to 30° can be accommodated whilst still benefiting from passive solar gains.

**10.2.4** Solar gain will vary depending on the amount of glazing on each façade, whilst the amount of solar gain which is comfortable will vary depending on the function of the room. The orientation of roofs should also account for the plots orientation so that solar photovoltaics (PV) can better exploit the sun's path, e.g. on north-south roads, gable fronted-buildings could provide greater flexibility for maximizing PV.

**10.2.5** Developers should be aware of Building regulations Part O when designing the external elevations of buildings, which need to be designed bespoke for different dwellings and depending upon their orientation on the site.

**10.2.6** Where possible, every room within a building should have a window for natural ventilation, including bathrooms and hallways where these are adjacent to external walls. It may be necessary to include external shading such as louvres or shutters, as well as tree planting to limit direct solar gain. External shading is preferable to mechanical cooling as it reduces the need for cooling in the first place.



### 10.3 Expectation: Careful selection of materials and construction techniques

**10.3.1** A ‘fabric first’ approach to reducing the energy requirements of the building is encouraged for minimising energy demand for heating and cooling.

**10.3.2** Where appropriate (i.e. considering the character of the area) choose materials with lower embodied energy.

**10.3.3** Where possible, use locally sourced materials. Natural stone is readily available in Wiltshire and its use enhances local distinctiveness.

**10.3.4** Innovative and recycled materials which make a positive contribution to the character of the architecture and the public realm are encouraged.

**10.3.5** Alongside consideration of the appropriateness of the character of the material consider the whole-life carbon footprint of selected materials.

### 10.4 Expectation: Maximise resilience

**10.4.1** Design buildings to make the most of passive design strategies to minimise overheating and achieve internal comfort. See “**Outcome 10.1 Follow the energy hierarchy**” above.

**10.4.2** Increasing extremes of temperature are a potential risk, with increasingly warm summers. Therefore, designs should plan more for shade and shelter, for example, on and around the façades of buildings (including deeper window recesses on south facing elevations), at seating in public open spaces and at bus stops (too often these have no shelters). More trees, strategically located, is one nature-based option for creating shade. Specifying deciduous species will ensure people can still benefit from the sun’s warmth in winter.

**10.4.3** One of the main local environmental conditions of concern in Wiltshire is flooding – Climate adaption within the built environment should address this. See also **Nature** Section.

# 11.0 Lifespan

Our forever home?

**Places are not just for the here and now; design needs to consider change and adaptation. The aim should be for residents to feel a sense of ownership and pride and live in places that are well-managed and maintained.**

## 11. Lifespan

Well-designed places and buildings sustain their beauty over the long term. They add to the quality of life of their users and as a result, people are more likely to care for them over their lifespan. They have an emphasis on quality and simplicity.

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### **The National Design Guide**

References L1, L2 and L3 provide further information on what is expected at a national level.



Historic built environment, shaped around multi-purpose open space, still appreciated today



Contemporary built environment, also shaped around multi-purpose open space, will be appreciated long into the future

## 11.1 Expectation: Well-managed and maintained

11.1.1 It is recommended that applicants have drafted their own property conveyance plans for private and shared land before submitting final detailed drawings, so that potential conflicts are resolved before permissions are granted.

11.1.2 Applicants should discuss opportunities for community management with Town and Parish councils and offer up for adoption any new public open space (POS) and play areas, so as not to convey their maintenance costs to new homeowners alone, especially if they are to be accessible by the wider population. (Further guidance available from Town and Country Planning Association [Lessons in long term stewardship](#))

11.1.3 Throughout the edges of the public realm of new developments, boundaries and enclosures will often be maintained by residents themselves. It is expected that these are detailed and constructed to be attractive and robust in the first instance, so that they do not require early

or costly maintenance or fall into a state of disrepair which diminishes the character of the place. (See Homes and Buildings also.)

11.1.4 Wiltshire's Registered Providers of affordable housing may have some additional design expectations related to the management and maintenance of Affordable Homes (though the Council's expectations for tenure blind design (Section 8.3) will still apply.

11.1.5 When planting trees, adequate ground preparation and planting systems should be used to ensure successful establishment and to allow the tree to grow with vigour appropriate to the species and situation. Tree pit design needs to allow for sufficient uncompacted rooting volume for the mature size of the chosen species of tree, with the correct provision of nutrients, water and oxygen. Tree planting systems should be to BS8545.

