

AGENDA

Meeting: Cabinet

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

Date: Tuesday 6 February 2024

Time: 10.00 am

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

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

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

Membership:

Cllr Richard Clewer	Leader of the Council and Cabinet Member for Economic Development, Military-Civilian Integration, Heritage, Arts, Tourism, Health and Wellbeing
Cllr Laura Mayes	Deputy Leader and Cabinet Member for Children's Services, Education, and Skills
Cllr Phil Alford	Cabinet Member for Housing, Strategic Assets and Asset Transfer
Cllr Ian Blair-Pilling	Cabinet Member for Public Health, Leisure, Libraries, Facilities Management, and Operational Assets
Cllr Nick Botterill	Cabinet Member for Finance, Development Management and Strategic Planning
Cllr Jane Davies	Cabinet Member for Adult Social Care, SEND and Inclusion
Cllr Nick Holder	Cabinet Member for Environment and Climate Change
Cllr Ashley O'Neill	Cabinet Member for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities, and Area Boards
Cllr Caroline Thomas	Cabinet Member for Transport, Street Scene, and Flooding

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By submitting a statement or question for a meeting you are consenting that you may be recorded presenting this and that in any case your name will be made available on the public record. The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

Public Participation

Please see the agenda list 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](#).


Our privacy policy is found [here](#).

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

Part I

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

Key Decisions

Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are marked with the following symbol 

1 **Apologies**

To receive any apologies for absence.

2 **Minutes of the Previous Meeting** (Pages 5 - 10)

To confirm as a true and correct record and sign the minutes of the Cabinet meeting held on 16 January 2024.

3 **Declarations of Interest**

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

4 **Leader's Announcements**

To receive any announcements from the Leader of the Council.

5 **Public Participation and Questions from Councillors**

The Council welcomes contributions from members of the public.

This meeting is open to the public, who may ask a question or make a statement. Questions may also be asked by Members of the Council.

Written notice of questions or statements should be submitted to Democratic Services at committee@wiltshire.gov.uk by 12.00 noon on Wednesday 31 January 2024. Anyone wishing to ask a question or make a statement should contact the officer named above.

6 **Financial Year 2023/24 - Q3 Revenue Budget Monitoring** (Pages 11 - 46)

To receive a report from the Chief Executive and Deputy Chief Executive.

7 **Financial Year 2023/24 - Q3 Capital Budget Monitoring** (Pages 47 - 96)

To receive a report from the Chief Executive and Deputy Chief Executive.

8 **Corporate Performance and Risk Report 2023/24 Q3** (Pages 97 - 132)

To receive a report from the Chief Executive.

9 **Wiltshire Council Budget 2024/2025 and MTFs Update 2024/25-2026/27**
(Pages 133 - 286)

 To receive a report from the Chief Executive and Deputy Chief Executive.


10 **Housing Revenue Account Budget Setting including Dwelling Rent Setting 2024/25** (Pages 287 - 344)

 To receive a report from the Chief Executive and Deputy Chief Executive.

11 **Treasury Management Strategy Statement 2024/25** (Pages 345 - 384)

To receive a report from the Chief Executive and Deputy Chief Executive.

12 **Public Transport Strategy** (Pages 385 - 432)

 To receive a report from the Corporate Director, Place.

13 **Wiltshire Design Guide - Adoption as a Supplementary Planning Guidance**
(Pages 433 - 654)

 To receive a report from the Chief Executive.

14 **Revised Nutrient Neutrality Strategy** (Pages 655 - 664)

 To receive a report from the Chief Executive.

15 **Proposed Closure of Shalbourne Church of England Primary School**
(Pages 665 - 682)

 To receive a report from the Chief Executive.

16 **School Admissions Policies 2025/26** (Pages 683 - 754)

To receive a report from the Chief Executive.

17 **Wiltshire Council's Housing Board - Annual Report** (Pages 755 - 782)

To receive a report from the Chief Executive and Deputy Chief Executive.

18 **Urgent Items**

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

Part II

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

None

Cabinet

MINUTES OF THE CABINET MEETING HELD ON 16 JANUARY 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, Cllr Nick Holder and Cllr Ashley O'Neill

Also Present:

Cllr Tony Jackson, Cllr Gordon King, Cllr Dominic Muns, Cllr Mike Sankey, Cllr David Vigar, Cllr Derek Walters and Cllr Graham Wright

1 Apologies

Apologies were received from Cllr Caroline Thomas.

2 Minutes of the Previous Meeting

The minutes of the meeting held on 12 December 2023 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 12 December 2023.

3 Declarations of Interest

There were no declarations of interest.

4 Leader's Announcements

The Leader paid tribute to Cricklade & Latton Cllr Bob Jones MBE, who passed away on 4 January 2024.

Cllr Jones represented the Cricklade & Latton division since 2013 and was also a Member of Cricklade Town Council; Vice-Chairman of Wiltshire Council's Environment Select Committee; Vice Chairman of Royal Wootton Bassett and Cricklade Area Board; and Vice Chairman of the Dorset and Wiltshire Fire Authority. Before becoming a councillor, Cllr Jones served in the Royal Air Force and was also a recipient of the Member of the Order of the British Empire (MBE).

Cllr Jones was a committed public servant and represented the communities of Cricklade and Latton with a great deal of dedication and dignity. Bob was a very

active councillor and keen to get involved in a variety of roles and meetings, all with the purpose of positively representing his constituents and county.

The Leader reminded members that they had an opportunity to pay tributes to Cllr Bob Jones at the next Full Council meeting on 6 February 2024.

5 **Public Participation**

[Agenda Supplement 1](#) included details of questions submitted for the meeting, together with responses.

Cllr David Vigar asked a supplementary question about the possibility of seeking the views of the Ukrainian Refugees about their primary needs. Officers confirmed that plans were in place to undertake a survey and the request would be considered. He also commented on the potential to rent homes for the Ukrainian Refugees. The Leader explained the reasons for this not being possible, especially in the currently rental market conditions.

Andy Janes asked a supplementary question about nutrient Neutrality in as far as it related to Warminster. The Leader suggested and Cllr Botterill, as the relevant Cabinet Member, agreed to meet with Mr Janes outside of the meeting to consider the matter further.

6 **Safety Valve Update**

Cllr Laura Mayes, Deputy Leader of the Council and Cabinet Member for Children's Services, Education and Skills, presented the report which provided an update on the draft Safety Valve Plan.

The Deputy Leader, in introducing the report explained that the Leader of the Council and the Chief Executive were leading the work on this matter, demonstrating it's importance. She highlighted that changes to the Council's submission were made in response to Department for Education (DfE) feedback, in advance of the 12 January 2024 submission. With the revised version going forward to the Secretary of State for approval and to form the basis of a Safety Valve Deal for Wiltshire. Due to the ambitious approach of the Plan, the Programme Team would begin to deliver the Plan without delay to ensure key conversations take place before April 2024.

Cabinet was reminded that the Safety Valve Plan offers councils additional funds from the DfE to help with their historic deficits, so long as the Department is satisfied that the council can return their DSG to a balanced position over the period of the deal. In addition, there is the opportunity to bring additional capital investment into the county to address some of the capacity issues that have historically been present. The Deputy Leader highlighted that the scale of the challenge should not be understated and required a concerted effort from everyone in the Council's SEND system.

The Leader explained his original views about the proposals and how these had changed over time and in listening to other Cabinet members and officers. He

noted that all Councils were facing the same types of challenges to some degree and the issues had been caused by national policy. This created a set of challenges for the Council and delivery would be extremely challenging.

Cllr Graham Wright, Chair of the Overview and Scrutiny Management Committee, on behalf of Cllr Jon Hubbard Cllr Jon Hubbard, Chair of the Children's Select Committee, reported that the Select Committee had considered the report at their extraordinary meeting on 7 December 2023. It was noted that the Select Committee had considered the report in great depth and noted that the proposals allowed for investment to address the challenges being faced.

Cllr Gordon King, Deputy Leader of the Liberal Democrat Group, thanked the Leader for his kind comments about Cllr Bob Jones. Cllr King welcomed the update, agreed with the comments already made and indicated that this was indeed a complex issue with a number of associated risks.

Resolved:

- 1) To note the changes made to the Dedicated Schools Grant (DSG) Management Plan and the SEND Sustainability plan.**
- 2) To note the submission of these documents to the Department for Education (DfE) on 12 January 2024.**
- 3) To note the continued progress to reduce and remove the financial risk that the deficit in the High Needs Block (HNB) represents.**

Reason for Decision

The submission of amended documents to the DfE was agreed at Cabinet on the 12 December 2023 and this update ensures that Cabinet are kept apprised of the changes.

7 Recommissioning for the Provision of Advocacy Services for Adults

Cllr Jane Davies, Cabinet Member for Adult Social Care, SEND and Inclusion presented the report which outlined the statutory obligation of a local authority to provide an independent Advocacy Service for adults.

The Cabinet Member commented on the Council's contract spend for the current Whole Life Advocacy Service and unbudgeted spend for advocates to meet referral need as demand increases. Cllr Laura Mayes, Deputy Leader and Cabinet Member for Children's Services, Education and Skills explained that an Advocacy Service for children and young people would be delivered separately to the Adult Service using a tailored approach that is more appropriate.

Cabinet noted that young people and adults have been engaged, along with professionals who refer into the Advocacy Service, in the co-design of the specification. It was also noted that an essential element to be provided by the

Service is Peer Advocacy and the promotion of Self-Advocacy enabling people to develop skills to potentially self-advocate in the future.

The Leader reported that he was comfortable with assurances from the Cabinet Member about the process to recommission the Service and highlighted that there was a need to focus on prevention and aim for people to receive a level of independence through Self-Advocacy. He expressed a concern at the loss of the Integrated Care Board contribution towards the Generic element of the Service and children's budget used to implement an In-House Advocacy Service for Children and Young People.

Cllr Johnny Kidney, Chair of the Health Select Committee, reported that he and Cllr Gordon King, Vice-Chair of the Health Select Committee received a briefing on 15 January 2024. It was noted that they explored a number of areas during the briefing which included the reasons why adults and children were being commissioned separately and an understanding where the demand lay between statutory and non-statutory services. There were also some areas of on-going concern that would be included in the Select Committee Forward Plan for consideration at future Select Committee meetings.

Resolved:

- 1) To agree the procurement and award of an independent Advocacy Service for Adults, to focus on Statutory advocacy.**
- 2) To agree the development of a Service Specification for a commissioned supplier to deliver a Statutory Advocacy Service for Adults, which is informed by the views of people who have accessed advocacy, or who may access advocacy in the future, and the people who support them, together with those professionals, stakeholders and funding partners, who refer people for advocacy services.**
- 3) The decision to award an Adults Advocacy Service contract is delegated to the Director of Commissioning, by the Corporate Director for Resources & Deputy Chief Executive in consultation with the Cabinet Member for Adult Social Care, SEND and Inclusion,**
- 4) The decision how to deliver the Advocacy Service for Children and Young People is delegated to the Corporate Director of People, in consultation with the Deputy Leader and Cabinet Member for Children's Services, Education and Skills, to include either an in-house or commissioned service and the decision to award such a service.**

Reasons for Decision:

The purpose of this paper is to provide an update to Cabinet on the status of the Council's contracted Whole Life Advocacy Service which is delivered by an external Advocacy Supplier and which expires on 30/06/2024.

The current contract delivers a Whole Life Advocacy Service to children, young people and adults and delivers both Statutory and Generic Advocacy.

The provision of an independent Advocacy Service fulfils the Council's statutory obligations. Therefore, a recommissioned Advocacy Service should be in place from 01/07/2024.

The procuring of an independent Advocacy Supplier to deliver Statutory Advocacy for Adults under a procurement process will ensure that a contract is awarded to a Supplier who has been vetted to ensure they adhere to legal and quality standards together with financial parameters and ensures continuity of service for residents.

8 Urgent Items

There were no urgent items.

(Duration of meeting: 10.00 - 10.45 am)

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

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

This page is intentionally left blank

Wiltshire Council

Cabinet

6 February 2024

Subject: Financial Year 2023/24 - Quarter Three Revenue Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Executive Summary

This report informs members of the third quarterly revenue budget monitoring forecast position for the financial year 2023/24 based on the position at the end of November 2023, updated for any known significant changes in December 2023.

Quarter Three Revenue Budget Monitoring

Quarter three budget monitoring forecasts are based on information known as at 31 December 2023. These are still forecasts and will be subject to movement until the end of the financial year. As such they are still not certain and include estimation, particularly on areas such as income, demand and inflationary pressures.

The Net Budget set by Full Council for 2023/24 was £465.874m, and recommendations approved by Full Council at their meeting on 17 October 2023, included as part of the quarter one report increased this to £469.029m. This reflects the increased grant and funding from the additional Market Sustainability Improvement Fund grant of £2.773m and the £0.382m additional share of retained Business Rates for Council assets. The 2023/24 budget ensures that vital services to the residents, businesses and communities of Wiltshire continue to be provided and the council deliver on the commitments set out in the Business Plan. The budget includes over £26m of savings that need to be delivered in 2023/24.

The quarter three position forecasts a net underspend for the year of £0.634m. As the forecast variance is small and still exposed to change no proposal is made for this balance, and treatment will be requested at outturn when the final year end position is known. If an underspend position remains there will be a request to transfer funds to reserves.

This position will continue to be carefully monitored as we approach the end of the financial year.

For quarter three it is forecast that remaining pressures in services can be mainly offset by activity in corporate services through finance and investment income and levies and the overachievement of income in Leisure Services due to the earlier than forecast delivery of the saving from VAT changes confirmed by

HMRC. In addition, Highways and Transport has increased income from Street Works and Permits and Public Transport is maximising the use of Government grant, Bus Service Improvements Plan plus to manage the increasing pressures on Public Transport.

Proposals

Cabinet is asked to approve:

- a) The transfer of £0.068m from the Feasibility earmarked reserve to fund a feasibility study for the Super Bus Network;
- b) The transfer of £0.250m budget from the overachievement of income in Leisure operations to Libraries to address the £0.182m staffing overspend and increase the book fund by £0.068m;
- c) The transfer of £0.130m in 2023/24 from the Libraries and Leisure Programmes reserve to contribute to the Holiday Activity Food Programme;
- d) The gain in income Business Rates in 2023/24 of £8.666m be transferred into a new High Needs reserve;
- e) The transfer from the Collection Fund Volatility reserve, as follows:
 - I. £6m to the General Fund reserve
 - II. £6m to the Insurance reserve
 - III. £2.572m to the High Needs Reserves
- f) The transfer of £2.007m balance of the Latent Demand reserve to the Transformation reserve
- g) The movement in DSG reserve as tabled in table 12 bringing the total DSG reserve to a £56.247m deficit position.

Cabinet is asked to note:

- h) the current revenue budget is forecast to underspend by £0.634m by the end of the financial year.
- i) the current forecast savings delivery performance for the year.

Reason for Proposals

To inform effective decision making and ensure sound financial management as part of the Councils overall control environment.

To inform Cabinet on the forecast revenue financial position of the Council for the financial year 2023/24 as at quarter 3 (31 December 2023), including delivery of approved savings for the year.

Terence Herbert

Chief Executive

Andy Brown

Deputy Chief Executive and Corporate Director of Resources

Wiltshire Council

Cabinet

6 February 2024

Subject: Financial Year - Quarter Three Revenue Budget Monitoring

Cabinet Member: Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Purpose of Report

1. To advise Members of the Revenue Budget Monitoring position 2023/24 Quarter 3 (31 December 2023) for the financial year 2023/24 with suggested actions as appropriate.

Relevance to the Council's Business Plan

2. Budget monitoring and reporting supports 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.
3. Providing updates on the medium term financial strategy and budget for future years supports effective decision making and the alignment of resources to the Council's priorities and objectives as laid down in the Business Plan.

Background

Revenue Budget Monitoring 2023/24 – Quarter Three

4. The Council approved a net budget for 2023/24 of £465.874m at its meeting on 21 February 2023. Recommendations included within the quarter one budget monitoring report were approved by Full Council at their meeting on 17 October 2023 that increased the net budget to £469.029m. This reflects the increased grant and funding from the additional Market Sustainability Improvement Fund grant of £2.773m and the £0.382m additional share of retained Business Rates for Council assets.
5. This is the third report for the financial year and includes a summary of the movements to the original budget since it was set by Full Council in February 2023. This summary can be seen in Appendix A.
6. The following paragraphs focus on forecast outturn variances against the approved budget based on information as at 31 December 2023. They also set out the underlying pressures currently estimated within the service areas.

7. The forecasts at this stage of the year have helped inform the base budget requirements for the following year and they also ensure that the budget papers can clearly set out the plans for the reserves. The forecasts still contain an element of uncertainty and are forecasts for known items and commitments and estimates on a forecast for the remainder of the financial year. The current economic position and inflation continues to expose council services and the financial position to additional risk of changes in some areas.

Main Considerations for the Council

Revenue Budget

8. Since the quarter two report the Council has continued to manage its overall financial position effectively and the forecast underspend has moved favourably by £0.232m to £0.634m as at quarter three. Table 1 below shows the movement in variance from quarter two to quarter three.

Table 1 – Summary forecast for Quarter Three 2023/24

	Original Budget	Revised Budget	Forecast	Variance	Variance Qtr 2	Movement From Qtr 2 to Qtr 3
	A £m	B £m	C £m	D (C-B) £m	£m	£m
Corporate Director People						
Adult Services	178.684	180.514	184.492	3.978	3.208	0.770
Public Health	0.862	-	-	-	-	-
Education & Skills	29.269	29.278	30.299	1.021	1.154	(0.133)
Family & Children Services	62.723	64.247	65.636	1.389	1.375	0.014
TOTAL PEOPLE	271.538	274.039	280.427	6.388	5.737	0.651
Corporate Director Resources						
Finance	6.367	6.458	6.472	0.014	0.144	(0.130)
Pensions	-	-	-	-	-	-
Assets	16.799	17.767	17.398	(0.369)	(0.523)	0.154
HR&OD	3.573	4.120	3.871	(0.249)	(0.249)	-
Transformation	0.533	0.560	0.575	0.015	0.015	-
Information Services	11.808	11.903	11.648	(0.255)	(0.435)	0.180
Commissioning	3.405	2.800	3.816	1.016	0.962	0.054
TOTAL RESOURCES	42.485	43.608	43.780	0.172	(0.086)	0.258
Corporate Director Place						
Highways & Transport	40.634	40.157	39.473	(0.684)	(0.107)	(0.577)
Economy & Regeneration	2.520	2.520	2.527	0.007	-	0.007
Planning	3.396	3.396	3.583	0.187	0.055	0.132
Environment	48.283	48.485	47.873	(0.612)	(0.074)	(0.538)
Leisure Culture & Communities	6.880	6.581	5.042	(1.539)	(1.500)	(0.039)
TOTAL PLACE	101.713	101.139	98.498	(2.641)	(1.626)	(1.015)
Chief Executive Directorates						
Legal & Governance	9.964	10.168	10.293	0.125	0.246	(0.121)
Corporate Directors & Members	3.147	3.147	3.287	0.140	0.135	0.005
TOTAL CEX DIRECTORATES	13.111	13.315	13.580	0.265	0.381	(0.116)
Corporate						
Movement on Reserves	2.457	2.457	11.123	8.666	-	8.666
Finance & Investment Income & Expense	25.043	24.944	20.735	(4.209)	(4.209)	-
Corporate Costs	4.034	5.434	4.924	(0.510)	(0.500)	(0.010)
Corporate Levies	5.493	4.093	3.994	(0.099)	(0.099)	-
Covid	-	-	-	-	-	-
TOTAL CORPORATE	37.027	36.928	40.776	3.848	(4.808)	8.656
TOTAL GENERAL FUND	465.874	469.029	477.061	8.032	(0.402)	8.434
Funding						
General Government Grants	(77.393)	(80.548)	(80.548)	-	-	-
Council Tax	(332.187)	(332.187)	(332.187)	-	-	-
Collection Fund Surplus	(6.850)	(6.850)	(6.850)	-	-	-
Business Rates Retention Scheme	(49.444)	(49.444)	(58.110)	(8.666)	-	(8.666)
TOTAL FUNDING	(465.874)	(469.029)	(477.695)	(8.666)	-	(8.666)
TOTAL VARIANCE	(0.000)	0.000	(0.634)	(0.634)	(0.402)	(0.232)

Overview of Quarter Three Monitoring

9. Overall, the quarter three report forecasts a net underspend of £0.634m, and details of the significant variances within service areas are included below. This is the third report of the year 2023/24 and shows an improved forecast financial position and details of the significant variances within service areas are included below. There are some variances that affect all service areas, and an explanation is given below for these.
10. As reported as part of setting the budget in February 2023 the Pay Award for 2023/24 was budgeted for at 4.5%. The pay award has now been agreed and is higher than this, and an average increase across all council staff of around 5.8% for 2023/24, which is an additional pressure of £2m.