11.1.6 Topsoil should meet with the standards of BS 3882, with anything imported tested to the levels within this. All imported material should be clean and of a suitable composition to match the conditions best for the planting.

## 11.2 Expectation: Adaptable to changing needs and evolving technologies

11.2.1 Private property, such as homes and gardens, should be designed to be flexible to adapt to the changing needs of their users over time. This includes changes in the health and mobility of the user, as well as potential changes in lifestyle due to developing technologies, such as use of electric vehicles, remote working and general changes to the way in which people live. In the first instance this means providing adequate space and simple access arrangements.

## 11.3 Expectation: A sense of ownership

**11.2.2** Evidence shows Wiltshire to be experiencing, on average, an aging population. This will clearly impact on the future requirements for the size of homes and for homes to be adaptable. Therefore all new homes are encouraged to meet Building Regulations part M4(2) standards, especially smaller 1 or 2 person homes, to ensure they are easily adaptable to changing needs within a household and to generally improve the options within new housing stock for those who will wish to downsize.

**11.2.3** Expectations for compliance with the standard is subject to and dependent on the possible subsequent adoption of net zero carbon as Policy within an updated Local Plan following the outcome of the Wiltshire Local Plan Review.

**11.3.1** Engage local communities in what they want to see on the undeveloped parts of new sites, i.e. what sort of play areas, or recreational areas for adults such as trim-trails or allotments, or other unexpected things such as outdoor table tennis, chess or boules.

**11.3.2** Community Engagement exercises should consider how to include ‘hard-to-reach’ groups and those not routinely involved in the planning system. User-friendly online presentations of plans, viewable on smartphones as well as computers are important, along with easy options for people to leave feedback and contribute.

**11.3.3** Involve the local community and the local parish or town council in the naming of new street names.

**11.3.4** Consider providing part of the land for other types of community

development, e.g. co-housing, self-build or community designed areas. As part of the context analysis, reference can easily be made to the Wiltshire Self-Build register to see what local demand for serviced sites is.

**11.3.5** Discuss the public art strategy with the Council’s planning and arts officers at an early stage in the planning and design process.

**11.3.6** On larger urban extensions, set up community hubs or buildings from the outset and utilise the new community to evaluate the development as it progresses and to improve the detailed design of future phases.

**11.3.7** Contracts for ongoing management and maintenance include the ability for local residents to get involved in the way that their green spaces are managed, including (where the contract has been awarded to a third party) the right to take over the contract at defined intervals (Community Step in Rights).

**11.3.8** Post-occupations surveys by developers would help ensure that future phases can be adapted where appropriate to reflect the experiences from those living there.

# Appendices

## Appendix A – Neighbourhood Planning

**Neighbourhood planning was introduced in the Localism Act 2011. It is an important and powerful tool that gives communities statutory powers to shape how their communities develop. It's written by the local community, the people who know and love the area, to ensure the community gets the right types of development, in the right place.**

- Neighbourhood Plans can include an extra tier of design guidance. They can be used to convey guidance on matters and local detail not specifically addressed in the National Design Guide, or this Wiltshire Design Guide. Communities often know which parts of their area are popular and work well. The level of detail and degree of prescription should be tailored to their geographic coverage and the circumstances and scale of change anticipated in each place.
- They can be more prescriptive, for example, setting quantifiable parameters for the specific appearance of new homes, streets and landscaping or the character and function of any public open spaces. But they should still allow a suitable degree of variety to ensure they are practicable.
- They can be especially helpful in drawing attention swiftly to any exceptional local circumstances, or unexpected priorities which should be accounted for by anyone planning and design for change in the area especially if this differs from what ‘industry standard’, expects for example the function of open space, delivery of ‘street trees’, built forms, building materials.
- In essence, Neighbourhood Plans can provide settlement-specific and site-specific guidance on the desirability of maintaining an area’s prevailing character and setting versus promoting regeneration or change.
- A Neighbourhood Plan attains the same legal status as a Local Plan (and other documents that form part of the statutory development plan).
- A Neighbourhood Plan shall be the mechanism by which local preferences and priorities are factored into decision making. A made Neighbourhood Plan carries ‘full weight’ in decision making and so too will any local design guidance linked to a design policy within it.
- Wiltshire Council have produced [‘Guidance for Neighbourhood Planning within Wiltshire – Integrating High Quality Design’](#) which is intended to help communities produce their own guidance in accordance with this Wiltshire Design Guide.
- Design Codes (and or guides) can be prepared as part of Neighbourhood Plans or for specific sites. Whoever prepares them, all codes should be based on effective community engagement and reflect local aspirations for the development of their area. Landowners and developers may contribute to these exercises.