11. For quarter three the pay award pressure has been included within service forecasts alongside saving proposals to mitigate the pay award pressure on the base budget. These proposals will deliver a permanent solution for the 2023/24 pay award pressure in 2024/25. Where these proposals are not able to be delivered to meet the pressure in this financial year other compensating management action has been taken, such as delaying recruitment to ensure the financial position is managed.
12. As part of the outturn report for 2022/23 an earmarked reserve was prudently set aside for £2m to mitigate any pressure over and above the amount added to the budget for 2023/24. The quarter three forecast does require a draw from this reserve due to the mitigating management action described above.
13. Inflation is currently running around 2% higher than the average CPI increase estimated and included in the 2023/24 budget and has remained higher than forecasts during the year. Services continue to manage these inflationary pressures or where the pressure is not able to be managed, have reported the pressure in the service forecast for 2023/24 and the MTFS update.
14. The Council also continues to see increasing demand and package costs in People Services largely from complex cases, pressure in SEND Transport and an underachievement of income for fees and charges in Planning and Car Parking. For quarter three it is forecast that these pressures in services can be offset by savings in Corporate services on Financing and Investment Income and Levies and the overachievement of income in Leisure Services due to the earlier than forecast delivery of the saving from VAT changes confirmed by HMRC, Street Works and Permits from price increases implemented and by the use of Government grant, significantly the Bus Service Improvements Plan Plus to manage the increasing pressures on Public Transport.

Corporate Director – People

Table 2 – Forecast as at Quarter Three 2023/24 Corporate Director People Position

		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Forecast</i>	<i>Variance</i>
		A £m	B £m	C £m	D (C-B) £m
Corporate Director People					
Adult Services	Gross Income	259.282 (80.598)	266.475 (85.961)	275.305 (90.813)	8.830 (4.852)
	Net Exp	178.684	180.514	184.492	3.978
Public Health	Gross Income	21.516 (20.654)	21.334 (21.334)	21.334 (21.334)	- -
	Net Exp	0.862	-	-	-
Education & Skills	Gross Income	142.634 (113.365)	149.088 (119.810)	150.014 (119.715)	0.926 0.095
	Net Exp	29.269	29.278	30.299	1.021
Families & Children Services	Gross Income	68.239 (5.516)	70.318 (6.071)	71.707 (6.071)	1.389 -
	Net Exp	62.723	64.247	65.636	1.389
TOTAL PEOPLE	Gross Income	491.671 (220.133)	507.215 (233.176)	518.360 (237.933)	11.145 (4.757)
	Net Exp	271.538	274.039	280.427	6.388

Adult Services: Budget £180.514m, £3.978m overspend

15. The Adult Services forecast overspend of £3.978m includes £0.242m of unachievable savings. £0.200m Day Services Utility and £0.042m of the £0.300m Wiltshire Care Home Efficiency saving is also as a result of contract negotiation delays and is being mitigated through savings made on the reduced need to purchase 24 and 12 hour care.
16. The majority of the overspend is due to the increased costs of packages of care above that budgeted as a result of increased provider staffing costs and the areas of the care market that are less sustainable. This is also, in the main, the reason for the £0.770m adverse movement from quarter two.
17. In Whole Life Pathway it has been necessary to increase the price of packages of care to keep the market sustainable. As previously reported, there are a number of extremely high-cost packages coming through for existing and new service users. The customers that are being referred to the service are increasing in complexity with a notable increase in the people who have autism and mental health needs. Supporting the market by paying increased prices has been possible due to the receipt of the additional Market Sustainability funding.
18. Transforming Adult Social Care (TASC) has recently been relaunched following the appointment of the new Head of TASC and Quality. The relaunch has revisited the vision for TASC and identified priorities for the programme. The Self-Directed

Support (SDS) project is focusing on improving people's access to Direct Payments, Individual Service Funds, Personal Health budgets and community catalyst. TASC has a focus on prevention, and this is evident in the Technology Enabled Care (TEC), Practice development and quality assurance, and prevention and community projects. Practice development guidance is being developed to ensure that all staff within the department are using a strength based, preventative approach which will benefit people who use adult social care whilst at the same time delivering savings.

Public Health: Budget £0.000m, nil variance

19. In 2023/24 the Public Health Grant is £18.718m, this is an increase from the £18.602m reported at quarter two due to an uplift given for Non-NHS pay. The grant being spent on activities such as the Public Health Nursing service, Drug and Alcohol Substance Use services, Sexual Health services, Domestic Abuse services for Wiltshire and a wide range of health improvement services such as health improvement coaches. In addition, an estimated draw of £1.410m from the public health reserve is forecast to be required to fund these activities as well an estimated draw of £0.180m from the Domestic Abuse reserve. Public Health have achieved the £0.616m of savings in the budget for 2023/24

Education & Skills (School Effectiveness, SEND & Inclusion): Budget £29.269m, £1.021m overspend

20. The services in this area fulfil numerous statutory duties with a mixture of local authority and Dedicated Schools Grant (DSG) funding. The majority of the local authority funded services are forecast to largely be aligned with budget. The largest exceptions are outlined below.

21. Where eligible, 5–16-year-old school children with an Education, Health and Care Plan (EHCP) can take up free school transport. The forecast expenditure for school transport for learners with an EHCP is £1.530m overspent representing 8.99% of the SEND transport budget which is a slight improvement on the Q1 forecast. The travel savings of £0.500m have been achieved to date following route planning and re-contracting. The budgeted numbers of pupils are not significantly different from forecast however the average unit cost has increased from a budgeted £8,743 to a forecast £10,719 per pupil. This forecast includes estimates of cost for the new operating arrangements with leased vehicles and council drivers to support Silverwood school campuses which have had a positive impact on both sufficiency of transport provision and pricing in the wider marketplace.

22. Premature retirement costs for schools are forecast to overspend by £0.108m where restructure costs are funded for schools in deficit.

23. Recruitment difficulties that services have faced this year have resulted in projected underspends for both School Effectiveness, Targeted and SEND and Inclusion service areas (£0.617m underspend). Recruitment is ongoing.

24. MTFs savings in this service total £1.141m. The majority of these are fully achieved, on track or have alternative funding arrangements in place for 2023/24.

Families & Children Services: Budget £64.723m, £1.389m overspend

25. This service protects, cares for and supports vulnerable children and families with the greatest needs, including children in care, disabled children, and those at risk of harm in a demand driven service area, offset by successful prevention.
26. The budgeted number of children in care for 2023/24 financial year is 464. The actual number of children in care is 462 (December 2023) which is within the service set target range of 407-469. The proportion of children and young people in external residential placements is 10% (equivalent 46 young people) all placement types remain consistent and broadly within expected ranges.
27. The main factor causing budget pressure and overspend is the cost of individual residential placements, in the context of a national placement sufficiency crisis. Whilst Wiltshire has been able to keep the number of children in care stable due to its successful prevention work, other neighbouring Local Authorities have not; meaning an overall increased demand for placements in a market that cannot meet the demand. This results in significant competition for placements and has led to the market increasing prices. This issue is being addressed within the government's reforms and strategy Stable Homes, Built on Love, but this is yet to see impact. The main strategy to reduce residential placement costs is the new contract that will deliver residential placements in Wiltshire, as previously approved by Cabinet. This provider was originally expected to commence delivery in October 2023 however, delays including Ofsted registration mean this is now expected from April 2024, and this has subsequently had a negative impact on forecast expenditure in external residential placements. Expansion of this contract is being explored to ensure additional capacity in Wiltshire.
28. There are a number of over 18 young people who are supported as care leavers and the length of time these young people remain supported and the price of their packages of care are also leading to a significant cost pressure as many of them are resident outside Wiltshire. In response to this a capital budget is requested in the MTFs to facilitate the purchase of accommodation including solo use children's homes, supported accommodation and accommodation for care experienced young people. A tendering exercise is then planned, and the savings target for 2024/25 based on local provision specifically commissioned at a reduced cost.
29. In addition, the national social work recruitment and retention challenge continues. A specific workforce strategy is in place and remains a priority. As part of this campaign, Wiltshire is committed to "growing its own" social workers so a greater number of staff on the ASYE (Assessed and Supported Year in Employment) (Assessed and Supported Year in Employment) for newly qualified social workers are employed. The result of this approach is that these staff are at the beginning of their careers and there are reduced salary costs. Despite forecast agency spend of £1.158m, there is a net forecast underspend across all teams of £0.736m. This reflects the challenge in recruiting high calibre agency staff to manage the permanent vacancies, rather than a lack of desire to recruit. Creative approaches, such as recruiting non-social work qualified staff to support work temporarily are adopted.

30. Placement saving plans are on-going but are offset by significant market price increase pressures which, despite steady numbers of children in care lead to a forecast overspend of £2.742m for social care placements. The pressure remains largely for external residential placements and, support and accommodation costs of 16 to 25-year-old young people. These base budget pressures include a forecast underspend of £1.233m for foster care placements. 58% of our children are placed with in house foster carers, the target being 65%. The recruitment of foster carers remains a challenge, despite best efforts. This is due to a national sufficiency crisis in the placement market. This challenge applies to independent fostering agencies also, meaning that more children are being placed in residential care which have significantly increased in unit cost post pandemic. A placement sufficiency strategy action plan is in place, led and reviewed monthly by the Director to ensure tight grip on the progress and spend in this area.
31. We have recently been informed that the Southwest has successfully passed stage 2 of the Department for Education Fostering Recruitment and Retention programme application which is being led by Wiltshire and Cornwall. This should support the increase of in house foster carers, reducing the budget pressures and need to use residential placements.
32. Assumptions made around increases in special guardianship and adoption orders have not come to fruition presenting a forecast underspend of £0.306m in these areas. It is possible these areas could still increase as per budget planning assumptions the impact of which would be the forecast underspend reduces whilst there is a positive counter effect on the placements budget.
33. Young people can be supported as Care Experienced young people until 25 years, and we are seeing higher numbers of young people choosing to be supported for longer periods due to the current challenging economic climate, which is resulting in additional support costs, leading to a forecast overspend of £0.144m in addition to the support and placement cost pressure of £2.039m included in the overall placement pressure above. Work is on-going to ensure consistent support and for all young people. These additional burdens are not funded by central government and despite additional MTFS growth in this area, the length of time young people is supported continues to grow and push costs up. Market expansion and sufficiency in this area is being explored including more preparation for independent living placements within Wiltshire.
34. The council provides placements for unaccompanied asylum-seeking children (UASC) and current numbers of these young people under 18 years of age are 44. In addition to this we have 78 unaccompanied asylum-seeking young people who are care experienced. Based on our quota of 0.1% of Wiltshire's population we should be taking 106 UASC who are under 18 years of age from the National Transfer Scheme (NTS) scheme so we can expect a further 62, although the timing of this is unclear at this point. Regional arrangements may change in this and the next few financial years. This is in addition to any spontaneous arrivals. Grant funding is available for under 18s is a daily rate which on average, covers support and accommodation costs. Grant funding for over 18s is a weekly rate which does not cover costs adequately. There is pressure on Wiltshire support and accommodation marketplace due to lack of available independent housing options

for these young people to move onto once they have right to remain – this work is part of the overall placement strategy programme.

35. New Home Office guidance for unaccompanied minors travelling from Ukraine, means that they will be eligible for a private fostering service up until they are 18 (the mainstream service is up to 16). We have 28 children subject to private fostering arrangements currently and 4 of these are from the Ukraine. Home Office funding has been provided to contribute to the staff cost of supporting these children.
36. Total savings approved for 2023/24 are £1.110m for this service, and due to factors described above, delivery of these is challenging. Robust delivery plans are in place and two staff savings, within the families and children's service, risk rated as red have mitigations proposed for 2023/24 until these savings are achieved in full in 2024/25.
37. A number of small other variances comprise the balance of the forecast overspend.

Corporate Director - Resources

Table 6 - Forecast as at Quarter Three 2023/24 Corporate Director Resources Position

		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Forecast</i>	<i>Variance</i>
		<u>A</u> £m	<u>B</u> £m	<u>C</u> £m	<u>D (C-B)</u> £m
Corporate Director Resources					
Finance	Gross	80.550	80.723	83.394	2.671
	Income	(74.183)	(74.265)	(76.922)	(2.657)
	Net Exp	6.367	6.458	6.472	0.014
Pensions	Gross	1.733	2.533	2.461	(0.072)
	Income	(1.733)	(2.533)	(2.461)	0.072
	Net Exp	-	-	-	-
Assets	Gross	23.185	24.120	24.021	(0.099)
	Income	(6.386)	(6.353)	(6.623)	(0.270)
	Net Exp	16.799	17.767	17.398	(0.369)
HR&OD	Gross	5.706	6.430	6.106	(0.324)
	Income	(2.133)	(2.310)	(2.235)	0.075
	Net Exp	3.573	4.120	3.871	(0.249)
Information Services	Gross	12.229	14.751	14.585	(0.166)
	Income	(0.421)	(2.848)	(2.937)	(0.089)
	Net Exp	11.808	11.903	11.648	(0.255)
Commissioning	Gross	5.217	3.465	4.323	0.858
	Income	(1.812)	(0.665)	(0.507)	0.158
	Net Exp	3.405	2.800	3.816	1.016
Transformation	Gross	0.539	0.566	0.581	0.015
	Income	(0.006)	(0.006)	(0.006)	-
	Net Exp	0.533	0.560	0.575	0.015
TOTAL RESOURCES	Gross	129.159	132.588	135.471	2.883
	Income	(86.674)	(88.980)	(91.691)	(2.711)
	Net Exp	42.485	43.608	43.780	0.172

Total Resources: Budget £43.608m, overspend £0.172m

Finance: Budget £6.458m, £0.014m overspend

38. Overall, Finance is forecasting costs to be largely online for quarter three. Within this, Accountancy has additional resources in place to support the ongoing work on the statement of accounts and this pressure of £0.079m is being partly offset by vacancies in other teams within Finance.

39. Revenues and Benefits is forecasting a net pressure of £0.262m mainly as a result of the supported living accommodation costs with non-registered providers. The Council is only able to claim the rent element from Government and must cover the cost of support direct. Supported Living is used to support vulnerable people, including those with substance misuse dependencies and help transition back into the community. This is driven by the cost of temporary accommodation and the loss of subsidy when people are housed in hotels. Another factor influencing this position is a significant increase in the number of people housed in supported accommodation that is not provided by a registered charity or Registered Social Landlord.
40. The Council received £2.524m grant for the Energy Bill Support Scheme (EBSS) in 2022/23 which it continues to administer on behalf of government and passport to residents. This scheme provides a one off £400 non repayable support payment for eligible households that were facing increased energy costs but had not received any other support payment to help with their bills between 1st October 2022 and 1st March 2023. Government extended the deadline on the scheme, and this closed in September 2023. New Burdens grant of £0.105m is to be received in 2023/24 to cover the administration costs of the scheme.
41. From quarter three, the Revenue and Benefits service is reporting additional court fees recovered of £0.077m due to the service making efforts to clear a backlog of amounts due relating to previous years.
42. The remaining balance, a net underspend against expenditure of £0.117m and income of £0.028m is due to some smaller adverse and favourable variances on costs such as professional fees, consultants, ICT and transport costs and underspends against cash collection, court and bailiff fees due to a reduction in cost and demand.
43. Overall, this represents an improvement in the position since quarter two of £0.130m. The main factors contributing to this improvement are the additional court fees recovered and a reduction in the staffing projection due to additional vacancies in the service.

Assets: Budget £17.767m, £0.369m underspend

44. Assets is forecasting a £0.369m underspend as at quarter three. This is a change in the position since quarter two of £0.153m.
45. Utility costs are forecast to underspend by £0.733m. Energy Consumption has been lower than expected, the energy improvement projects being delivered through the carbon reduction programme have exceeded their forecast performance this year resulting in lower consumption. A relatively cool spring and summer has also contributed toward reduced utilities costs.
46. Due increased inflation and demand, the maintenance budget is already under pressure and the forecast for quarter three is that the budget will overspend by £0.435m. There are multiple variables that impact the maintenance spend aside from inflation, including the availability of materials, contractor capacity, weather and condition of the buildings that have both favourable and adverse financial impacts.

47. As part of 2023/24 budget, a saving proposal in relation to income generation from letting space at County Hall was approved for £0.313m, to date there has been little demand for this, opportunities continue to be progressed but this will not deliver as originally planned.
48. The above pressures are being mitigated and managed through some on going staffing savings, an underspend against Business Rates from revaluations and one-off unbudgeted income from across the rural and operational estate.

Information Services: Budget £11.903m, £0.255m underspend

49. Information Services are forecasting an underspend of £0.255m at quarter three, an increase in the forecast of £0.180m. The service continues to carry several vacancies, particularly in the Applications Team. The total underspend reported against staffing at quarter three is £0.296m. The staff in the new Evolve support function will be funded from underspend in the salary budget however, revenue funds will be transferred from a corporate budget line from 2024/25 to fund these staff on an ongoing basis.
50. An external contractor called PGMC has been contracted by the service to ensure that the Council is benefiting from the most competitive phone tariffs that are available. At quarter three it is estimated that this will lead to an underspend against budget of approximately £0.163m, this assumes that usage remains at current levels and does not increase.
51. The service is currently working through a number of contract renegotiations for network maintenance contracts, applications and Microsoft Support, which the service is projecting will result in an underspend of £0.471m in 2023/24 (a reduction in the underspend of £0.016m since quarter two).
52. The delay with the implementation of Oracle will continue to require Oracle and SAP systems to be dual run for 2023/24. The net cost at quarter three is estimated to be £0.547m, this is being offset by the above savings. This projection has increased by £0.067m since quarter two mainly due to additional licences that the service has had to purchase for the SAP legacy system and for other systems such as Blue Prism (relating to automation), Creed (relating to the New Careers Website) and Dragon (relates to accessibility). These additional costs have been offset slightly by the later go-live date of Oracle with full running costs only from November 2023.
53. Since quarter two there has been an increase in projected costs relating to photocopier and printing. Due to the variable nature of staff usage and invoicing pattern these costs these can be difficult to predict. This has reduced the previously reported underspend by £0.074m.
54. Since quarter two the service has a new contract with NCC Group Retainer relating to cyber security. This was not previously reported but the service has decided that it is too risky not to have this in place, resulting in a further reduction in the projected underspend of £0.054m.

Commissioning: Budget £2.800m, £1.016m overspend

55. In light of the 2022/23 outturn overspend position a base budget review has been undertaken. The outcome has identified pressure across the service in terms of staffing establishment not fully funded and identified income budgets that will not be achieved.
56. A priority is to maintain capacity to deliver a functional commissioning service to support People services. Income sources are mainly derived from Government grants e.g., Improved Better Care Fund, and these have been allocated to posts, identifying a shortfall which will be adjusted in the MTFS for 2024/25.
57. The position has moved slightly since quarter two with a small increase in the projection of £0.054m. This mostly relates to new starters in the Resources and Commissioning Team that joined the team after the last report that were not included in the previous projection.

Human Resources & Organisational Development: Budget £4.120m, £0.249m underspend

58. An underspend of £0.249m has been forecast, largely due the redeployment of staff to support key capital and transformational programmes such as Evolve and Adult Social Care.
59. In addition, the pilot of a new training provision has reduced costly demand resulting in a current underspend. With the introduction of the new Oracle system and improved talent management it is anticipated demand will increase for future years.

Housing Revenue Account: £0.578m adverse variance

60. The Housing Revenue Account (HRA) is reporting a £0.578m adverse variance against budget at Quarter three. This means that the projected transfer to HRA reserves is forecast to be £0.578m less than budget at Quarter three. This is a modest improvement in the projection since the last report of £0.019m.
61. At quarter three the service is forecasting rental income of £27.982m, an overspend of £0.155m (an improvement since the last quarter of £0.022m). The main contributory factor towards this variance has been high numbers of voids which the service is actively addressing and performance against this objective continues to be monitored. The reduced rent caused by the voids has been mitigated in part by the increased number of properties built and purchased so far, this financial year.
62. The Repairs & Maintenance Service is projecting to spend £7.054m at Quarter three, reporting a net overspend of £0.647m. This position mostly relates to the £0.650m pressure reported against HRA Operations maintenance spend (also reported at quarter two) and has been caused by the service having to use contractors to help clear the voids backlog and increase in cost of materials and ongoing pressure of inflation. The difference is made up of various other smaller variances against budget.

63. The service is forecasting a £0.153m underspend against Supervision and Management due to vacancies across the service.

64. The balance of the position comprises variances against various other lines.

Corporate Director – Place

Table 7 - Forecast as at Quarter Three 2023/24 Corporate Director Place Position

		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Forecast</i>	<i>Variance</i>
		A	B	C	D (C-B)
		£m	£m	£m	£m
Corporate Director Place					
Highways & Transport	Gross Income	55.537 (14.903)	55.060 (14.903)	58.796 (19.323)	3.736 (4.420)
	Net Exp	40.634	40.157	39.473	(0.684)
Economy & Regeneration	Gross Income	3.749 (1.229)	3.749 (1.229)	4.262 (1.735)	0.513 (0.506)
	Net Exp	2.520	2.520	2.527	0.007
Planning	Gross Income	10.083 (6.687)	10.083 (6.687)	9.847 (6.264)	(0.236) 0.423
	Net Exp	3.396	3.396	3.583	0.187
Environment	Gross Income	59.562 (11.279)	59.804 (11.319)	58.432 (10.559)	(1.372) 0.760
	Net Exp	48.283	48.485	47.873	(0.612)
Leisure Culture & Communities	Gross Income	20.885 (14.005)	21.785 (15.204)	22.102 (17.060)	0.317 (1.856)
	Net Exp	6.880	6.581	5.042	(1.539)
TOTAL PLACE		Gross Income	149.816	150.481	2.958
		(48.103)	(49.342)	(54.941)	(5.599)
		Net Exp	101.713	101.139	(2.641)

Total Place: Budget £101.139m, underspend £2.641m

65. As shown above the £49.342m of Place & Environment revised budget is derived from income, the table below breaks this down further by department.

Table 8 – Place Income Budgets by Department

Service		Fees & Charges, Other Income £'m	Grants, Contributions, Recharges £'m	Total Income Budgets £'m	Forecast Income Quarter 3 £'m	Variance £m
Highways & Transport	Highways	4.932	0.016	4.948	6.378	1.430
	Car Parking	8.379	-	8.379	8.914	0.535
	Passenger Transport	0.452	1.124	1.576	4.031	2.455
		13.763	1.140	14.903	19.323	4.420
Economy & Regeneration	Enterprise Network	1.244	(0.015)	1.229	1.664	0.435
	Major Projects	-	-	-	-	-
	Economic Regeneration	-	-	-	0.071	0.071
		1.244	(0.015)	1.229	1.735	0.506
Planning	Building Control	1.156	-	1.156	1.032	(0.124)
	Development Management	4.597	-	4.597	4.346	(0.251)
	Local Land Charges	0.884	-	0.884	0.846	(0.038)
	Spatial Planning	-	0.050	0.050	0.040	(0.010)
		6.637	0.050	6.687	6.264	(0.423)
Environment	Public Protection	0.828	0.018	0.846	0.934	0.088
	Natural & Historic Environment	0.055	0.017	0.072	0.359	0.287
	Climate Programme	-	-	-	0.106	0.106
	Waste	10.398	0.003	10.401	9.160	(1.241)
		11.281	0.038	11.319	10.559	(0.760)
Leisure Culture & Communities	Leisure	13.130	1.491	14.621	16.416	1.795
	Libraries & Heritage	0.350	0.233	0.583	0.644	0.061
		13.480	1.724	15.204	17.060	1.856
TOTAL PLACE		46.405	2.937	49.342	54.941	5.599

66. Fees & Charges income is more difficult to forecast as it is influenced by many different factors outside of the council's control and can fluctuate. For quarter three, Street Works, Permits and Leisure Centres are forecast to exceed budget, including the stretch target. These are offsetting other pressures across the directorate including pay award, various contract issues explained in the below paragraphs and the underachievement of income for Planning and Waste.

Highways & Transport: Budget £40.147m, £0.684m underspend

67. The Highways and Transport service is managing several pressures to report a forecast net £0.684m underspend at quarter three. Due to the delay to the start of the street scene contract and the significant rainfall, additional grass cutting was undertaken to meet highways visibility standards. Alongside this the new maintenance contract has commenced and the current position is showing spend pressures, which are largely due to the type of works being undertaken.

68. In finalising the Trowbridge Service Devolution & Asset Transfer Package, negotiations concluded with the Down cemetery transfer which is delayed to 2024/25. The £0.090m saving in relation to this element will therefore not be achieved in 2023/24. The saving proposal to advertise on bus shelters approved in 2022/23 for £0.100m will be delayed further, in line with the Public Transport review.

69. Stretch income targets for Car Parking are being closely monitored. The most recent forecasts show growth in income which now stands at £0.534m in excess of targets reflecting increased use of the car parks. This compares with a forecast under recovery for quarter three of £0.119m.

70. The above pressures are being mitigated by a forecast increased income across the service of £0.815m, principally from Street works and Permits. In addition, the service has vacancy savings for the three quarters of the year from difficulties with

recruiting and retaining staff forecast of £0.493m. The service is actively recruiting as this is key to delivering business priorities and capital improvement programmes.

71. The Council has been awarded a Bus Service Improvement Plan plus (BSIP plus) grant of £2.100m 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.
72. 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.
73. The Passenger Transport services continue to be under significant inflationary pressure when tendering contracts due to their early termination by contractors. This is affecting both school and public transport contracts and is forecast to be £1.683m pressure for 2023/24. For public transport contracts it is possible to use the BSIP PLUS grant to cover the cost of the increase and £0.620m grant has been included with the forecast. In addition, further income of £0.340m has been forecast, most significantly from increased income through concessionary fares where the Council has now taken back routes from providers.
74. The Capital Investment Programme Board has £0.600m available in an earmarked reserve to support services with feasibility funding. At its meeting held on 13 September 2023, the Capital Investment Programme Board reviewed a feasibility funding request from the Passenger Transport to assess the bus infrastructure and service improvements required to deliver the preferred priority Super Bus route. Pending the outcome of this feasibility study a subsequent request for capital would be made along with grant funding applications. The Board recommended that £0.068m is funded for this and Cabinet is asked to approve that the funding is provided from the earmarked reserves.

Economy & Regeneration: Budget £2.520m, £0.007m overspend

75. A small net overspend of £0.007m is forecast for the Economy & Regeneration Directorate.

Planning: Budget £3.396m, £0.187m overspend

76. Planning is reporting a net overspend position of £0.187m, which is a movement of £0.132m from quarter two. Forecasts have been updated to show Government set planning application fee increases which have been confirmed to come into effect from December 2023, these were previously forecast to come into effect from April 2024. Overall however, the first three quarters of the year is showing significant underachievement of income across Development Management,

Building Control and Local Land Charges, and the forecast for the year is an underachievement of £0.385m. This follows from continuing pressure on the housing market as a national issue.

77. In addition, ongoing pressures exist on appeals and legal costs, including counsel advice budgets, which are forecast to overspend by £0.232m. This continues to be a risk area for the service and is being monitored closely.

78. These pressures are being offset by a forecast £0.430m underspend on staffing. A full-service restructure is being undertaken in 2023/24 following on the outcome of the Planning Peer Review earlier this year. The restructure will address structural and capacity issues across the service and will help to resolve recruitment and retention difficulties, reducing reliance on agency staff.

Environment: Budget £48.485m, £0.612m underspend

79. Environment services are forecasting a net underspend of £0.612m. There is significant pressure on Waste services income due to the national economic position and its impact on volumes and sales income from the sale of recyclable waste materials. As seen in previous financial years this income is extremely volatile and hard to predict. The forecast is based on the actuals received for April to October and an average for the remainder of the year and the income is forecast to underachieve by £1.141m.

80. Government have announced intended changes to legislation and guidance following a consultation on preventing councils from applying charges for the acceptance of DIY waste at household recycling centres (HRCs). Crucial detail is awaited to inform when and how charges might still be applied, but in the immediate term this impacts directly on the savings target that was agreed for 2022/23 for charging of £0.100m which was not delivered and delayed to 2023/24 and the 2024/25 savings proposals for phase two of charging for £0.600m, these savings have been reduced in the updated MTFS as a result of this. There may also be an indirect impact on the saving proposal in 2024/25 for the reduction to HRCs opening hours of £0.200m, as this was in part based on a reduction in demand at HRCs as a result of charging, this saving has been pushed back to 2025/26 in the updated MTFS to reflect this.

81. The most significant mitigating element is a forecast £1.834m saving across the Waste management contracts due to tonnages being less than budgeted, a better rate than forecast for Landfill tax and a realignment on collection services contracts from finalising financial models and indexation increases. Indexation pressure for 2023/24 is currently being mitigated by this reduced tonnage. Additionally, other net variances come to a total of £0.082m. The table below shows the forecast tonnages and rates for the significant Waste contracts against the budgeted position, which are the main cost drivers for the Waste service.

Table 9 – Waste Contracts

Service:	2023-24 BUDGET						Budget Forecast Variance (£m)
	Tonnes			£/Tonne *			
	Budget setting F'cast (T)	Current Yr End F'cast (T)	Var (T)	£/Tonne (Budget Setting)	£/Tonne (Forecast)	Var (£)	
Provision and operation of Waste Transfer Stations (WTS), a Materials Recovery Facility (MRF) and two Household Recycling Centres (HRCs)	81,600	75,242	(6,358)	£72.95	£78.16	£5.21	(0.072)
Management and operation of 8 council-owned HRCs							
Composting services (0-25,000 tonnes pa)	39,700	39,910	210	£44.34	£46.41	£2.07	0.049
Composting services (>25,000 tonnes pa)				£25.45	£29.27	£3.82	0.025
Residual waste - Non-haz waste to LF	14,500	11,649	(2,851)	£23.67	£24.63	£0.96	(0.060)
Residual waste - Haz waste - to LF	100	85	(15)	£86.84	£95.93	£9.09	(0.001)
Residual waste - Street sweepings	3,900	0	(3,900)	£90.20	£0.00	(£90.20)	(0.350)
Residual waste - Shredding to EFW	0	1,341	1,341	£0.00	£37.43	£37.43	
Residual waste - POPs waste	1,800	1,728	(72)	£250.00	£300.42	£50.42	(0.121)
Waste and recycling collections							
Tax payable on all waste sent to landfill	34,300	29,007	(5,293)	£104.34	£102.10	(£2.24)	(0.594)
Energy from waste landfill diversion contract.	50,000	50,000	(0)	£143.42	£143.58	£0.16	(0.172)
Mechanical biological treatment (MBT) Landfill diversion contract (exc LFT)	58,850	56,037	(2,813)	£177.22	£190.43	£13.22	0.239

* £/T excludes income

Leisure Culture & Communities: Budget £6.581m, £1.539m underspend

82. The net underspend of £1.539m in Leisure Culture & Communities is largely due to a forecast overachievement of Leisure Centre operations income of £1.963m due to the change in VAT treatment. This forecast has continued to improve since quarter one and also reflects good summer performance notably from swimming sessions in the poor weather. This brings forward the saving proposal from 2025/26 of £1.172m. This is offsetting pressures across the directorate largely on staffing from the pay award.
83. Included within the above directorate pressure is the overspend on the library service forecast at £0.144m, which is mainly on staffing due to difficulties meeting the corporate 6.5% vacancy factor and the use of relief staff to ensure Libraries remain open. The service has been through a peer challenge and is working towards a service review and restructure to address the recommendations.
84. In order to address underlying long-standing pressures, the Cabinet are recommended to approve a transfer of budget between Leisure Operations and the Library Service of £0.250m. This will enable the Library Service to address the forecast overspend of £0.144m on staffing and permit the addition of £0.068m to the Book Fund which has faced a difficult funding position for several years. The Leisure Operations income budget will be increased to match these issues in the Service which will reflect the continuing overachievement of income.

Chief Executive Directorates

Table 10 - Forecast as at Quarter Three 2023/24 Chief Executive Directorates Position

		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Forecast</i>	<i>Variance</i>
		A <i>£m</i>	B <i>£m</i>	C <i>£m</i>	D (C-B) <i>£m</i>
Chief Executive Directorates					
Legal & Governance	Gross	12.851	12.890	13.989	1.099
	Income	(2.887)	(2.722)	(3.696)	(0.974)
	Net Exp	9.964	10.168	10.293	0.125
Corporate Directors & Members	Gross	3.161	3.161	3.301	0.140
	Income	(0.014)	(0.014)	(0.014)	-
	Net Exp	3.147	3.147	3.287	0.140
TOTAL CEX DIRECTORATES	Gross	16.012	16.051	17.290	1.239
	Income	(2.901)	(2.736)	(3.710)	(0.974)
	Net Exp	13.111	13.315	13.580	0.265

Total Chief Executives: Budget £13.315m, overspend £0.265m

Legal & Governance: £10.168m, £0.125m overspend

85. The projected overspend is a result of the use of agency staff in legal services due to recruitment issues, and increased Coroners costs as a result of price increases. However, this is offset in part by income being higher than anticipated across the service and underspends in staffing budgets. This position is an favourable movement of £0.121m from Quarter two due the reduction in agency staffing required in legal services for the remainder of the year, other staffing costs and a reduction in the marketing and promotion spend forecast within customers and communications. There is a red saving of £0.050m for the restructure of the Communications team, which is being covered in year by staff vacancies and a replacement saving has been found for the 2024/25 – 2026/27 MTFS.

Corporate Directors & Members: Budget £3.147m, £0.140m overspend

86. The overspend in Corporate Directors & Members is a result of non-delivery of the vacancy factor the pay award pressure.

Corporate Expenditure

Table 11 - Forecast as at Quarter Three 2023/24 Corporate Position

		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Forecast</i>	<i>Variance</i>
		A	B	C	D (C-B)
		£m	£m		£m
Corporate					
Movement on Reserves	Gross	2.457	2.457	11.123	8.666
	Income	-	-	-	-
	Net Exp	2.457	2.457	11.123	8.666
Finance & Investment Income & Expense	Gross	29.513	30.740	28.674	(2.066)
	Income	(4.470)	(5.796)	(7.939)	(2.143)
	Net Exp	25.043	24.944	20.735	(4.209)
Corporate Costs	Gross	5.105	6.505	5.635	(0.870)
	Income	(1.071)	(1.071)	(0.711)	0.360
	Net Exp	4.034	5.434	4.924	(0.510)
Corporate Levies	Gross	8.150	6.750	7.151	0.401
	Income	(2.657)	(2.657)	(3.157)	(0.500)
	Net Exp	5.493	4.093	3.994	(0.099)
TOTAL CORPORATE	Gross	45.225	46.452	52.583	6.131
	Income	(8.198)	(9.524)	(11.807)	(2.283)
	Net Exp	37.027	36.928	40.776	3.848

Total Corporate: Budget £36.928m, underspend £4.848m

Finance & Investment, Income & Expenditure: Budget £24.944m, £4.209m underspend

87. The final value of capital spend funded by borrowing figure for 2022/23 sets the Minimum Revenue Provision (MRP) charge for year 2023/24. As a result of the slippage in the 2022/23 capital programme there is a £2.549m MRP underspend in 2023/24.

88. A treasury management decision to borrow £80m was made in March 2022 and based on the current cashflow forecast the council will not need to borrow again in 2023/24. Interest payable and interest receivable budgets were realigned as part of 2023/24 budget however interest rates remain higher than forecast, which is resulting in an overachievement on interest receivable income of £2.143m. Loan interest from Stone Circle are included within the current forecast. Interest expense is higher than budget at £0.294m.

89. An overspend of £0.198m has been forecast for Monkton Park financing costs in line with 2022/23 final year end position due to higher-than-expected interest rates.

Corporate Costs: Budget £5.434, £0.510m underspend

90. The forecast underspend relates to £0.500m in relation to the redundancy budget. The forecast is dependent on the timing of restructures and any redundancy

decisions and there is potential that this underspend will increase by year end as more certainty arises on the timing and scale of restructures being implemented.

Corporate Levies: Budget £4.093m, £0.099m underspend

91. An overachievement of £0.500m of income is forecast for the retained income from Renewable Energy Business Rates, which is offsetting forecast pressures largely on the Pension Deficit lump sum payment of £0.212m and the Care Leavers discretionary Council Tax support scheme of £0.194m.

Dedicated Schools Grant – Total Grant £452.254m, planned transfer from reserves plus forecast variance £21.034m

92. The overall in year forecast for dedicated schools grant (DSG) is an overspend of £4.386m after the transfer from the deficit reserve agreed at quarter two. This is an increase of £2.415m from the quarter two anticipated deficit position. The increase in expenditure is driven by increases in activity across high needs block budgets with the main areas of increase being mainstream provision and independent sector placements. Forecast expenditure against the high needs block is £97.1m compared with a funding allocation of £70.8m.