## Appendix B - Requirement for a Design & Access Statement

Application Type	DAS required for Validation* *this may change - please refer to <a href="https://www.wiltshire.gov.uk/planning-submit-planning-application">https://www.wiltshire.gov.uk/planning-submit-planning-application</a>	DAS recommended to support design evaluation
Advert Consent	No	No
Removal or Variation of a Condition	No	Yes - Where the proposed changes reflect a change in the design (and where a design statement has previously been submitted for the development) then a brief design statement which illustratively compares approved plans with proposed plans is recommended
Certificate of Lawfulness for Existing	No	No
Certificate of Lawfulness for Proposed	No	No
Full Planning & Advertisements	Yes - Any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire.  In Conservation Areas and the Avebury/Stonehenge World Heritage Site only, any new residential development; or non-residential buildings where the floorspace is 100 square metres or more	Not applicable



Application Type	DAS required for Validation	DAS recommended to support design evaluation
Full Planning & Listed Building Consent	Yes - All applications. DAS should also include a Statement of Heritage Significance	Not Applicable
Full Planning	<p>Yes - Any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire.</p> <p>In Conservation Areas and the Avebury/Stonehenge World Heritage Site only, any new residential development; or non-residential buildings where the floorspace is 100 square metres or more</p>	Yes - For any isolated home in rural areas, a comprehensive DAS will be expected in order to demonstrate compliance with the National Planning Policy Framework (2021) (currently paragraph 80)
Householder & Listed Building	Yes - All applications	Not Applicable
Householder	No	No
Listed Building Consent	Yes - All applications. DAS should also include a Statement of Heritage Significance	Not Applicable

Application Type	DAS required for Validation	DAS recommended to support design evaluation
Outline	<p>Yes - Any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire.</p> <p>In Conservation Areas and the Avebury/Stonehenge World Heritage Site only, any new residential development; or non-residential buildings where the floorspace is 100 square metres or more</p>	Not Applicable
VAR (variation)	No	<p>Yes - Where the proposed changes reflect a change in the design (and where a design statement has previously been submitted for the development) then a brief design statement which illustratively compares approved plans with proposed plans is recommended</p>
Reserved Matters	No	<p>Yes – A Design Statement or Design Compliance Statement is recommended, summarising how the design of the reserved matters complies with design principles and concepts which have been approved in the corresponding Outline permission</p>

## Appendix C - Recommended design information

Seeking pre-application advice is recommended for all applications which are for a single dwelling or more, or non-householder development. Pre-application advice can help applicants understand how planning policies and other requirements affect their proposals and, if draft proposals are submitted, enable an assessment of whether there seems a reasonable chance of getting permission. The level of preparation necessary depends on what is proposed, but for major applications a draft DAS is recommended.

The next pages contain a table that offers guidance as to the information that may be expected to support an application. This will be dependent on the location, nature, size and complexity of a development scheme. Providing as much information as possible at Pre-App and Outline stage is likely to facilitate a smoother consideration at Reserved Matters.

## Information that will help enable an effective urban design assessment including a description of information expected and reason.

### 1. Local Context Assessment

Local Context Assessment including Neighbourhood Transport Plan and maps showing what schools, bus stops facilities, play areas and amenities are in the wider area and the streets, cycle paths and footways that connect the site with them, as well as the local Green and Blue Infrastructure framework which could be used or enhanced.

### 2. Urban Design and architectural context analysis

Brief urban design and architectural context analysis, showing the relevance of the context and distinctive design characteristics within the area and, if relevant, that of exemplar practice elsewhere that has influenced the concept.

### 3. Urban Design Constraints and Opportunities Plan

Urban Design Constraints and Opportunities Plan – should include as

much information as possible on aspects that could be deemed to influence the design should be captured on this, i.e. topography, site boundaries, rights of ways, views in and out, ecology and landscaping, flood mapping, utilities.

### 4. Urban Design and Landscape Concept Plan

This should be initial step in the design evolution - a simple sketch that highlights and communicates the basic vision for the new place. Drawings should have adequate detail (visually and in words) but should generally not appear as fully resolved detailed designs.

### 5. Illustrative Masterplan

There is no formal description of a masterplan and every design team will have their own individual approach, but in general it is the overarching illustrated spatial layout, which is used to structure land use and development and is necessary to visualise the proposals in

2D and will include, for example, active frontages, walking/cycling routes, nodes and any notable landmarks

### 6. Sketch Layout

Indicative site layout is used to demonstrate site capacity in accordance with design principles. The sketch layout should show a realistic mix, dwelling sizes, parking, gardens and plot numbers. (It is not expected that reserved matters planning layouts replicate outline sketch layouts.)

### 7. Site Layout / Planning Layout

Site layout would detailed design of the whole application site, generally at 1:500 scale and appropriately annotated

### 8. Movement Parameter Plan

Movement Parameter Plan - showing convenient, legible (and continuous where appropriate) networks for all modes relating to block structure and development scale.

### **9. Density Scale and Massing Parameter Plan**

Density Scale and Massing Parameter Plan - should avoid generic principles of low-density edge and high-density core. The density should respond to the urban design strategy that is more nuanced and considers the wider context and opportunities, focusing density on public transport routes, community facilities and public realm spaces that benefit from being more vibrant.

### **10. Open Space / GI & BI Parameter Plan**

Open Space / GI & BI Parameter Plan – distinguishing the different types of open space, i.e. SuDS, retained landscape, accessible POS, Local Equipped Areas for Play (LEAPs), Teen Shelters, allotments, formal recreation areas, inaccessible wildlife zones

### **11. Design Rationale and Evolution**

Design Evolution – evidence showing rationale and drafts of any other options explored.

### **12. Design Compliance Statement**

Design Compliance Statement - summarising how the vision of the REM concept relates to that of the OUTLINE.

### **13. Statement of Community Involvement**

Statement of Community Involvement - showing how local opinions have been analysed and the design has responded to these.

### **14. Housing Mix Data**

Tables / pie charts showing the proportions of household sizes used to generate the final or indicative market and affordable mixes and overall Amount and net density in dwellings per hectare

### **15. Affordable Housing Layout Plan**

A version of the site layout highlighting the location of all affordable accommodation and associated parking and private amenity space. Its purpose is to clearly show the distribution of the different tenures and demonstrate that a tenure-blind approach to the site's design has been followed.

### **16. Materials Plan**

Materials Layout Plan with annotation to explain concept of distribution and what would make the scheme distinctive

**Information that will help enable an effective urban design assessment including a description of information expected and reason.**

**17. Building Plans and Elevation Drawings**

Building Elevations with annotation describing appearance of all items on façades. Photo samples of the main facing materials should be submitted, otherwise a swatch. Local planning authority will generally condition for a sample panel to be erected to verify appearance of the actual material onsite. For historic buildings and/or buildings within a Conservation Area an annotated vertical 'strip section' through the roof and outside wall will be required to identify the profile of fascia/eaves, sills and string courses to establish these are respectfully expressed.

**18. Boundaries Plan**

Boundaries Plan (colour coded) and Boundaries Details Sheets (elevations + sections). Include any boundaries related to changes in levels. Can be part of External Works Plan with other hard landscape details if it is easy to read. Indicate locations of ecological features such as 'hedgehog highways'.

**19. Site Sections**

Site Sections accounting for critical topography or adjacent development

**20. Street Scenes**

Street Scenes of key routes and spaces

**21. GI and BI detailing**

The DAS should indicate what facilities would be provided to support the function of open spaces, such as paths, seats, lighting, bins, picnic tables, bike parking, natural play. (NDG para 93). All these features have upfront costs which affect viability and so a benchmark of quantity and quality is important to indicate at Outline.