Table 12 – DSG Block Summary

	DSG Allocation from the £m	Wiltshire Transfers £m	Current Annual Budget £m	Forecast Outturn £m	Forecast Outturn Variance £m	% Variance
Early Years Block	32.563	0.180	32.135	31.130	(1.004)	-3%
Schools Block	346.293	(1.717)	344.577	344.511	(0.066)	0%
High Needs block	70.798	1.797	91.492	97.098	5.606	6%
Central Block	2.600	(0.260)	2.340	2.190	(0.151)	-6%
Overall	452.254	0.000	470.544	474.929	4.386	1%
Planned transfer to DSG reserve (overspend)					16.648	
Net in year forecast movement to the DSG reserve					21.034	

93.A The reason for the overall spend above grant continues to be driven by demand for statutory support for vulnerable children with SEND, reflected in increased numbers of education health and care plans (EHCPs.) The number of EHCPs at the end of quarter two in 2023/24 is 5,441; an increase of 733 plans (15.6%) on the same quarter last year.

94. As shown in Table 13, the forecast total outturn will result in a forecast cumulative year end deficit of £56.247m, an increase of £18.583m from the start of the year.

Table 13 – Impact on the Dedicated schools Grant Deficit Reserve

	Total 23/24 FY £m
Balance Brought Forward from 22/23	35.249
Early Years Adjustment (prior year)	(0.035)
Planned drawdown from reserve	16.648
Actual Variance 23/24	4.385
Balance CFWD 2023/24	56.247

95. A statutory override for DSG deficits is currently in place until the end of the 2025/26 financial year. The statutory override, whilst in place, protects the council from having to make good any DSG deficit from its own reserves. As it currently stands, local authorities will need to demonstrate their ability to cover DSG deficits from their available reserves from 2026/27 onwards unless the override is extended. This presents a significant financial risk to the Council.

96. The Council has submitted its proposed Safety Valve plan to the Department for Education (DfE). Under Safety Valve the DfE will look to reach an agreement with the council through which the DfE will provide additional DSG to offset an element of the historic deficit if the council can develop a plan to bring the DSG into in-year financial balance. The plan submitted to the DfE includes proposals aimed at bringing the DSG into in-year balance by the end of the 2028/29 financial year.

97. The council has invested in the High Needs Sustainability Programme through its transformation reserve. Through this work, aligned with the requirements of the Safety Valve programme, the council is further developing its DSG Management Plan. The plan is being designed and implemented in partnership with stakeholders. Through the plan a range of activity is already taking place and further proposals are being developed in order to reach a sustainable position.

Savings Delivery 2023/24 as at Quarter Three

98. For 2023/24 savings were required to deliver a balanced revenue budget totalling £26.099m (with £14.424m budgeted for 2024/25 and £10.697m budgeted for 2025/26). The 2023/24 savings are already reflected in the revenue budget aligned to services and must be met in full or they will result in an overspent position by the year end and will have a direct impact on the scale of savings to be delivered in future years. As such, a significant risk remains should there be a shortfall in the saving achieved, not only for the current financial year but also for future years. It is therefore critical to continue robust monitoring of the revenue budget and reporting the achievement of the savings required.

99. Following detailed monitoring by each manager responsible for a revenue budget saving, it is possible to quantify the amount and status of savings and the inherent risks associated with them. The assessment on the deliverability of the savings at the end of quarter three 2023/24 is shown in the tables below, and these assessments are included in the General Fund figures set out in this report.

100. For 2023/24 of the £26.099m savings targets £7.803m (29.90%) is assessed as having been fully delivered as at the end of December. £14.549m (55.75%) is forecast to be achieved by the end of the year. £1.340m (5.13%) is considered to have some deliverability risk, being that they may be achieved this year. This leaves £2.407m (9.22%) which are currently forecast to not be achieved by the end of the year showing significant risk. These are included as overspends within the service forecasts reported in the above paragraphs. A table showing saving achievement at service level is shown in Appendix B and a table providing further detail on the proposals categorised as significant risk is shown in Appendix C.
101. The delivery of savings remains a focus for the Council and the status of the undelivered savings is considered as part of the future year financial planning processes to ensure the budget remains robust and deliverable and any undelivered saving adversely affects any budget gap in future years if not addressed or mitigated on an on-going basis. Savings have been reviewed as part of the MTFs process and reprofiling or non delivery of savings has been factored in to the 2024/25 to 2026/27 budget.

Table 14 - Savings delivery BRAG rating by year 2023/24-2025/26 as at Quarter Three

Directorate	2023/24 Budgeted Savings Target £'m	Blue £'m	Green £'m	Amber £'m	Red £'m	£'m
		Fully Achieved	On Track	Some issues	Significant issues	Not Risk Rated
Increment Freeze	0.454	0.454	0.000	0.000	0.000	0.000
Chief Executive	1.767	1.298	0.127	0.292	0.050	0.000
Corporate	5.011	0.019	4.992	0.000	0.000	0.000
People	8.706	1.063	6.543	0.405	0.695	0.000
Place	6.730	2.193	2.576	0.616	1.345	0.000
Resources	3.431	2.776	0.311	0.027	0.317	0.000
Total £'m	26.099	7.803	14.549	1.340	2.407	0.000
% of total Budget		29.90%	55.75%	5.13%	9.22%	0.00%

Directorate	2024/25 Budgeted Savings Target £'m	Blue £'m	Green £'m	Amber £'m	Red £'m	£'m
		Fully Achieved	On Track	Some issues	Significant issues	Not Risk Rated
Chief Executive	0.205	0.000	0.155	0.000	0.050	0.000
Corporate	1.428	0.000	1.428	0.000	0.000	0.000
People	8.493	0.608	7.156	0.199	0.530	0.000
Place	3.583	0.000	2.226	0.715	0.642	0.000
Resources	0.715	0.070	0.466	0.000	0.179	0.000
Total £'m	14.424	0.678	11.431	0.914	1.401	0.000
% of total Budget		4.70%	79.25%	6.34%	9.71%	0.00%

Directorate	2025/26 Budgeted Savings Target £'m	Blue £'m	Green £'m	Amber £'m	Red £'m	£'m
		Fully Achieved	On Track	Some issues	Significant issues	Not Risk Rated
Chief Executive	0.640	0.000	0.640	0.000	0.000	0.000
Corporate	(1.400)	0.000	(1.400)	0.000	0.000	0.000
People	7.338	0.000	7.338	0.000	0.000	0.000
Place	3.504	0.114	2.260	1.090	0.040	0.000
Resources	0.615	0.000	0.365	0.000	0.250	0.000
Total £'m	10.697	0.114	9.203	1.090	0.290	0.000
% of total Budget		1.07%	86.03%	10.19%	2.71%	0.00%

Capital Receipts Flexibilities 2023/24

102. The government allows Local Authorities to fund transformational activity that is designed to deliver ongoing revenue savings and/or transform service delivery to reduce costs or reduce demand for services in the future. This is known as Capital Receipts flexibilities. It is important that any Local Authority using this flexibility is transparent in reporting its plans and the individual projects that are to be funded or part funded and report the previous years' activity and whether the planned savings and/or service transformation have been or are being delivered as planned.

At part of budget setting the council planned to use £1m of Capital Receipts to fund transformational activity across the council in areas of priority such as Adults Transformation, Family and Children's Transformation and Customer Experience. For this financial year this funding solution will be used to fund elements of the Transformation and Business Change team costs, supporting the transformation programmes across the council.

Collection Fund 2023/24

103. The Collection Fund is the ring-fenced fund which comprises all income and expenditure for both the Council Tax and Business Rates. 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.
104. The approach the council has taken as a result of these uncertainties has been one of prudence. The modelling of the income to be received in this financial year has now been carried out and a gain in Business Rates income compared to budget is now confirmed at £8.666m. It is proposed to take advantage of this gain to off-set the increasing financial risk liability the council faces on the High Needs deficit and to create a new High Needs reserve and transfer this balance to it.

Reserves Position and Forecast

Table 15 - Reserves Summary

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
General Fund	34.056	34.056	34.056	34.056
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
Total Earmarked	77.313	61.284	52.371	46.747
Schools Balances	12.225	9.225	6.225	3.225
DSG	(56.247)	(84.011)	(112.360)	(140.709)
TOTAL	67.346	20.554	(19.708)	(56.682)

105. Reserves are an important element of the Council's finances, and a sufficient level of balances should be held, to mitigate risks within the budget and operations of the Council.
106. The level of general fund reserves and earmarked reserves (excluding DSG) held by the Council were increased as part of the final financial year end position for 2022/23. This brought the level of the reserves up to the value that was set out in risk assessed level of reserves required to support the council's budget for 2023/24 and included in the budget report in February 2023. This provides additional capacity and resilience to support the financial position in 2023/24, supports the financial risks within the budget and allows lead in time for transformation and to reshape services to deliver on-going financial resilience and sustainability.
107. The annual risk assessment has been carried out as part of the budget setting process for the 2024/25 financial year and the overall risk assessed level has increased. This risk assessment can be seen in the Budget 2024/25 and MTFS 2024/25 – 2026/27 report. An element of this general assessment is the financial risk within the Collection Fund, the fund for the income from both Council Tax and Business Rates. In previous years a separate earmarked reserve, the Collection Fund Volatility reserve has been held to mitigate this financial risk. As the overall

assessment includes this risk it is recommended that £6m from the Collection Fund Volatility reserve is transferred to the General Fund reserve to bring this reserve up to the risk assessed level. The balance in the Collection Fund Volatility reserve is recommended to be transferred to other specific earmarked reserves to manage other risks the council faces; £6m to the Insurance Reserve to mitigate the cost of insurance claims and liabilities and the balance of £2.572m to a new High Needs reserve.

108. The council continues to hold earmarked reserves that were originally set aside for both Latent Demand and Pay Award. Commitments in 2023/24 – 2025/26 have been approved to be funded by the Latent Demand reserve. Where pressures are on-going they have either been built into the budget as part of the budget setting process or will be assessed in future years should the pressures remain. The balance of £2.007m is requested to be transferred to the Transformation reserve to support the funding of future transformation activity that will be required across the council to remain financially sustainable. £2m was set aside in a specific pay award reserve to support the expected pressure in these costs for 2023/24. The quarter three forecast is showing that at this stage a draw from this reserve will not be required as permanent staff saving proposals have been delivered for 2023/24 or are replaced by vacancies and will balance the base for 2024/25. As this reserve is not required for its original purpose some of the reserve is being redirected to support the acquisition of Calder House as approved as part of the quarter one budget monitoring reporting.
109. The Transformation reserve provides funding for transformational activity across the council. The use of this reserve is overseen by the Transformation Executive Board, who agree the prioritisation of the activity and agree the funding.
110. The Business Plan Priority Reserve was created to set aside funding to specific address the delivery of outcomes set out in the Business Plan where budget was not sufficient funding to deliver within the desired timescale. The funding has been allocated to specific activities and the table below sets out the opening balance, allocated funding and expected spend profile. As part of the budget setting proposals £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.

Business Plan Priority Reserve	2022/23	2023/24	2024/25	2025/26	Total
	£m	£m	£m	£m	£m
Opening Balance	(2.080)	(3.844)	(2.039)	(0.771)	(2.080)
Gully Emptying	0.168	0.497	0.335	-	1.000
Fly Tipping	0.041	0.259	0.150	-	0.450
Parish Stewards	0.076	0.391	0.233	-	0.700
Road Signage	-	0.500	-	-	0.500
Litter Enforcement	-	0.105	-	-	0.105
Fly Posting	-	0.056	-	-	0.056
Litter - Communications Plan	-	0.270	-	-	0.270
Litter - Cameras & Picking	-	0.079	-	-	0.079
Approved additional funding	(2.049)	(0.352)	-	-	(2.401)
Planning Enforcement	-	-	0.250	0.250	0.500
Council Wide Enforcement Activity Commitment	-	-	0.300	0.521	0.821
Closing Balance	(3.844)	(2.039)	(0.771)	(0.000)	(0.000)

Overview and Scrutiny Engagement

111. Regular reports are taken to Overview & Scrutiny relating to the Council's financial position. This report is being considered at the meeting of Financial Planning Task Group on 2 January 2024.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

115. None have been identified as arising directly from this report. As the MTFs process progresses any savings and mitigations identified to address any budget gap will be supported by relevant equalities impact assessments.

Environmental and Climate Change Considerations

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

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

117. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on reserves. The level of reserves is limited and a one-off resource that cannot be used as a long-term sustainable strategy for financial stability.

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

118. Ongoing budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification and action is taken. Risks associated with service delivery and the level of reserves will be raised as and when proposals are brought forward as part of the budget setting process.

Financial Implications – Section 151 Officer Commentary

119. This report is the third report for the 2023/24 financial year and the forecast remains in a stable position with a modest favourable movement forecast from quarter two. This forecast includes the impact of the national pay award for 2023/24 which was approximately £2m higher than the original assumptions made when the budget was set and the impact of the continued high levels of inflation seen nationally.
120. The council's Extended Leadership Team have acted to maintain a strong financial management focus and to manage service delivery within the budget. They have formulated mitigation plans and implemented action to ensure these additional costs have been contained and both the additional pressures and cost mitigations are reflected in the forecast position. Mitigations for this financial year will not fully meet the additional costs on an on-going basis and any residual on-going pressures have been built into the base budget (as prior year pressures) and can be seen separately in the Budget 2024/25 report.
121. The Council yet again is demonstrating a strong delivery in savings with over 84% being delivered in this financial year and forecasts covering the next 2 financial years showing the vast majority of savings already put forward are on course. This supports the assurance that management action is taken so that the budget is managed, and strong financial management continues. It also sets out a confident basis for any future additional savings delivery. Any savings that have been assessed as not being able to be delivered now and the future have been reversed to ensure future budget assumptions remain robust.
122. There remains a level of uncertainty and risk within the current year forecast. Whilst officers have worked hard to ensure the significant savings programme of £26m in this financial year is achieved, there is the possibility that further savings not yet delivered, fail to be delivered either at all or by their original time frame. In addition, ongoing persistent high inflation, rising service demand and falling income levels could all add further pressure to the current forecast. Continued focus on this risk is therefore vital.
123. At this time there are no proposals to transfer the forecast underspend to any specific reserve, and consideration of this will be made when the final year end position is known. If the modest underspend materialises a request to transfer this to reserves will be made, to mitigate the most significant risks the council faces and continue to support the approach that has been taken over the past few years of increasing reserve balances to allow the council to manage in a financially sustainable way.

124. The deficit on the DSG continues to present the most significant risk to the Councils financial future resilience given the uncertainty over the Government's current override, which is expected to end in March 2026. As set out in paragraph 96 and 97 above, the Council is working closely with the DfE (Department for Education) to address the DSG deficit issue through its Safety Valve programme. The undertaking and the timelines set by the DfE for developing a plan that brings the DSG into a financially balanced annual position is challenging given the scale of the current position.
125. Although the Council has sufficient reserves to cover the current cumulative deficit, as forecast in table 13, the annual deficit, which is currently forecast to be in excess of £10m a year, is unsustainable. Any balance of the cumulative deficit that is not funded by the DfE will have to be made good by reserves held by the Council and any annual deficit either reduced or covered by other general fund savings to the same value should the council fail to manage the in-year position effectively.
126. The council is recognising this impact on the General Fund and a positive step is being taken to allocate the surplus funding that has arisen from the prudent budgeting on Business Rates to create a new High Needs reserve and allows the council to begin the journey of setting aside specific funding to mitigate the significant impact of any residual deficit balance the council needs to fund. This approach must be built upon, and every opportunity taken to set aside surpluses to minimise the need to find savings in the future to fund this liability.
127. Other proposals to re-assign earmarked reserves will set aside funding for specific risks the council faces, such as for the marked increased insurance claims being received, and also allows additional funding to be set aside for funding transformational activity and changes required so that the council remains financially sustainable in the future.

Legal Implications

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

Workforce Implications

129. If the Council fails to take actions to address in-year forecast shortfalls, overspends or increases in its costs it may need to implement further spend controls, or if the position is deemed critical unplanned service rationalisation may be required. This could impact on the workforce and may include changes to roles or redundancies. Ongoing budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification and action is taken.
130. The pay award for 2023/24 has now been agreed above the amount budgeted for. The Extended Leadership Team have been working proactively to identify permanent staff savings to address the pay award pressure. These proposals will deliver a permanent solution for the 2023/24 pay award pressure in 2024/25 and vacancies are being held where they are able to, to mitigate the pressure in 2023/24 and ensure that the impact on staff is minimised.

Options Considered

131. Budget monitoring forms part of the financial control environment and it is important to provide reporting on all aspects of financial management and performance to Cabinet and the public, including delivery to plans, variances and risks and impacts.

Conclusions

132. The report supports effective decision making, ensures a sound financial control environment and ensures members are updated on the latest position for the budget for 2023/24. This position has informed the proposed budget for 2024/25.

Andy Brown – Deputy Chief Executive and Corporate Director of Resources

Report Authors:

Lizzie Watkin, Director, Finance & Procurement Director (S.151 Officer)

Leanne Kendrick, Head of Finance, Growth, Investment & Place

Marie Taylor, Head of Finance, Children & Education

Sarah Rose, Head of Finance, Adults

Appendices

Appendix A: Revenue Budget Movements

Appendix B: Savings Delivery Targets by Service

Appendix C: Savings Delivery Targets 2023/24 with Significant Risk

Background Papers

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

Financial Year 2023/24 - Quarter Two Revenue Budget Monitoring – Cabinet 12
September 2023

[Agenda for Cabinet on Tuesday 12 September 2023, 10.00 am | Wiltshire Council](#)

Budget 2023/24 and Medium-Term Financial Strategy 2023/24 to 2025/26

[Agenda for Council on Tuesday 21 February 2023, 10.30 am | Wiltshire Council](#)

Appendix A – Revenue Budget Movements

	2023/24 Original Budget	Budget movements	Revised Budget Q3
	£m	£m	£m
Corporate Director People			
Adults Services	176.866	3.648	180.514
Public Health	0.862	(0.862)	0.000
Education & Skills	29.269	0.009	29.278
Families & Children Services	64.541	(0.294)	64.247
Corporate Director Resources			
Finance	6.367	0.100	6.467
Assets & Commercial Development	16.799	0.908	17.707
Information Services	11.808	0.092	11.900
Commissioning	3.405	(0.606)	2.799
HR&OD	3.573	0.550	4.123
Transformation & Business Change	0.533	0.027	0.560
Corporate Director Place & Environment			
Highways & Transport	40.634	(0.485)	40.149
Economy & Regeneration	2.520	0.000	2.520
Planning	3.396	0.000	3.396
Environment	48.282	0.203	48.485
Leisure Culture & Communities	6.881	(0.301)	6.580
Chief Executive Directorates			
Legal & Governance	9.964	0.204	10.168
Corporate Directors & Members	3.147	0.000	3.147
Corporate			
Movement on Reserves	2.457	0.000	2.457
Finance & Investment Income & Expense	25.043	(0.038)	25.005
Corporate Costs	4.034	(1.400)	2.634
Corporate Levies	5.493	1.400	6.893
General Fund Budget	465.874	3.155	469.029
Total	465.874	3.155	469.029
Funding			
General Government Grants	(77.393)	(2.773)	(80.166)
Council Tax	(339.037)	0.000	(339.037)
Business Rates Retention Scheme	(49.444)	(0.382)	(49.826)
Total Funding	(465.874)	(3.155)	(469.029)
Total	0.000	0.000	(0.000)

Appendix B – Savings Delivery Targets 2023/24 by Service

Directorate	Service	2023/24 Budgeted Savings Target £'m	Blue £'m	Green £'m	Amber £'m	Red £'m	£'m
			<i>Fully Achieved</i>	<i>On Track</i>	<i>Some issues</i>	<i>Significant issues</i>	<i>Not Risk Rated</i>
Increment Freeze	Increment Freeze	0.454	0.454	0.000	0.000	0.000	0.000
Increment Freeze Total		0.454	0.454	0.000	0.000	0.000	0.000
	HR&OD	0.231	0.154	0.077	0.000	0.000	0.000
	Legal & Governance	0.540	0.154	0.050	0.286	0.050	0.000
	Public Health	0.616	0.616	0.000	0.000	0.000	0.000
	Transformation & Business Change	0.380	0.374	0.000	0.006	0.000	0.000
Chief Executive Total		1.767	1.298	0.127	0.292	0.050	0.000
Corporate	Corporate Costs	1.419	0.019	1.400	0.000	0.000	0.000
	Capital Financing	3.592	0.000	3.592	0.000	0.000	0.000
Corporate Total		5.011	0.019	4.992	0.000	0.000	0.000
People	Education & Skills	1.141	0.420	0.000	0.293	0.428	0.000
	Families & Children's Services	1.110	0.523	0.450	0.112	0.025	0.000
	Adults	6.455	0.120	6.093	0.000	0.242	0.000
People Total		8.706	1.063	6.543	0.405	0.695	0.000
Place	Car Parking	0.250	0.000	0.000	0.000	0.250	0.000
	Economy & Regeneration	0.255	0.000	0.255	0.000	0.000	0.000
	Environment	1.159	0.453	0.039	0.170	0.497	0.000
	Highways & Transport	3.539	1.740	0.836	0.365	0.598	0.000
	Leisure Culture & Communities	1.470	0.000	1.446	0.024	0.000	0.000
	Planning	0.057	0.000	0.000	0.057	0.000	0.000
Place Total		6.730	2.193	2.576	0.616	1.345	0.000
Resources	Assets	1.886	1.377	0.165	0.027	0.317	0.000
	Finance	0.550	0.550	0.000	0.000	0.000	0.000
	Information Services	0.629	0.483	0.146	0.000	0.000	0.000
	Procurement & Commissioning	0.366	0.366	0.000	0.000	0.000	0.000
Resources Total		3.431	2.776	0.311	0.027	0.317	0.000
Grand Total		26.099	7.803	14.549	1.340	2.407	0.000

Appendix C – Savings Delivery Targets 2023/24 with Significant Risk

Directorate	Service	Head of Service	Budget Challenge - Description of Saving	23/24 Budget £'m	Significant Issues
Resources	Assets	Strategic Asset & Facilities Management	County Hall ICB/CCG - extra above budget for CCG	0.065	0.065
Resources	Assets	Strategic Asset & Facilities Management	50 Spa Road	0.028	0.028
Resources	Assets	Strategic Asset & Facilities Management	County Hall AWP	0.214	0.214
Resources	Assets	Strategic Asset & Facilities Management	Salisbury Family Resource Centre (will require capital investment)	0.010	0.010
Place	Environment	Waste Services	HRCs - Re-introduce van and trailer permits & enforcement and charge admin fee. resulting in reduced tonnage so reduction in haulage and Disposal costs	0.173	0.173
Place	Environment	Public Protection	Restructure - seniors due to retirements of senior officers	0.024	0.024
Place	Environment	Waste Services	Positive income performance from recycling material sales, in excess of current forecasts - strictly a one off saving for 23/24, as market volatility remains a concern (HIGH RISK).	0.150	0.150
Place	Highways & Transport	Passenger Transport	Charge for temporary bus shelter closures -We are able to charge utilities and other companies when bus shelters are out of commission due to roadworks.	0.020	0.020
Place	Highways & Transport	Passenger Transport	Transfer monies from the government pot to home to school transport budget for Ukrainians - The figure of £180k may change dependent upon the number of Ukraine's in residence. This figure is accurate as at Oct 22	0.180	0.040
Place	Highways & Transport	Passenger Transport	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
Place	Highways & Transport	Highways Operations	Trowbridge Service delegation (Streetscene, Markets, Burials) assumes in place from 1st April 23	0.364	0.090
Place	Highways & Transport	Passenger Transport	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	0.208
Place	Highways & Transport	Passenger Transport	Remove Saturdays from supported services timetables	0.100	0.100
People	Education & Skills	Helean Hughes	Staff Savings from 22-23 MTFS	0.115	0.115
People	Education & Skills	Cate Mullen / Gary Binstead	SEN Transport Saving from 23-24 MTFS	0.313	0.313
People	Families & Children's Services	Kat McJanet	PAUSE Co-ordinator	0.025	0.025
People	Adults	Living Well	Day Services Utility	0.200	0.200
People	Adults	Living Well	Wiltshire Care Home Efficiency	0.300	0.042
Chief Executive	Legal & Governance	Communications	Rationalise Communication roles	0.050	0.050
Place	Environment	Waste	Stretch Income Targets for Place Services	0.150	0.150
Place	Car Parking	Car Parking	Stretch Income Targets for Place Services	0.250	0.250
		People	TOTAL		0.695
		Resources	TOTAL		0.317
		Place	TOTAL		1.345
		Chief Executive	TOTAL		0.050
			Total Significant Issues		2.407

Wiltshire Council

Cabinet

6 February 2024

Subject: Financial Year 2023/24 - Q3 Capital Budget Monitoring

Cabinet Member: Cllr Nick Botterill - Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Executive Summary

This report sets out the Capital Programme for 2023/24 as of 31 December 2023 for the third quarterly budget monitoring period. It provides an update on the significant schemes that are planned to be delivered and those that have been reprofiled to future years.

Quarter Three Capital Budget Monitoring

The quarter three Capital Programme is based on information as of 31 December 2023. The report confirms the current forecast movement of approvals between years as schemes have been assessed and the spend profile recast.

Proposals

Cabinet is asked to approve:

- a) the removal of the £0.198m Corporate Capital scheme balance and its associated funding;
- b) the removal of the £0.322m Dunns Lane Car Park, Castle Combe extension scheme and its associated funding;
- c) the removal of £0.038 of the Council House Build Programme Phase 1 and its associated funding;
- d) the use of £0.068m of earmarked reserves to enable Passenger Transport to undertake a feasibility study for the Super Bus Network;
- e) The grant income applied for and/or received as set out in Appendix C and Appendix D.

Cabinet is asked to note:

- f) the additional budgets added to the programme of £0.458m under Chief Finance Officer delegated powers;

- g) the movement of £37.475m of budgets into future years under Chief Finance Officer delegated powers;
- h) the budgets brought forward from future years into the 2023/24 programme totalling £11.556m under Chief Finance Officer delegated powers;
- i) budget movements between schemes;
- j) the revised 2023/24 Capital Programme forecast as at quarter three of £168.943m and
- k) the capital spend as at 31 December of £92.778m

Reason for Proposals

To inform effective decision making and ensure sound financial management as part of the Councils overall control environment.

To inform Cabinet on the financial position of the Council on the 2023/24 capital programme as at quarter three (31 December 2023).

Terence Herbert
Chief Executive

Andy Brown
Corporate Director of Resources, and Deputy Chief Executive

Wiltshire Council

Cabinet

6 February 2024

Subject: Financial Year 2023/24 - Q3 Capital Budget Monitoring

Cabinet Member: Cllr Nick Botterill - Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Purpose of Report

1. To advise Members of the 2023/24 Capital Programme position as at quarter three (31 December 2023) and provide an update on the forecast for the financial year.

Relevance to the Council's Business Plan

2. Budget monitoring and reporting supports 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.

Background

CAPITAL PROGRAMME MONITORING 2023/24 – QUARTER THREE

3. Full Council approved a net capital programme budget for 2023/24 of £199.127m at its meeting on 21 February 2023. As part of the final year end position Cabinet approved the advancement of £10.311m from future years into 2022/23 and the transfer of £39.439m into 2023/24, which increased the 2023/24 Capital Programme to £228.255m.
4. As part of the quarter one and quarter two capital programme reports, actions were recorded which amended the capital programme budget to £194.962m.

Main Considerations for the Council

5. During the year the Chief Finance Officer authorises additions to the Capital Programme under delegated powers where schemes come forward and are funded by external funding sources such as grants and s106 contributions. During the third quarter £0.458m budget has been added to the programme under these delegated powers. These increases are set out in Appendix D and discussed later in the report. The increases have no effect on the net funding position of the programme or the approved borrowing level as they are funded by external sources.
6. Capital schemes have been reviewed and £37.475m has been reprogrammed into future years to align with forecast programme delivery. £11.556m has been brought

forward from future years to support the delivery of accelerated projects. £0.558m has been removed from the Capital Programme for projects that will no longer be delivered. All three adjustments have been actioned under the Chief Finance Officer delegated powers. The explanation and implications of these adjustments have been detailed in the report.

7. The Capital Programme forecast for 2023/24 is £168.943m as of 31 December 2023 after the above changes have been made. The table below summarises the budget movements discussed. A detailed budget movement by scheme is shown in Appendix A for Cabinet to review.

Table 1 – 2023/24 Quarter Three Capital Programme Amendments

	£'m
Capital Programme Q2 Approved by Full Council 17th October 2023	194.962
Amendments to Capital Programme Authorised as part of Quarter Two Review to Note:	
Budget removed from the programme	(0.558)
Additional budgets added to the programme	0.458
Capital Programme Revised Budget 2023/24 as at 31st December 2023	194.862
Budgets brought forward from future years to the 2023/24 programme	11.556
Budgets reprogrammed from 2023/2024 into future years	(37.475)
Capital Programme Forecast 2023/24 as at 31st December 2023	168.943

8. The programme remains ambitious and historically Wiltshire Council's average annual Capital Programme spend is in the region of £100m, although spend was higher in 2022/23 at £128m. There are however some significant schemes included in the programme that are driving the higher budget level and these are detailed in the report below.
9. The key challenges for delivery of the capital programme as previously reported at quarter two remain (i.e. supply chain materials, component parts and workforce capacity, construction costs). In addition, receipt of timely invoicing from suppliers and internal salary recharges are an issue in some areas. Services are working with suppliers and finance to improve this situation.
10. For this reporting period the transition to Oracle has undoubtedly had an impact to processing and payment of invoices. However, the finance team have been working exceptionally hard to mitigate this by processing emergency payments and managing the backlog of invoices from the cutover to the new system. Inevitably there is likely to be a lag in demonstrating actual spend resulting from this. Services are keeping track of their commitments and projected spend.
11. The total capital expenditure as at quarter three is £92.778m, approx. 55% of the revised forecast. For a comparison, at quarter three in 2022/23 expenditure was at £87.998m, or approx. 51% of the budget. With increased focus on profiling, there is greater confidence that services are expecting higher spend during the latter half of the year. Services have been robustly challenged at quarter three with additional reprofiling of budget into future years taking place. It should also be noted that the spend figure does not include commitments.

12. As previously reported in quarter two the biggest implication from not delivering the capital programme as planned is linked to schemes funded by borrowing. This impacts on the Financing and Investment Income and Expenditure revenue budget which is set based on the programme for the previous financial year. As a result of the programme slippage during 2022/23 year, and previously reported, there is a £2.549m underspend on the Minimum Revenue Provision (MRP) budget this year (2023/24). In addition a net underspend on interest payable and interest receivable has been forecast of £1.849m, from increased cashflow balances and higher than expected interest rates.
13. The 2023/24 capital schemes funded by borrowing inform the Financing and Investment Income and Expenditure budget for 2024/25. If the programme is set too high and is not delivered at this level the revenue budget set aside will not be required and is diverted away from key services. The programme needs to be continuously reviewed to ensure it is robust and achievable and to inform the 2024/25 budget setting process. As reported at quarter two the Capital Investment Programme Board is facilitating greater scrutiny across all capital schemes with services now undergoing a check and challenge process at quarterly monitoring. In addition, services are scheduled on a rolling programme to provide a review of their programmes, profiling, risks, issues and mitigation. Eleven services areas covering 43 capital scheme lines have now provided these reviews at the Board.
14. As part of the Capital Bids process, the Capital Investment Programme Board has £0.600m available through earmarked reserves to support services with feasibility funding. This funding enables a service to investigate whether a scheme has a robust business case and is viable before a capital bid is submitted. At its meeting held on 13 September 2023, the Capital Investment Programme Board reviewed a feasibility funding request from Passenger Transport to assess the bus infrastructure and service improvements required to deliver the preferred priority Super Bus route. Pending the outcome of this feasibility study a subsequent request for capital would be made along with grant funding applications. The Board recommended that £0.068m is funded for this and Cabinet is asked to approve that the funding is provided from the earmarked reserves. This request is also included within the quarter three revenue monitoring report. Should the feasibility funding result in a successful capital scheme the £0.068m will be capitalised as part of the request and the £0.068m returned to the earmarked reserves funds as revenue.
15. Budget additions and reprofiling, either slipping budget to future years or bringing budget forward from future years are detailed in Appendix D and have been done under Chief Finance Officer delegated powers and are included in the report. Those relating to the acceptance of grant income require approval by Cabinet with a proposal included within this report. New capital and budget removal requiring Cabinet and Full Council approval are included in the recommendations above and will be referenced specifically in the report.

People

16. The table below shows the Capital Programme 2023/24 quarter three at programme level for the People Directorate. The forecast stands at £35.501m and spend is currently at 63%.

17. As part of the quarter three review and Cabinet approvals, £0.130m of additional budget has been added to the 2023/24 programme. This has been funded by grant and s106 contributions.
18. The quarter three forecast is £35.501m; a total of £8.547m budget has been reprogrammed into future years to align budget line with forecast.

Table 3 – 2023/24 Capital Programme, People Services

Capital Programme Forecast and Spend 2023/2024 Quarter Three			
Scheme Name	Forecast	Actual Spend	% Actual Spend to Revised Budget
	£m	£m	£m
Adult Services			
Sensory Stimulation & Development Play Equipment	0.005	0.000	0%
Disabled Facilities Grants	5.394	3.014	56%
Adult Services Total	5.399	3.014	56%
Education & Skills			
Access and Inclusion	0.072	0.053	74%
Army Rebasing	0.006	0.006	100%
Basic Need	2.896	2.523	87%
Stonehenge School Replacement of Lower Block	4.549	4.122	91%
Devolved Formula Capital	0.609	0.608	100%
Schools Maintenance & Modernisation	5.594	4.493	80%
Early Years & Childcare	0.031	0.001	3%
Early Years Buildings	0.162	0.103	64%
Silverwood Special School	10.047	6.372	63%
SEND Special School Capacity & Alternative Provision	4.593	0.274	6%
High Needs Provision Capital Allowance	1.473	0.695	47%
Education & Skills Total	30.032	19.250	64%
Families & Children's Service			
Childrens Homes	0.070	0.059	84%
Families & Children's Total	0.070	0.059	84%
Corporate Director - People	35.501	22.323	63%

Adult Services

19. Adult Services has a small capital scheme to fund Sensory Stimulation and Development Play Equipment. An Adult Social Care restructure has delayed expenditure within Reablement, Therapy and community provider services and so £0.015m has been moved to future years.

20. The Disabled Facilities grant programme is a grant scheme for adaptations and facilities to enable disabled residents to stay in their home. In addition, it is used for other initiatives and programmes to deliver the same outcome, including the Optimising Care Initiative and Occupational Therapist Service to ensure clients are assisted to move to more suitable accommodation. Following approval by the Integrated Care Board, funding within the capital scheme also now supports adaptations without delay, purchase of specialist accommodation, refurbishment of flats within the Councils homeless hostel to support early hospital discharge and technology to support independent living. A total of £0.373m has been moved to future years for various schemes and this is outlined in para's 21 – 23 below.
21. The redevelopment and extension of two flats at the Councils homeless facility to provide temporary housing for bariatric wheelchair users is progressing. Design work for the MS Alternative Accommodation is nearing completion with works to be tendered at the end of quarter three and into quarter four. £0.225m has been moved to future years to align with the construction programme.
22. The new Senior Occupational Therapist post has been approved. Delays with recruitment will result in the postholder starting in April 2024. Therefore £0.050m has been moved to future years. Similarly delays with recruitment to support the Adaptations Without Delay project has resulted in £0.054m being moved to future years.
23. Lower spend in 2023/24 has been projected for the refurbishment of Kingsbury Square, following the recent procurement process. Therefore £0.044m has been moved to future years to reflect this position.

Education & Skills

24. A total of £0.130m has been added to the programme under delegated Chief Finance Officer powers to reflect 2023/24 grant awards and contributions, which are detailed in Appendix D. £7.329m budget has been reprofiled to future years to align to forecast.
25. The Access and Inclusion funding is used for multiple projects where adaptations are required to support the admission or continued attendance of individual pupils in mainstream schools. Summer holiday works have now all been paid. The remaining budget will be spent on works to Christ the King School, Amesbury during this financial year.
26. The Basic Need capital scheme provides new schools and expansion at existing schools. Several large expansion projects are included in the programme, with projects being managed directly by the schools themselves. £0.130m of S106 funding has been added to the programme to deliver projects at Sarum Academy, Salisbury and Kingdown School, Warminster. A total of £1.324m has been moved to future years to align with forecast delivery. This is summarised in paras 27 – 31 below.
27. £0.384m has been moved to future years across a number of schemes to align with forecast delivery. These are small amounts on each scheme and so they have not been reported individually. Where there are larger amounts of funding this is captured in the following paras.

28. The project at Clarendon is being managed by Acorn Academy Trust. £0.110m has been reprofiled to future years to align with forecast delivery. The expansion of Forest and Sandridge is also being managed by the Academy Trust. The works were completed for the start of the September term. A significant invoice has now been received from the Trust which will use most of the remaining funds in this financial year.
29. A planning decision is expected shortly on the expansion of Abbeyfield, however this has been delayed due to Highways related issues, therefore £0.065m has been reprofiled to future years to align with forecast delivery.
30. The expansion of St Peter's Primary Academy in Salisbury is being managed by the Academy Trust. The contractor has been appointed and started on site in early December. The project is scheduled to complete for the new academic year in Sept 2024. £0.700m has been reprofiled to future years to align with forecast delivery.
31. Corsham Secondary School has yet to secure Sport England approval for their scheme and so £0.065m has been reprofiled to future years as a result.
32. The replacement of the Lower School block at Stonehenge School completed in September 2023. The old block is in the process of being demolished and converted to playing fields. £0.200m has been moved to future years to align with the latest project forecast.
33. The Schools Maintenance and Modernisation budget funds maintenance work and projects such as mobile classroom replacements. This year there will be over one hundred individual maintenance projects carried out including all the large, planned maintenance projects approved by Cabinet in 2023. A total of £0.395m has been moved to future years to align with forecast delivery. This is summarised in para 30 below.
34. Within the Maintenance budget, all funds are projected to be spent this year. Within the modernisation budget line, the Holbrook mobile classroom replacement scheme completed on site this summer. £0.080m has been reprofiled to future years for retention. The Studley Green scheme completed in November. Design work is underway at Grove Primary School with the project due to commence on site next year. The only funding in this financial year for this scheme is for the design work and so £0.090m has been reprofiled to future years to align with forecast delivery. £0.225m has been moved to future years on the Silverwood School projects. This is linked to delays in planning for the main Silverwood build and reluctance from the school to carry out maintenance during term time. Works have therefore been delayed until Easter 2024.
35. Early Years and Childcare capital is funded by s106 contributions. The service has a 10 year plan to deliver projects with the service reliant on s106 funding to progress the projects. The planned delivery of the Bradford on Avon project has been delayed and will now commence in 2024/25 and so £0.195m has been moved to future years. £0.036m and £0.027m respectively has also been reprofiled for the Trowbridge and Clarks Mill projects to align with forecast delivery.