**22. Landscape Plan**

Landscape Plan detailing to include details of root protection barriers and appropriate street furniture strategy for within the public realm and POS. Provisions and details of LEAPs, Teen Shelters also expected. Additional section details of root protection barriers, any cellular structures required to prevent soil compaction.

**23. Isometric sketches and 3D models**

At the Pre-app and Outline application stages, rough sketches illustrating initial thoughts and proposals are fine. For later stages, isometric or CGI 3D modeling of special buildings and the development at key locations is expected.

**24. Bin Storage and Collection Strategy Plan.**

Bin Storage and Collection Strategy Plan. Terraced housing in particular should be demonstrated to function well.

**25. Engineering Plan**

Engineering Plan showing all levels (showing level thresholds), numbers of steps, retaining wall heights or tanking.

**26. Drainage Plan**

Indicative plot drainage plan showing any street tree planting and root barriers to demonstrate no conflicts

**27. Adoptable Highways Plan**

Proposed adoptable highways plan and POS management plan if any areas fall outside adoption and private conveyance.

**28. SuDS Plans and Sections**

SuDS Plans and Section detailed drawings (including all hard and soft landscaping, e.g. enclosures, headwalls, bridges, pump stations)

**29. Parking and Cycle Parking Plan**

Parking Plan, showing even spread of visitor parking and Cycle parking strategy showing details and location of each facility, to ensure adequate space is provided.

**30. Lighting Plan**

Indicative lighting plan also showing any proposed street tree planting and root barriers to demonstrate no conflicts. Indicative Lighting Plan and strategy for any private drives and courtyards should be included.

**31. Sustainability Strategy**

Sustainability Strategy - with a plan annotating how design maximises resilience (see NDG para. 135 -149). 'Standard' house types / roof types may not be adequate and modifications may be required to their form, depending on their position and orientation.

**Information that will help enable an effective urban design assessment including a description of information expected and reason.**

**32. Public Art Strategy**

Public Art Strategy with evidence of engagement of local artist and arts officer

**33. Accommodating wildlife**

Elevation drawings illustrating where integral swift and bat bricks are to be fitted into external walls, and site layout plans illustrating where hedgehog and wildlife corridors are being proposed and linked to existing GI should be included in addition to other ecological information required. (See Wiltshire Council's website for details.)

Note: During Reserved Matters, where the information has already been submitted at Outline, a Design Compliance Statement may be acceptable as opposed to resubmission of the same plans again



## Appendix D – Design Guidance for Householder extensions

**Note: The creation of a dedicated Wiltshire Householder Design guide for extensions, with illustrations is being considered. Also note that Neighbourhood Plans may also include their own Householder Design Guidance. In the interim, the following guidance is recommended.**

**Where applications relate to listed buildings, reference should be made to [Historic England's suite of design guidance](#)**

### Form

- Proposed extensions should be carefully considered to respect the original building and the neighbouring properties. The design of the extension will depend on many factors that include the location, plot shape and size proximity to neighbours. The design could replicate the style, form, rhythm, materials and architectural detailing of the original house or by contrast be designed with a modern or traditional aesthetic.
- The proposed extensions and alterations should not dominate the existing building: in other words they should be subservient and appear as additions in a 'supporting' role.
- Extensions should not be unduly overbearing or unduly obtrusive to neighbouring properties.
- Where a flat roof is appropriate on a single storey extension the roof should relate to original horizontal elements such as canopies, string courses, or to the line of change between materials, e.g. brick to render or tile hanging. Brick on edge coping is usually more satisfactory than a timber fascia board. The roofline of the extension should generally follow through or be lower than the original.
- If the purpose of the extension is to provide accommodation for a relative, it should not have a separate entrance or staircase. The extension should be internally connected to the rest of the house and should share facilities such as a kitchen.
- Extensions should fit into the general street scene, e.g. considering the character of the architecture, materials, scale, separation and changes in levels along the street.

## Windows

- The design, position and size of windows and doors on the extension should reflect the design, position and size of the ones used in the main house. Windows should not directly overlook neighbouring properties.

Ideally, any vertical or horizontal emphasis or hierarchy of windows should be followed.

- The design of any dormer windows should reflect the style, proportion materials and shape of the existing house and roof design and only be designed to provide light to existing spaces and not as an opportunity to create an enlarged floor area.