36. Early Years Buildings funding provides the ongoing replacement of temporary buildings for early years children. The Marden Vale project is completed with final invoices expected imminently. There have been challenges that have delayed the start of the Holt project, but this is now underway. This project will continue into 2024/2025 and so £0.070m has been moved to future years to align with forecast delivery. In addition, £0.060m has been moved to future years on the holding code.
37. The Silverwood build programme started construction in April 2022. This will deliver significant additional places from September 2023 for learners with SEND. Whilst completion of the build programme was delayed from June 2023 to April 2024 due to adverse ground conditions and construction design issues, the project now remains on track to complete to the revised timeline. £3.900m has been moved to future years to align with forecast delivery. Scoping works on the main house at Rowde campus (Phase 4) and upgrades to Chippenham and Trowbridge campuses (Phase 5) has started.
38. At quarter one, Cabinet approved an additional budget of £4.400m for alternative provision, funded through a mix of capital receipts, earmarked reserves and new borrowing. The acquisition of Calder House school and Thickwood House have now completed and are in the Council's ownership. The school buildings will be used to provide education for 50 children who are unable to attend mainstream or specialist schools. The process of appointing an education provider is progressing with a projected handover to the new provider expected in Spring 2024.
39. A proportion of the High Needs Provision Capital Allowance has been allocated to 22 different schemes that will build capacity in special schools (e.g. Exeter House, Salisbury, Springfields, Calne and resource bases, (e.g. Clarendon Infants, Kiwi Primary) with works already underway. Much of the budget has been scheduled for works that were due to commence in 2024. Projects at Springfields (REACH South) and Clarendon Secondary School have taken longer than expected to appoint building contractors. A two month delay due to contractor going into liquidation has required a revised build programme for Castle Mead Primary School. £1.122m has therefore been moved to future years to align with forecast delivery.

Families & Children's Service

40. The service purchased one property in 2022/23, which will be leased to an external provider to run as a residential children's home. Delays to commencement of the commissioning process for the residential care provider and a subsequent additional delay in contract award have impacted on the timeframe for refurbishment work to the first property purchased. This has resulted in a knock-on effect to the purchase of the second property.
41. The contract with the provider was eventually signed in November 2023 and recruitment is underway for a Registered Manager to oversee property one. At this time, it is anticipated that refurbishment works will be completed to property one within the current financial year. A second home has been identified for purchase, but it is highly likely that the purchase will not be completed until April 2024. Therefore £0.830m has been moved to future years.

Resources

42. The table below shows the Capital Programme 2023/24 for quarter three at programme level for the Resources Directorate. The forecast stands at £42.298m and spend is currently at 52%.
43. The quarter three forecast is £42.298m, a total of £3.135m has been reprogrammed into future years and £1.330m has been brought forward from future years to align budget with forecast. Cabinet is asked to approve the removal of £0.198m from the programme.
44. At its meeting on 14 November 2023, Cabinet endorsed the proposed Depot Strategy report and recommended to Full Council to approve a capital budget of £37.928m for delivery of a new central area strategic depot at Melksham and critical short-term maintenance requirements for the depots county-wide. Cabinet is asked to note that £0.328m of this new capital is required to be included in the 2023/24 capital programme. £0.035m of this has been included under Resources for the short-term depot maintenance.

Table 4 – Capital Programme 2023/24, Resources

Scheme Name	Capital Programme Forecast and Spend 2023/2024 Quarter Three		
	Forecast	Actual Spend	% Actual Spend to Revised Budget
	£m	£m	£m
Finance			
Corporate	0.000	0.000	0%
Evolve Project	6.361	1.927	30%
Finance Total	6.361	1.927	30%
Assets			
Affordable Housing including Commuted Sums	0.440	0.053	12%
Capital Receipt Enhancement	0.036	0.024	67%
Depot & Office Strategy	0.421	0.032	8%
Facilities Management Operational Estate	3.189	2.019	63%
Gypsies and Travellers Projects	0.092	0.005	5%
Porton Science Park	1.485	0.062	4%
Health and Wellbeing Centres - Live Schemes	2.383	1.794	75%
Non-Commercial Property Purchases	0.035	0.016	46%
North Wiltshire Schools PFI Playing Fields	0.300	0.000	0%
Property Carbon Reduction Programme	1.799	0.826	46%
Park & Ride Solar Panel Canopies	0.560	0.000	0%
Public Sector Decarbonisation Scheme Projects	0.024	0.082	342%
Facilities Management Investment Estate	0.384	0.177	46%
Social Care Infrastructure & Strategy	0.000	0.000	0%
Salisbury Resource Centre	0.000	0.000	0%
South Chippenham	0.150	0.057	38%
Housing Acquisitions	0.820	0.013	2%
Short Term Depot Provision	0.035	0.000	0%
Assets Total	12.153	5.160	42%
Capital Loans			
Stone Circle Housing Company Loan	13.017	10.300	79%
Stone Circle Development Company Loan	5.797	1.448	25%
Capital Loans Total	18.814	11.748	62%
Information Services			
ICT Applications	1.697	0.951	56%
ICT Business as Usual	1.834	1.259	69%
ICT Other Infrastructure	0.434	0.179	41%
ICT Get Well	0.992	0.789	80%
Microsoft Cloud Navigator	0.013	(0.002)	0%
Information Services Total	4.970	3.176	64%
Corporate Director - Resources	42.298	22.011	52%

Finance

45. The Evolve programme will deliver the procurement and implementation of a new Enterprise Resource Planning (ERP) system, (Oracle) for the Council. Phase one go-live complete in November. Delays in delivery of some elements of milestones by

some of has required a reprofiling of expected invoicing from quarter two to quarters three and four.

46. The movement of the Payroll and Budget Management (PBCS) go-live dates to April 2024 has now been reflected in the contractual milestones table through change control. This has deferred further spend to early in 2024/25. £0.337m has been reprofiled to future years to align with forecast spend.
47. Cabinet is asked to approve the removal of the Corporate budget capital scheme line of £0.198m. This is the remaining budget that was set aside in 2021/22 to accommodate increases in inflation that were causing a number of projects to overspend.

Assets

48. The final project in the Phase One Depot Programme is the construction of a new depot in the southwest, Hindon Stagger. Planning permission has now been received and the contract tender process commenced. The project is forecast to commence on site in early 2024.
49. The Facilities Management Operational Estate budget is for multiple projects that deliver essential capital maintenance works covering all areas and building types in the Operational Estate. A RAG rating process has been completed across the estate to support prioritisation of works. There are eighty five projects in progress over 2023/24 and 2024/25. 46 of these scheduled to be completed in 2023/24.
50. Phase Two of Porton Science Park was officially opened on 30 June 2023 and a series of business support masterclasses have since been held. The project is nearing financial completion with final payments of fees, on-going fixtures, fitting and equipment (FF&E) and release of retention expected to be made in this financial year. Additional FF&E requirements may be required in 2024/25. A funding allocation remains for the fit-out of a tenant that is taking grow-on space. These contracted works are scheduled to complete in early March 2024, therefore £0.287m has been reprofiled to future years to align with forecast spend.
51. There are several projects under Health and Wellbeing Schemes. The defects period for Melksham Community Campus has now concluded, final defects have been finalised and retention monies paid. There are some minor equipment items that remain outstanding as a result of supply chain lead in times. The project is on target to be closed at the end financial year. £0.050m has been reprofiled to future years. A further £0.156m has been reprofiled to future years, whilst consideration is given to pipeline projects. The Calne Campus project is now closed and the remaining £0.018m has been moved to the main Health and Wellbeing Centres line.
52. The refurbishment of Melksham House remains on target to conclude at the end of 2023/24. There have been some challenges associated with SSE connectivity to the site, but temporary mitigation is in place whilst this is actively managed. A movement of £0.100m from the Melksham Campus budget line to the Melksham House budget line has been implemented to offset any additional contingency required to manage the connectivity and the integration of the Social, Emotional, Mental Health and

Wellbeing (SEMH) education provision for young people. This latter element has now been costed, with the programme of works scheduled to complete in Spring 2024.

53. The Property Carbon Reduction Programme has multiple projects underway to reduce the council's carbon emissions and generate utility cost savings from the property estate. The installation of glazing between the atrium and office spaces at County Hall is now complete, and PV panels have been installed on the south east external wall. PV on the underside of the Atrium roof is being explored. Across the library and leisure facilities LED lighting upgrades will be delivered this year. £0.265m has been moved to future years to align with the revised forecast programme. The Park and Ride Solar Canopies Capital Scheme will provide PV canopies over car parking spaces which generate electricity to be used directly in council buildings to reduce utility costs. A pathfinder project is underway at Five Rivers Health & Wellbeing Centre and will be completed by March 2024. This will then be rolled out to multiple car parking areas across the Operational Estate subject to pathfinder project review. This project has accelerated and so £0.110m has been brought forward from future years.
54. The identified option for a new Resources Centre in Salisbury is no longer viable and so an alternate is being assessed. Timescales will not be sufficient in 2023/24 to complete this purchase and so the full capital funding of £0.825m has been moved to future years to align with projected spend.
55. Consultation on the draft Local Plan Reg-19 has now closed and is pending submission for inspection. The Council as landowner, continues to work with landowners to the south of Chippenham. £0.050m has been reprofiled into future years to align with forecast spend.
56. In line with cabinet approvals in the 11 July 2023 Cabinet report, £40m budget has been added to the 2024/25 capital programme for Housing Acquisitions. This budget is in the process of being profiled over subsequent years. Allocation of this capital is being managed through the Asset Gateway Group with Expressions of Interest (EoI) submitted by services. These will then be signed off by the Capital Investment Programme Board. An initial batch of EoIs were presented to the Asset Gateway Group in October 2023. These totalled £15.790m, of which £6.883m was required from the £10m capital reserve. On this occasion these bids were recommended to go forwards to CLT for final approval as they were within the £40m allocation. An opportunity to purchase two sites has arisen and therefore £0.820m has been brought forwards from future years to complete these purchases in 2023/24.

Capital Loans to Stone Circle

57. This represents the capital loan funding to Stone Circle companies for 2023/24.
58. In total Stone Circle Housing company has acquired 92 properties as at the 31 March 2023 and has a Capital Loan balance of £22.007m and a working capital loan of £0.326m from Wiltshire Council. The Business Plan programme is based on acquiring 250 units by 2025/26 and the Council has allocated budget of £13.017m for further loan advances in 2023/24.
59. Stone Circle Development Company is working on five development sites which will deliver 177 properties across Wiltshire. The Council has allocated £5.797m budget

for 2023/24 for further loan advances. As of the 31 March 2023 the company has a Capital Loan balance of £1.743m and a Working Capital Loan of £0.216m from Wiltshire Council.

60. The Stone Circle Housing company business plan for 2023/24 presented to the shareholder group on the 27 June 2023 has shown a change from the originally approved business plan. The breakeven and loan repayment period has significantly changed, and for this reason the shareholder group has only approved year 2023/24 in the plan and will review the position again, given the prevailing level of interest rates and housing market, for activity in 2024/25.
61. In response to this the Council will now change its approach and begin to set aside MRP for the loan value until the company presents a revised Business Plan that demonstrates it can make loan repayments over the original business plan time frame.
62. This is to ensure financial sustainability for the Council to cover the risk that the company is not able to make loan repayments over the original timescales. This will impact on the 2024/25 revenue budget for MRP. As part of the Councils continual review of Accounting Policies the useful lives of new Infrastructure Assets was amended effective from 2020/21. Properties are now required to be charged over a 30 year period, which has changed the forecast MRP from that provided in quarter one. If the full capital loan is drawn down in 2023/24, alongside historical loan amounts it will create an MRP pressure of £1.154m for 2024/25 providing the company can cover its interest payment in year and does not have to capitalise the interest. The Council has approved a capital loan of up to £60.198m, and the MRP pressure for this amount would be £2.007m per year. This has been factored into the MTFS and revenue budget alongside other changes to capital financing.

Information Services

63. The ICT capital programme is shown across Applications, Get Well, Other Infrastructure and Business as Usual and covers staff costs and project costs to deliver key infrastructure, applications, cost of replacing staff devices and for further digital transformation and activities and emerging fields like business intelligence.
64. The Applications programme is implementing a new case management system for the Public Protection service which will enable customers to self-serve and the business to automate processes and provide mobile working for staff. At quarter it was reported that the project was delayed to October 2023. This delay has been extended to January 2024 due to issues with data migration and resource availability. Issues have been robustly discussed with the supplier and mitigations put in place to ensure that the new January date is met. All milestone payments are still currently expected to be made within this financial year.
65. Capittally funded teams continue to deliver improvement to Council operations through in-house software developments, productivity and automation alongside supporting transformational programmes of work. Work has begun on the discovery and design phase of the technical re-factoring of the MyWilts platform and improvements to the current solution have been deployed with improved messaging to the public currently

being tested for highways. The Enterprise Architecture team continues to bring value to key transformational programmes providing technology, guidance and expertise.

66. Within the Business as Usual capital budget, the Devices for Personas project will replace the aging laptop estate. Phase 1 (2023) deployment delivered 1,100 laptops, with Phase 2 (1,000), commenced in July 2023 and Phase 3 planned thereafter. 1,670 new laptops and 58 of 60 tablet devices have been deployed to date. The project is on track to replace all laptop devices that are unsupported by Windows 11 by October 2025. There are no major issues or risks affecting project delivery.
67. Since quarter two a new desktop solution has been deployed which provides a more efficient method of connecting laptops to monitors, mouse devices, keyboards and cameras with a single connection, saving staff time spent re-arranging and re-connecting equipment and to reduce the breakages and missing equipment. A number of additional working areas have been made available since the initial order in quarter one and provision at satellite sites is being reviewed by ICT and FM. As a result £0.400m has been drawn back from futures to accommodate this accelerated spend.
68. The Other Infrastructure budget line was implemented to cover miscellaneous ICT and technology equipment that required replacing across the Council. The team are currently working to resolve some equipment alterations for the Council Chamber and Kennet Room, which has delayed the development of the final aspect of this project. The new Area Boards AV equipment is currently in use and receiving positive feedback. This project line is due to be closed down on time and to budget. Installation of the upgraded equipment for the Coroners Court took place in August and September.
69. The Get Well capital budget line funds Project 99 which was instigated to improve the failing server and network estate. It has delivered the majority of actions from the Phase 2 business case along with new monitoring systems which are now being continuously expanded and improved upon. The service is now transitioning to the maintenance phase for the systems and instigating pro-active improvement processes based around a 5-year lifecycle. Benchmarking is taking place against the Cyber Assessment Framework from the National Cyber Security Centre and the resulting Cyber Security Strategy is currently going through appropriate internal, initial governance.
70. Procurement to replace the Council's aged network infrastructure was nearing conclusion has now been completed and the first hardware units started to arrive early November 2023. The appointment of an implementation partner to support the delivery of network, cloud and security improvements has been successful. A 2-year contract has been agreed with the supplier and initial technical conversations are taking place. As certain milestones will not be delivered in 2023/24, £1.147m has been moved to future years to align with forecast programme.
71. The print refresh project has achieved a reduction in printer numbers in hub buildings by approx. 50%. At other satellite sites printer numbers are down to a minimum whilst maintaining operational effectiveness. The final 42 printers were delivered in August bringing all printers up to standard for the next five years. The final batch of 18 small printers are due to be installed at remote libraries and Salt Depots. Disposal of the

old printers continue. Some additional requirements have been identified for leisure centres however will not exceed already agreed budgets.

72. Overall, the ICT programme of work is on target. Key risks have been and continue to be the difficulty in recruiting and subsequently retaining staff since the pressures of the cost of living crisis increased. Supply chain issues have been largely resolved, however late vendor invoicing continues to impact spend, but this is being actively managed.

Housing Revenue Account (HRA)

73. The table below shows quarter three capital programme summary position for the Housing Revenue Account. The budget stands at £36.958m and spend is currently at 61%.

74. As part of the quarter three review a total of £16.969m has been reprogrammed into future years and £9.423m has been brought forward from future years to align budget with forecast. £0.038m has been removed from the programme as Phase 1 has completed.

Table 5 – Capital Programme 2023/24, HRA

Scheme Name	Capital Programme Forecast and Spend 2023/2024 Quarter Three		
	Forecast	Actual Spend	% Actual Spend to Revised Budget
	£m	£m	£m
Housing Revenue Account			
Council House Build Programme	0.000	0.000	0%
Council House Build Programme (Phase 2)	0.318	0.226	71%
Council House Build Programme (Phase 3.1)	4.649	2.783	60%
Council House Build Programme (Phase 3.2)	4.952	3.624	73%
Council House Build Programme (Phase 3.3)	10.668	8.221	77%
Council House Build Programme (Phase 3.4)	2.316	1.777	77%
Council House Build Programme (Phase 3.5)	0.868	0.182	21%
Council House Build Programme (Phase 3.6)	3.077	0.000	0%
Refurbishment of Council Stock	9.700	5.890	61%
Highways Road Adoptions	0.410	0.000	0%
Housing Revenue Account Total	36.958	22.703	61%

75. HRA Capital programme consists of two elements, the planned capital maintenance and the council house build programme. The planned capital maintenance of the existing housing stock covers bathrooms, kitchens, roofs, boilers etc. and the Council House Build programme, which has been split into different phases, is planned to deliver 1,000 homes over the next ten years.

76. The Council House Build Programme is now in year four of ten, with 77 homes currently planned for completion in 2023/24. To date 36 of those homes have been delivered and 41 are currently in the process of being built/acquired.

77. Over the four years of the programme so far 96 homes have been delivered, 420 are in the immediate pipeline of delivery and are actively being progressed by the Residential Development Team. The remaining homes will be identified as the

programme continues, there are currently a further possible 618 homes that have sites as being identified as potential to be delivered within the programme over the remaining years.

78. A full review of the programme has taken place and whilst good progress has been made a number of project delays and non-completion of some planning applications across has necessitated a reprofiling of budgets. There are eight budget lines for the Council House Build Programme and each line has been reprofiled with budget either moved to future years, or drawn forwards to align with forecast spend. In total £16.879m has been moved to future years, whilst £8.743m has been brought forwards. In addition, Cabinet is requested to remove £0.038m from the capital programme against Council House Build Programme Phase 1 budget line.
79. The main contracts for the HRA Refurbishment of Council Stock have been retendered. The new contracts commenced on 1 October 2023. The demobilisation of old contracts and mobilisation of new contracts was successful and resulted in less of a slow-down in works than expected at quarter one. Therefore £0.500m has been requested to be brought forward to align with forecast delivery.
80. Funding has been allocated for Highways Adoption projects linked to HRA developments. £0.090m has been moved to future years to align with forecast delivery.

Place

81. The table below shows the quarter two capital programme summary position for Place Directorate. The revised budget stands at £54.186m and spend is currently at 48%.
82. The quarter three forecast is £54.186m, a total of £8.824m budget has been reprogrammed into future years, £0.983m has been brought forward from future years and £0.322m removed from the programme.
83. As noted at para 44, in November 2023 Cabinet endorsed the proposed Depot Strategy report and recommended to Full Council to approve a capital budget of £37.928m for delivery of a new central area strategic depot at Melksham and critical short-term maintenance requirements for the depots county-wide. £0.328m of this new capital is required to be included in the 2023/24 capital programme. £0.293m of this has been included under Highways for the development of the Melksham Depot.

Table 6 – Capital Programme 2023/24, Place

Scheme Name	Capital Programme Forecast and Spend 2023/2024 Quarter Three		
	Forecast	Actual Spend	% Actual Spend to Revised Budget
	£m	£m	£m
Highways & Transport			
Churchyards & Cemeteries	0.000	0.000	0%
Parking Contactless Machines	0.000	0.000	0%
Fleet Vehicles	5.275	2.799	53%
Highway flooding prevention and Land Drainage schemes	0.258	0.176	68%
Integrated Transport	1.800	0.576	32%
Local Highways and Footpath Improvement Groups	1.000	0.322	32%
LED Street Lighting	0.000	0.000	0%
Structural Maintenance & Bridges	24.743	14.823	60%
Churchfields Depot Drainage and Traffic Management	0.062	0.000	0%
Passenger Transport RTPI	0.355	0.292	82%
Drainage Improvements	0.341	0.000	0%
Major Road Network M4 Junction 17	0.266	0.161	61%
A338 Salisbury Junction Improvements MRN	0.350	0.231	66%
A350 Chippenham Bypass (Ph 4&5) MRN	1.423	0.599	42%
A3250 Melksham Bypass LLM - Full Scheme	0.000	0.000	0%
Dunnes Lane Car Park, Castle Coombe	0.000	0.010	0%
Safer Roads Fund - A3102	0.800	0.167	21%
Highway Investment Plan	0.000	0.000	0%
Central Area Depot & Strategy	0.293	0.000	0%
Highways & Transport Total	36.966	20.156	55%
Economy & Regeneration			
Chippenham Station HUB	0.000	0.000	0%
Corsham Mansion House	0.000	0.000	0%
River Park	0.900	0.000	0%
Salisbury Future High Streets	3.930	1.350	34%
Trowbridge Future High Streets	8.404	2.980	35%
UK Shared Prosperity Fund Projects	1.227	0.000	0%
West Ashton Urban Extension Project	0.000	0.000	0%
Carbon Reduction Projects	0.035	0.035	100%
Wiltshire Ultrafast Broadband	0.000	0.000	0%
Wiltshire Online	0.097	0.000	0%
Economy & Regeneration Total	14.593	4.365	30%
Environment			
Waste Services	0.940	0.676	72%
Housing Upgrade Grant (HUG2)	0.062	0.000	0%
Environment Total	1.002	0.676	67%
Leisure Culture & Communities			
Area Boards and LPSA PRG Reward Grants	0.400	0.139	35%
Community Projects	0.000	0.000	0%
Fitness Equipment for Leisure Centres	0.075	0.052	69%
Libraries - Self Service	0.037	0.026	70%
Trowbridge Leisure Centre	0.656	0.201	31%
Leisure Requirements	0.422	0.126	30%
History Centre Reception and Performing Arts Library	0.035	0.000	0%
Leisure Culture & Communities Total	1.625	0.544	33%
Corporate Director - Place	54.186	25.741	48%

Highways & Transport

84. Under the Churchyards and Cemeteries capital scheme, a decision has been pending to extend Melksham Cemetery. This has now been confirmed but the works will not commence until 2024/25. £0.028m has been moved to futures years as a result.
85. The implementation of new contactless parking machines is still subject to the procurement process. £0.254m has been moved to future years to align with forecast delivery.
86. Fleet provides the necessary vehicles for the council to carry out its services including provision of snow blowers, waste vehicles, carbon neutral pool car fleet, replacement electric vehicles, mini-buses, and vans.
87. In September 2023, Cabinet approved the use of The Procurement Partnership Limited (TPPL) framework to procure light good and specialist vehicles. Orders will now be placed for replacement vehicles. Most of the 23/24 capital allocation for this project has been committed with vehicles on order. Based on the current lead times it is anticipated these vehicles will be delivered and the funds spent in 2023/24. The larger vehicles ordered in 2022/23 are still under construction and will not be delivered until 2024/25. £0.700m has been moved to future years to align expenditure with this delivery timescale.
88. All four 12t refuses collection vehicles purchased by the Waste service are now in operation. Payment of invoices is imminent. An order was placed for an ex-demo 26t Recycling Collection Vehicle and this arrived in December 2023. The remaining budget will be utilised to procure a smaller ancillary vehicle. Quotes are being sought and delivery is expected this year.
89. A number of schemes are progressing via the Highways Flooding Prevention and Land Drainage scheme. The Structural Maintenance & Bridges budget capital scheme offsets this expenditure.
90. The Integrated Transport programme is funded by DfT grant and S106 and covers design and implementation of a range of safety engineering schemes and projects to improve economic growth, road safety and traffic management. This includes new and improvement works to existing signing, traffic signals, street furniture, crossings and cycleway/footway implementation and improvements. S106 covers multi-year projects and so £0.710m has been moved to future years to align with forecast delivery.
91. The Local Highways and Footpath Improvement Groups schemes deliver numerous projects over the course of year. The programme of works identified for 23/24 is underway. There are currently 256 live projects in the programme with 77 completed projects. It is anticipated that a total of 125 projects will be completed by the end of March. Some delays were experienced in April to July due to the new term contract and timescales are also dependent on decision making by the groups themselves. £0.641m has been moved to future years to align with forecast delivery.

92. Included within Highways & Transport are the Structural Maintenance and Bridges programmes. These are funded by grant from the Department for Transport (DfT) and the schemes cover maintaining, improving and renewing carriageways and footways including reconstruction, resurfacing, surface dressing and patching. The grant funding is also used for lighting column and traffic signal replacement and re-decking, resurfacing, masonry repair and strengthening of bridges. It ensures the renewal, repair and preventative maintenance of carriageway/footway and land drainage infrastructure to prevent flooding. Whilst billing is behind profile, commitments stand at £18m of the £25m budget and so the services is confident that this capital scheme is on profile to spend full budget.
93. A programme of works is underway for Draining Improvements. Late availability of a CCTV crew has delayed design work progressing is now making headway. As a result, £0.315m has been moved to future years to align with forecast delivery.
94. The Dunns Lane Car Park Scheme in Castle Combe has been withdrawn as availability of land has fallen through. Cabinet is asked to approve the removal of £0.322m from the Capital programme in 2023/24. A saving is included in the 2024/25 revenue budget of £0.030m through providing additional capacity through this scheme. Due to the current levels of Car Parking income this saving will not be achieved as original intended and additional income will cover the value of the saving so as to not cause a pressure in the revenue budget.
95. Safer Roads Grant funding (DfT) has been secured for improvements to the A3102. A delay due to road space availability has resulted in a movement of £0.100m to future years to align with forecast delivery. Based on current forecast expenditure, £0.500m has been moved to future years on the Highways Investment Plan line.
96. The four Major Road Network schemes are progressing well. Scheme design continues for the A338 Salisbury Junction Improvements with construction due to commence in 2024/25. The A350 Melksham Bypass scheme is on hold pending the outcome of the National Highways M4 to Dorset Coast Connectivity Study, which is expected imminently. The next stage will be public consultation to complete the outline business case. £0.125m has been moved to future years to align with forecast delivery.
97. Progress on the M4 Junction 17 is subject to DfT approval of the outline business case. £0.957m has been moved to future years to reflect revised delivery. In October, Cabinet approved the commencement of advance works on A350 Chippenham Bypass and so works will be starting as per programme.
98. As noted at para 44, Cabinet endorsed the proposed Depot Strategy report with a recommendation to Full Council to approve a capital budget of £37.928m. £0.293m of this has been included in 2023/24 under Highways for the Central Area Depot in Melksham.

Economy & Regeneration

99. Retention sums for Chippenham Station Hub (£0.109m) and Corsham Mansion House (£0.047m) have been moved to future years.

100. Detailed designs for the Station Forecourt works are being finalised with Network Rail approvals being arranged. Network Rails Letter of Acceptance has been received and statement of design and landscaping documents are in progress. Construction is still on target to commence in Spring 2024, subject to National Rail approvals. Linked to this, Heritage Living is subject to a change request to the Department of Levelling Up, Housing and Communities, reflecting the market activity on the site.
101. Fisherton Gateway Scheme has now commenced construction. There has been a change to the street lighting design because of numerous logistical challenges and so some building mounted lighting will be retained with additional pole mounted lighting provided where possible. £0.299m has been brought forward from future years to support the delivery of this scheme. Construction is due to complete in Summer 2024.
102. The Trowbridge Future High Streets Fund (FHSF) Programme will be spent across 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. The programme is fully grant funded.
103. There has been good public and stakeholder engagement regarding the Highways and Public Realm projects with detailed design and further engagement scheduled for the coming months. Site two Castle Street works are well underway and are nearing completion. The site three works at Manvers Street and Wicker Hill started construction in January 2024. £0.020m has been brought forwards from future years to support the STRIVE project.
104. Refurbishment works to Trowbridge Town Hall are progressing well and to programme. Strip out of the building has commenced as has works to the roof. £0.414m has been brought forwards from future years for the Town Hall to align with projected spend during 2023/24. The River Biss project is being managed by Wiltshire Wildlife Trust. Further public and stakeholder engagement has taken place and RIBA Stage three design and costings completed for the viewing platform and town bridge have been developed.
105. DLUHC approval was given to move grant funding allocated to the Trowbridge Market Hall project, which did not progress, to the Vacant Units Fund. £1.300m of funding has been allocated with a pipeline of works for the full budget amount in place. The service is actively managing applications surrounding the Castle Place site.
106. Financial reprofiling into future years and between individual Future High Street budget lines took place at quarter two ensuring budgets are forecast accurately. The Council has now formally requested an extension to the DLUHC grant funding to support projects that will still be in construction beyond March 2024.
107. The UK Shared Prosperity Fund grant is supporting the programme management and delivery of the Housing Upgrade grant funding that will retrofit energy efficiency systems into homes under private ownership. The Invest in Wiltshire grant scheme, has £1.350m of funds available over 2023/24 and 2024/25 and is now in the process of making its first grant awards, with some business due to start construction which will support the draw down of funds. The Retrofit and Neighbourhood funds

programmes are also progressing expenditure. The Rural England Prosperity Fund grant funding provides similar support but for rural areas.

108. At quarter one, Cabinet approved a CIL contribution of £0.500m to the Salisbury River Park flood risk alleviation scheme, and this has been added to the Programme under a new River Park capital scheme budget line. Also at quarter one, Cabinet approved that £0.400m be brought forward from future years on the Salisbury Central Car Park and Maltings and moved to the River Park capital scheme line. These changes were implemented at quarter two.

Environment

109. Waste Services includes numerous capital projects that fund the provision of essential assets such as recycling bins, black boxes, wheelie bins, and subsidised food waste digesters, as well as supporting one off projects to help deliver service changes at Household Recycling Centres (bag sorting and DIY waste disposal at HRCs), and the installation of emissions control equipment at a strategic waste treatment facility. Funding is also allocated to deliver compliance projects in respect of the council's closed landfill sites. The various budget movements under the Waste capital scheme are outline in para's 105 – 108.
110. The service is projecting an underspend on waste digesters and an overspend on wheelie bins. With new government policy and processes to deal with food waste from 2027/28 onwards the budget allocated for this in 2027/28 to 2029/30 will not be required. Therefore the £0.210m has been brought forwards on this budget line and moved to the Wheelie Bins budget line to offset the shortfall. The service will complete a full reprofiling of budgets at outturn.
111. Capital spend on Emissions Control continues to be reliant on the Environment Agency agreeing revised emissions control measures arising from the interpretation of new regulatory requirements for the waste treatment facility. A contract compensation event has however required £0.040m to be brought forward from future years.
112. Consultancy work is progressing to provide a detailed technical assessment of short and medium term requirements for Closed Landfill Sites. However there have been some delays to site works and so £0.315m has been moved to future years to align with forecast delivery.
113. The Household Recycling Centre (HRC) schemes supports two revenue budget savings projects. The HRC bag sorting equipment is now fully in place resulting in £0.025m being moved to future years.
114. Homes Upgrade Grant funding (HUG2) provided through the Department of Energy Security and Net Zero (DESNZ) will enable eligible homes to be retrofitted with energy saving systems. Identifying the most appropriate procurement process to appoint a supplier has taken longer than anticipated. Following due diligence, a procurement sourcing plan has been completed to identify the most effective procurement route and subsequent market engagement has taken place. A report was taken to Cabinet in December to approve the approach. As a result, £1.482m has been moved to future years to align with forecast delivery. In the interim the project team has been

recruited, inducted and completed the required training for the project and funding requirements. The funders mock Delivery Assurance Check has been completed and passed, all governance documentation and project design has been completed and work has started with the Communications team to produce a comms plan. Data has been used to identify batches of eligible homes which will be contacted to offer grant funded energy efficiency upgrades.

Leisure, Culture and Communities

115. The contract for the provision of fitness equipment has now been awarded and priority sites identified for implementation linked to pipeline projects. Leisure Services have profiled their fitness equipment requirements across all leisure centres and this has resulted in a reprofile of budgets across future years to align with the new forecast delivery plan. £0.575m has been moved to future years to align with forecast delivery.
116. The Libraries capital funding is being used to develop innovative digital solutions and improvements to Library services and facilities. This includes upgrading Open+ in Calne & Devizes libraries, sharing of premises for small libraries and the installation of IT pods to support video-conferencing. Following the Peer Challenge in July 2023 a Library Strategy will be developed and further spend will be made on other areas of customer need and digital innovation over the next two years. As a result of this a further £0.063m has been reprogrammed into future years.
117. Work to deliver a new Leisure Centre for Trowbridge is continuing at pace. Design work has been progressed via internal and external design teams, appropriate surveys undertaken on the proposed East Wing site and conversations have started to take place with internal stakeholders to enable the scheme to progress through RIBA 2 into RIBA 3. A robust governance structure has been put in place and the End Stage 2 Report has been progressing through the various sign off points during December 2023 and January 2024. End stage 2 sign off is pending and as a result £0.170m has been moved to future years to align with forecast delivery. A communications strategy and action plan has been developed and once the next stage of the project commences, further engagement will be held with stakeholders and the community.
118. The planned pipeline of Leisure facility improvements that are intended to generate greater usage of each facility, improve health and wellbeing and increase sustainability for the priority facilities is progressing well. Design team consultants are progressing designs and communications strategy and action plans are being drafted. £1.638m has been moved to future years to align with forecast delivery.
119. New capital funding was added to the programme in 2023/24 to merge the reception and help desk at the Wiltshire and Swindon History Centre to a single service point. In addition, the Performing Arts Library is to be relocated to the ground floor of the History Centre. Works were completed in December 2023 as planned. However, on tendering for the Performing Arts Library shelving, it became apparent that potential suppliers were unable to create a design in the designated space that will accommodate all stock. The current procurement process has therefore terminated, with the service seeking options prior to a new procurement process will commencing. This is likely to incur a six month delay. Therefore £0.070m has been moved to future years to align with forecast delivery.

120. Area Boards provide grants to the community for capital projects. So far this year, 82 community led projects have been awarded funding by the 18 Area Boards.

Capital Programme 2023/24 Funding

121. The Capital Programme for 2023/24 has been financed as shown in the table below as at quarter three. A detailed Capital Programme Quarter Three Funding by scheme is shown in Appendix C for Cabinet to review.

Table 7 – Capital Programme 2023/24 Funding

Funding	£'m
Grants	57.568
Other Contributions	1.523
S106 Contributions	0.839
CIL Contributions	1.556
HRA	36.795
Total Revenue Contributions	1.978
General Fund Receipts	1.820
Right To Buy Housing Receipts	0.190
Shared Ownership Income	0.000
Stone Circle Capital Loan	18.814
Borrowing funded by Revenue Savings	0.000
Borrowing	47.860
Total Capital Programme 2023/24	168.943

122. The Council bid for and receive grants from Government and third parties, and these come from various departments including Department for Transport, Homes England, Department for Business, Energy and Industrial Strategy, Department for Levelling Up, Housing and Communities and Department for Education.

123. In addition to grants, contributions are also used to finance the programme and contributions cover third party non grant funding for example Section 106 (S106) developer contributions, Community Infrastructure Levy (CIL), contributions from private or public sector organisations.

124. The HRA finances its capital programme depending on sources available in that financial year with the aim of minimising borrowing. The new build programme financing has been delegated to the Deputy Chief Executive and Corporate Director of Resources and the Director of Assets. Funding sources are the HRA Revenue and Capital Reserves, Right to Buy receipts, shared ownership receipts, commuted sums, grants, and as a last resort borrowing.

125. The General Fund borrowing total of £47.860m, together with historic Council borrowing, generates a Minimum Revenue Provision (MRP) charge, which is the amount councils have to statutorily set aside to repay the debt. For 2023/24 a revenue underspend of £2.549m for MRP has been reported as a result of the reduction in the 2022/23 capital programme year end position. As detailed in the report above the Council will change its approach for MRP for Stone Circle Housing company for 2023/24. This will impact on the 2024/25 revenue budget for MRP. The table below shows the impact of slippage on MRP in the approved MTFS.

Table 8 – Impact of Slippage on MRP

	2024/25 £m	2025/26 £m	2026/27 £m
MRP Budget (MTFS at Budget Setting 2023/24)	28.810	31.226	31.226
Quarter One MRP Forecast	23.195	28.251	29.475
Variance to Budget	-5.615	-2.975	-1.751
Quarter Two MRP Forecast	24.015	30.744	32.870
Variance to Budget	-4.795	-0.482	1.644
Quarter Three MRP Forecast	22.634	29.660	33.170
Variance to Budget	-6.176	-1.566	1.944

126. The MTFS has been updated to reflect reprofiling of capital schemes and any additional reprofiling at outturn will be reflected in future budget monitoring reports during 2024/25.
127. Interest payable and interest receivable budgets were realigned as part of 2023/24 budget setting, and for quarter three a net underspend has been reported of £1.849m largely due to interest receivable income as a result of rates and the level of cash the Council is holding being higher than original budget setting assumptions.
128. The 2023/24 capital schemes funded by borrowing inform the Financing and Investment Income and Expenditure budget for 2024/25. The programme therefore needs to be deliverable to ensure that revenue budget is not set aside unnecessarily and diverted away from key services. This will be ensured through the new Asset Gateway process which will provide assurance through regular review and challenge of the capital schemes.
129. The Council brought forward into 2023/24 £3.028m of capital receipts from previous years and is forecasting to achieve £1.810m receipts from the disposal on assets in 2023/24, this includes Melbourne House. £2.010m of capital receipts are planned to be used to finance the capital programme, this includes the £1.4m allocation approved at quarter one for Education Provision in the North of the County. A further £1m has been set aside under Capital Receipts Flexibilities regulation to fund revenue costs of transformational projects.