## Details

- External finishes, materials and architectural features will affect how your extension looks. Normally, the brick/stone/render colour/type and the mortar joints should match those of the existing house. Similarly, the design, proportions and position of joinery details, windows and doors should respect those of the original building.

## Plot

- Detached outbuildings and garages placed in front of houses are not normally acceptable, nor should they exceed 1 storey in general.
- A minimum distance of 6m should be provided between the front of a garage and the adjoining footway, cycleway or road.
- Where possible an existing direct access to a rear garden should be retained.

## Appendix E – Local information on context

### County in general

**Wiltshire's natural and historic environment:**

[Archives, heritage and conservation](#)

[Biodiversity, landscape and design](#)

[Historic Landscape Characterisation:](#)

[Case Studies](#)

[Wiltshire and Swindon Historic](#)

[Environment Record](#)

[Wiltshire Farmsteads](#)

**Wiltshire Council's Visions and Strategies:**

[Climate change](#)

[Business Plan](#)

[Wiltshire's Joint Health and Wellbeing Strategy](#)

[Wiltshire Local Transport Plan](#)

[Bus Service Improvement Plan](#)

[Wiltshire Playing Pitch Strategy website](#)

**The economy of Wiltshire:**

[Economic Development](#)

[Local Housing Needs](#)

**Wiltshire as a place for people to live and visit:**

[Travel and tourism](#)

### Specific Sites within the administrative boundary of Wiltshire Council

**The Cotswolds National**

**Landscape design guidance:**

[Position Statements on key issues affecting the National Landscape](#)

**Cranborne Chase & West**

**Wiltshire Downs National**

**Landscape design guidance:**

[Cranborne Chase & West Wiltshire Downs National Landscape](#)

**North Wessex Downs National**

**Landscape design guidance:**

[North Wessex Downs National Landscape](#)

**Stonehenge, Avebury and associated sites World Heritage Site:**

[Stonehenge and Avebury WHS Management Plan 2015](#)

**Various Neighbourhood Plans and Village Design Statements:**

[Neighbourhood Plans in Wiltshire](#)

Several town and parish councils within the county have written their own design guides. Therefore, before considering development opportunities please refer to the website of respective local councils to see what design guidance, Neighbourhood Plans and character statements etc. are available.

**Conservation Area Appraisals and Management plans:**

[Conservation Area Appraisals and Management plans website](#)

**Other**

Reference can be made to the Wiltshire Planning Explorer Map, where an abundance of spatial planning (GIS) information is publicly available:

[Wiltshire Council GIS Maps](#)

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# Wiltshire Design Guide

2023

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**Wiltshire Council**

**Wiltshire Council**

**Full Council**

**20 February 2024**

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**Notice of Motion No. 2024-01 – Supporting Wiltshire Farmers and Food Producers**

**From Cllr Nabil Najjar and Cllr Elizabeth Threlfall**

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**To consider the following motion submitted in accordance with the constitution:**

Wiltshire Council is committed to supporting local farmers and food producers across our county. Britain has some of the highest animal welfare standards in the world and Wiltshire Council should engage and work in partnership with our poultry, arable and livestock farmers to ensure they can continue to enhance our countryside, and contribute to our nation's food security.

The Council must work to support them by being sympathetic to diversification opportunities and by promoting local produce through our new Wiltshire Marque labelling programme.

As a Council, we will be vocal in opposing attempts to diminish the role our meat, dairy, and arable farmers play in our rural way of life.

In line with our environmental commitments, Wiltshire Council should, where practical, provide food at council events sourced from local suppliers. This includes meat, fish, dairy, fruit, and vegetables.

Wiltshire Council should also work to raise awareness of the importance of shopping locally, wherever possible, taking advantage of home-grown, affordable, and nutritious food, especially through our farm shops, reducing the “food miles” on our plates and supporting our producers.

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**Wiltshire Council**

**Full Council**

**20 February 2024**

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**Notice of Motion No. 2024-02 – S.106 agreements**

**From Cllr Mike Sankey and Cllr Nic Puntis**

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**To consider the following motion submitted in accordance with the constitution:**

This Council requires the completion of a community sporting use management plan involving all relevant stakeholders as a pre-cursor to future section 106 agreements involving the delivering of facilities that involve community sporting use.

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**Wiltshire Council**

**Full Council**

**20 February 2024**

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## **Parish Name Change Review**

### **Summary**

To consider proposals to change the names of two parishes as recommended by the Electoral Review Committee.

### **Proposals**

#### **That Council:**

- 1) Approve the name changes to the following parishes and parish councils:**
  - a) Luckington to be changed to Luckington and Alderton;**
  - b) Lea & Cleverton to be changed to Lea, Garsdon, & Cleverton**
  
- 2) Authorise the Solicitor to the Council to make any necessary legal orders and notifications to enact the above changes.**

### **Reason for Proposals**

To reflect community identity and interests

### **Perry Holmes**

**Director – Legal and Governance**

**Parish Name Change Review**

**Purpose**

1. To consider proposals to change the name of the parishes of Luckington, and Lea & Cleverton.

**Background**

2. Changing the name of a parish or parish council can be done through a Community Governance Review process in accordance with the Local Government and Public Involvement in Health Act 2007.
3. However, such a change may also be progressed under s.75 of the Local Government Act 1972.
4. As the latter would be a simpler process in terms of structure, consultation and decision, the Committee at its meeting on 21 September 2021 resolved that where a request was received solely regarding a parish name change, the s.75 process would be followed.
5. This report relates to requests from the parish of Luckington, which is located west of Malmesbury, within the Electoral Division of Sherston, and also to the parish of Lea & Cleverton, which is located east of Malmesbury, within the Electoral Division of Brinkworth.
6. S.75 allows the Council to change the name of a parish at the request of a parish council (or parish meeting if there is no council). This means that the Council may only approve or not approve that suggested name, and cannot substitute some other proposal. For instance, should a new suggestion arise as a result of a survey or another reason, unless the parish council had indicated formal consent for that alternative proposal it could not be approved through this process.

**Main Considerations**

7. Luckington Parish Council requested that the name of the parish be changed to Luckington and Alderton. It already informally refers to itself as Luckington and Alderton Parish Council, and indicated they had presumed this to be the formal name of the parish. The reason for the request was:

*To more accurately reflect the communities served by the Parish Council, which has historically represented the two neighbouring villages.*

8. Lea & Cleverton Parish Council requested that the name of the parish be changed to Lea, Garsdon, & Cleverton Parish Council. The reason for the request was:

*To properly represent the three habited areas that make up our parish.*

9. In order to change the name of a parish, a decision would be required by Full Council, who would then notify the Secretary of State, Director General of the Ordnance Survey, and the Registrar General, along with a parish name change order.
10. There are no specific consultation requirements where a change of parish name is being considered under s.75, only proscribed notifications after the event as detailed above. However, in each case an online survey was placed on the council's website. 1 response was received to the request relating to Lea & Cleverton, which was in support, stating the proposal was more inclusive.
11. It should be noted that the Committee has recommended, and Council approved, name changes in the past where no additional public responses were received beyond the request of the parish council, where the request was considered to be reasonable.

### **Safeguarding Implications**

12. There are no safeguarding implications.

### **Public Health Implications**

13. There are no public health implications.

### **Procurement Implications**

14. There are no procurement implications.

### **Risk Assessment**

15. There are no risk issues arising from this report.

### **Equalities Implications**

16. There are no equalities implications.

### **Environmental and Climate Change Implications**

17. There are no environmental implications.

### **Workforce Implications**

18. There are no workforce implications.

### **Financial Implications**

19. There are no financial implications.

### **Legal Implications**

20. This report is consistent with the requirements of s.75 of the Local Government Act 1972.

### **Options**

21. Full Council may approve the proposed name changes for the parishes as listed or decline to approve any change. If it considers a different name would be appropriate for either parish, consent of the relevant Parish Council would need to be sought.

## **Proposal**

22. That Council:

1) Approve the name changes to the following parishes and parish councils:

- a) Luckington to be changed to Luckington and Alderton;
- b) Lea & Cleverton to be changed to Lea, Garsdon, & Cleverton

2) Authorise the Solicitor to the Council to make any necessary legal orders and notifications to enact the above changes.

### **Perry Holmes - Director, Legal and Governance**

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### **Appendices**

None

### **Background Papers**

None