Overview and Scrutiny Engagement

130. Regular reports are taken to Overview & Scrutiny relating to the Council's financial position. This report is being considered at the meeting of Financial Planning Task Group on 19 January 2024 and Overview and Scrutiny Management Committee on 25 January 2025.

Safeguarding Implications

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

Public Health Implications

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

Procurement Implications

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

Equalities Impact of the Proposal

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

Environmental and Climate Change Considerations

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

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

136. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on reserves or undertake further borrowing. The level of reserves is limited and a one-off resource that cannot be used as a long-term sustainable strategy for financial stability and additional borrowing will bring additional revenue costs.

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

137. Ongoing budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification and action is taken.

Financial Implications – S151 commentary

138. The financial implications are implicit throughout the report.

139. As part of an improved governance around the budget monitoring process, an internal Capital Investment Programme Board has been established to review the profiling and delivery of the schemes within the Capital Programme.

140. As at quarter three the additional governance has resulted in a further £37.475m of planned capital investment being re-profiled to be spent in later years. In addition, nearly £11.556m of approved spending in later years has been advanced into this financial year to be spent on projects that are progressing faster than has originally been projected.

141. Services are now subject to a more detailed review of their capital schemes, which is being implemented on a rotational basis. This ensures that each capital scheme has a profiled spend by quarter for this financial year and any issues and risks to delivery with impacts and mitigation plans are outlined.

142. These reviews will continue as part of the quarterly budget monitoring process so that forecasts are made with greater confidence and the understanding of the timing of future funding requirements for borrowing and impact on future revenue budget requirements is understood. This is critical as we move into setting the MTF5 and Budget for the next financial year.

Legal Implications

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

Workforce Implications

144. No workforce implications have been identified as arising directly from this report. Ongoing budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification of variances and action is taken so that impacts to the workforce are minimised.

Options Considered

145. Budget monitoring forms part of the financial control environment and it is important to provide reporting on all aspects of financial management and performance to Cabinet and the public, including delivery to plans, variances and risks and impacts.

Conclusions

146. The report supports effective decision making and ensures a sound financial control environment.

Andy Brown (Corporate Director Resources & Deputy Chief Executive)

Report Authors:

Andy Brown, Deputy Chief Executive & Corporate Director Resources;

andy.brown@wiltshire.gov.uk

Lizzie Watkin, Director Finance & Procurement (S151 Officer);

lizzie.watkin@wiltshire.gov.uk

Louise Cary, Head of Capital Projects; louise.cary@wiltshire.gov.uk

Sarah Rose, Head of Finance, Adults and Health; sarah.rose@wiltshire.gov.uk

Marie Taylor, Head of Finance, Resources, Childrens & Education;

marie.taylor@wiltshire.gov.uk

Leanne Kendrick, Head of Finance, Place; leanne.kendrick@wiltshire.gov.uk

Appendices

Appendix A: Capital Programme Budget Movements 2023/24 Quarter Three

Appendix B: Capital Programme 2023/24 Quarter Three

Appendix C: Capital Programme Funding 2023/24 Quarter Three

Appendix D: Capital Programme Adjustments 2023/24 Quarter Three

Background Papers

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

Financial Year 2023/24 – Quarter Two Capital Budget Monitoring – Cabinet 14

November 2023 - [Agenda for Cabinet on Tuesday 14 November 2023, 10.00 am |](#)

[Wiltshire Council](#)

Housing Acquisitions – Cabinet 11 July 2023

[Agenda for Cabinet on Tuesday 11 July 2023, 10.00 am | Wiltshire Council](#)
**Budget 2023/24 and Medium-Term Financial Strategy 2023/24 - 2025/26 –
Council 21 February 2023**

[Agenda for Council on Tuesday 21 February 2023, 10.30 am | Wiltshire Council](#)
**Financial Year 2022/23 – Capital Programme Outturn – Cabinet 11 July 2023
Year End Capital Investment Programme Financial Outturn Position 2022/23**

Appendix A: Capital Programme Budget Movements 2023/24 Quarter Three (page 1)

Capital Programme Budget Movements 2023/24 Quarter Three							
Scheme Name	Q2 2023/24 Budget Approved	Year End Budget Transfer from 2023/24 into 2022/23	Year End Budget Transfer 2022/2023 into 2023/2024	Additional Budgets added to the Programme (Appendix D)	Movements between scheme lines	Reduced Budgets	Revised Budget 2023/2024
	£m	£m	£m	£m	£m	£m	£m
Adult Services							
Sensory Stimulation & Development Play Equipment	0.020	0.000	0.000	0.000	0.000	0.000	0.020
Disabled Facilities Grants	5.767	0.000	0.000	0.000	0.000	0.000	5.767
Adult Services Total	5.787	0.000	0.000	0.000	0.000	0.000	5.787
Education & Skills							
Access and Inclusion	0.072	0.000	0.000	0.000	0.000	0.000	0.072
Army Rebasing	0.006	0.000	0.000	0.000	0.000	0.000	0.006
Basic Need	4.090	0.000	0.000	0.130	0.000	0.000	4.220
Stonehenge School Replacement of Lower Block	4.749	0.000	0.000	0.000	0.000	0.000	4.749
Devolved Formula Capital	0.609	0.000	0.000	0.000	0.000	0.000	0.609
Schools Maintenance & Modernisation	5.989	0.000	0.000	0.000	0.000	0.000	5.989
Early Years & Childcare	0.289	0.000	0.000	0.000	0.000	0.000	0.289
Early Years Buildings	0.292	0.000	0.000	0.000	0.000	0.000	0.292
Silverwood Special School	13.947	0.000	0.000	0.000	0.000	0.000	13.947
SEND Special School Capacity & Alternative Provision	4.593	0.000	0.000	0.000	0.000	0.000	4.593
High Needs Provision Capital Allowance	2.595	0.000	0.000	0.000	0.000	0.000	2.595
Education & Skills Total	37.231	0.000	0.000	0.130	0.000	0.000	37.361
Families & Children's Service							
Childrens Homes	0.900	0.000	0.000	0.000	0.000	0.000	0.900
Families & Children's Total	0.900	0.000	0.000	0.000	0.000	0.000	0.900
Corporate Director - People	43.918	0.000	0.000	0.130	0.000	0.000	44.048

Appendix A: Capital Programme Budget Movements 2023/24 Quarter Three (page 2)

Capital Programme Budget Movements 2023/24 Quarter Three							
Scheme Name	Q2 2023/24 Budget Approved	Year End Budget Transfer from 2023/24 into 2022/23	Year End Budget Transfer 2022/2023 into 2023/2024	Additional Budgets added to the Programme (Appendix D)	Movements between scheme lines	Reduced Budgets	Revised Budget 2023/2024
	£m	£m	£m	£m	£m	£m	£m
Finance							
Corporate	0.198	0.000	0.000	0.000	0.000	(0.198)	0.000
Evolve Project	6.698	0.000	0.000	0.000	0.000	0.000	6.698
Finance Total	6.896	0.000	0.000	0.000	0.000	(0.198)	6.698
Assets							
Affordable Housing including Commuted Sums	0.440	0.000	0.000	0.000	0.000	0.000	0.440
Capital Receipt Enhancement	0.036	0.000	0.000	0.000	0.000	0.000	0.036
Depot & Office Strategy	0.421	0.000	0.000	0.000	0.000	0.000	0.421
Facilities Management Operational Estate	3.189	0.000	0.000	0.000	0.000	0.000	3.189
Gypsies and Travellers Projects	0.092	0.000	0.000	0.000	0.000	0.000	0.092
Porton Science Park	1.772	0.000	0.000	0.000	0.000	0.000	1.772
Health and Wellbeing Centres - Live Schemes	2.607	0.000	0.000	0.000	0.000	0.000	2.607
Non-Commercial Property Purchases	0.035	0.000	0.000	0.000	0.000	0.000	0.035
North Wiltshire Schools PFI Playing Fields	0.300	0.000	0.000	0.000	0.000	0.000	0.300
Property Carbon Reduction Programme	2.064	0.000	0.000	0.000	0.000	0.000	2.064
Park & Ride Solar Panel Canopies	0.450	0.000	0.000	0.000	0.000	0.000	0.450
Public Sector Decarbonisation Scheme Projects	0.024	0.000	0.000	0.000	0.000	0.000	0.024
Salisbury Central Car Park & Maltings	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Facilities Management Investment Estate	0.384	0.000	0.000	0.000	0.000	0.000	0.384
Social Care Infrastructure & Strategy	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Salisbury Resource Centre	0.825	0.000	0.000	0.000	0.000	0.000	0.825
South Chippenham	0.200	0.000	0.000	0.000	0.000	0.000	0.200
Housing Acquisitions	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Short Term Depot Provision	0.000	0.000	0.000	0.035	0.000	0.000	0.035
Assets Total	12.839	0.000	0.000	0.035	0.000	0.000	12.874
Capital Loans							
Stone Circle Housing Company Loan	13.017	0.000	0.000	0.000	0.000	0.000	13.017
Stone Circle Development Company Loan	5.797	0.000	0.000	0.000	0.000	0.000	5.797
Capital Loans Total	18.814	0.000	0.000	0.000	0.000	0.000	18.814
Information Services							
ICT Applications	1.697	0.000	0.000	0.000	0.000	0.000	1.697
ICT Business as Usual	1.434	0.000	0.000	0.000	0.000	0.000	1.434
ICT Other Infrastructure	0.434	0.000	0.000	0.000	0.000	0.000	0.434
ICT Get Well	2.139	0.000	0.000	0.000	0.000	0.000	2.139
Microsoft Cloud Navigator	0.013	0.000	0.000	0.000	0.000	0.000	0.013
Information Services Total	5.717	0.000	0.000	0.000	0.000	0.000	5.717
Corporate Director - Resources	44.266	0.000	0.000	0.035	0.000	(0.198)	44.103

Appendix A: Capital Programme Budget Movements 2023/24 Quarter Three (page 3)

Scheme Name

Capital Programme Budget Movements 2023/24 Quarter Three						
Q2 2023/24 Budget Approved	Year End Budget Transfer from 2023/24 into 2022/23	Year End Budget Transfer 2022/2023 into 2023/2024	Additional Budgets added to the Programme (Appendix D)	Movements between scheme lines	Reduced Budgets	Revised Budget 2023/2024
£m	£m	£m	£m	£m	£m	£m

Highways & Transport

Churchyards & Cemeteries
Parking Contactless Machines
Fleet Vehicles
Highway flooding prevention and Land Drainage schemes
Integrated Transport
Local Highways and Footpath Improvement Groups
Structural Maintenance & Bridges
Churchfields Depot Drainage and Traffic Management
Passenger Transport RTP1
Drainage Improvements
Major Road Network M4 Junction 17
A338 Salisbury Junction Improvements MRN
A350 Chippenham Bypass (Ph 4&5) MRN
A3250 Melksham Bypass LLM - Full Scheme
Dunnes Lane Car Park, Castle Combe
Safer Roads Fund - A3102
Highway Investment Plan
Central Area Depot & Strategy
Highways & Transport Total

0.028	0.000	0.000	0.000	0.000	0.000	0.028
0.254	0.000	0.000	0.000	0.000	0.000	0.254
5.975	0.000	0.000	0.000	0.000	0.000	5.975
0.173	0.000	0.000	0.000	0.085	0.000	0.258
2.510	0.000	0.000	0.000	0.000	0.000	2.510
1.641	0.000	0.000	0.000	0.000	0.000	1.641
24.828	0.000	0.000	0.000	(0.085)	0.000	24.743
0.062	0.000	0.000	0.000	0.000	0.000	0.062
0.355	0.000	0.000	0.000	0.000	0.000	0.355
0.656	0.000	0.000	0.000	0.000	0.000	0.656
1.223	0.000	0.000	0.000	0.000	0.000	1.223
0.350	0.000	0.000	0.000	0.000	0.000	0.350
1.423	0.000	0.000	0.000	0.000	0.000	1.423
0.125	0.000	0.000	0.000	0.000	0.000	0.125
0.322	0.000	0.000	0.000	0.000	(0.322)	0.000
0.900	0.000	0.000	0.000	0.000	0.000	0.900
0.500	0.000	0.000	0.000	0.000	0.000	0.500
0.000	0.000	0.000	0.293	0.000	0.000	0.293
41.325	0.000	0.000	0.293	0.000	(0.322)	41.296

Economy & Regeneration

Chippenham Station HUB
Corsham Mansion House
River Park
Salisbury Future High Streets
Trowbridge Future High Streets
UK Shared Prosperity Fund Projects
West Ashton Urban Extension Project
Carbon Reduction Projects
Wiltshire Ultrafast Broadband
Wiltshire Online
Economy & Regeneration Total

0.109	0.000	0.000	0.000	0.000	0.000	0.109
0.047	0.000	0.000	0.000	0.000	0.000	0.047
0.900	0.000	0.000	0.000	0.000	0.000	0.900
3.631	0.000	0.000	0.000	0.000	0.000	3.631
7.970	0.000	0.000	0.000	0.000	0.000	7.970
1.227	0.000	0.000	0.000	0.000	0.000	1.227
0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.035	0.000	0.000	0.000	0.000	0.000	0.035
0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.097	0.000	0.000	0.000	0.000	0.000	0.097
14.016	0.000	0.000	0.000	0.000	0.000	14.016

Environment

Waste Projects
HUG 2 Grant
Environment Total

1.030	0.000	0.000	0.000	0.000	0.000	1.030
1.544	0.000	0.000	0.000	0.000	0.000	1.544
2.574	0.000	0.000	0.000	0.000	0.000	2.574

Appendix A: Capital Programme Budget Movements 2023/24 Quarter Three (page 4)

Capital Programme Budget Movements 2023/24 Quarter Three							
Scheme Name	Q2 2023/24 Budget Approved	Year End Budget Transfer from 2023/24 into 2022/23	Year End Budget Transfer 2022/2023 into 2023/2024	Additional Budgets added to the Programme (Appendix D)	Movements between scheme lines	Reduced Budgets	Revised Budget 2023/2024
	£m	£m	£m	£m	£m	£m	£m
Leisure Culture & Communities							
Area Boards Grants	0.400	0.000	0.000	0.000	0.000	0.000	0.400
Community Projects	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Fitness Equipment for Leisure Centres	0.650	0.000	0.000	0.000	0.000	0.000	0.650
Libraries - Self Service	0.100	0.000	0.000	0.000	0.000	0.000	0.100
Trowbridge Leisure Centre	0.826	0.000	0.000	0.000	0.000	0.000	0.826
Leisure Requirements	2.060	0.000	0.000	0.000	0.000	0.000	2.060
History Centre Reception and Performing Arts Library	0.105	0.000	0.000	0.000	0.000	0.000	0.105
Leisure Culture & Communities Total	4.141	0.000	0.000	0.000	0.000	0.000	4.141
Corporate Director - Place	62.056	0.000	0.000	0.293	0.000	(0.322)	62.027
Total General Fund	150.240	0.000	0.000	0.458	0.000	(0.520)	150.178

Capital Programme Budget Movements 2023/24 Quarter Three							
Scheme Name	Q2 2023/24 Budget Approved	Year End Budget Transfer from 2023/24 into 2022/23	Year End Budget Transfer 2022/2023 into 2023/2024	Additional Budgets added to the Programme (Appendix D)	Movements between scheme lines	Reduced Budgets	Revised Budget 2023/2024
	£m	£m	£m	£m	£m	£m	£m
Housing Revenue Account							
Council House Build Programme	0.038	0.000	0.000	0.000	0.000	(0.038)	0.000
Council House Build Programme (Phase 2)	0.552	0.000	0.000	0.000	0.000	0.000	0.552
Council House Build Programme (Phase 3.1)	8.720	0.000	0.000	0.000	0.000	0.000	8.720
Council House Build Programme (Phase 3.2)	7.827	0.000	0.000	0.000	0.000	0.000	7.827
Council House Build Programme (Phase 3.3)	9.533	0.000	0.000	0.000	0.000	0.000	9.533
Council House Build Programme (Phase 3.4)	8.352	0.000	0.000	0.000	0.000	0.000	8.352
Council House Build Programme (Phase 3.5)	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Council House Build Programme (Phase 3.6)	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Refurbishment of Council Stock	9.200	0.000	0.000	0.000	0.000	0.000	9.200
Highways Road Adoptions	0.500	0.000	0.000	0.000	0.000	0.000	0.500
Total Housing Revenue Account	44.722	0.000	0.000	0.000	0.000	(0.038)	44.684
Total Capital Programme	194.962	0.000	0.000	0.458	0.000	(0.558)	194.862

Appendix B: Capital Programme 2023/24 Quarter Three (Page 1)

Capital Programme 2023/24 Quarter Three					
Scheme Name	Revised Budget 2023/2024	Forecast	Variance	Budgets brought forward from future years to the 2023/24 programme (Appendix D)	Budgets reprogrammed from 2023/2024 into future years (Appendix D)
	£m	£m	£m	£m	£m
Adult Services					
Sensory Stimulation & Development Play Equipment	0.020	0.005	(0.015)	0.000	(0.015)
Disabled Facilities Grants	5.767	5.394	(0.373)	0.000	(0.373)
Adult Services Total	5.787	5.399	(0.388)	0.000	(0.388)
Education & Skills					
Access and Inclusion	0.072	0.072	0.000	0.000	0.000
Army Rebasing	0.006	0.006	0.000	0.000	0.000
Basic Need	4.220	2.896	(1.324)	0.000	(1.324)
Stonehenge School Replacement of Lower Block	4.749	4.549	(0.200)	0.000	(0.200)
Devolved Formula Capital	0.609	0.609	0.000	0.000	0.000
Schools Maintenance & Modernisation	5.989	5.594	(0.395)	0.000	(0.395)
Early Years & Childcare	0.289	0.031	(0.258)	0.000	(0.258)
Early Years Buildings	0.292	0.162	(0.130)	0.000	(0.130)
Silverwood Special School	13.947	10.047	(3.900)	0.000	(3.900)
SEND Special School Capacity & Alternative Provision	4.593	4.593	0.000	0.000	0.000
High Needs Provision Capital Allowance	2.595	1.473	(1.122)	0.000	(1.122)
Education & Skills Total	37.361	30.032	(7.329)	0.000	(7.329)
Families & Children's Service					
Childrens Homes	0.900	0.070	(0.830)	0.000	(0.830)
Families & Children's Total	0.900	0.070	(0.830)	0.000	(0.830)
Corporate Director - People	44.048	35.501	(8.547)	0.000	(8.547)

Appendix B: Capital Programme 2023/24 Quarter Three (Page 2)

Capital Programme 2023/24 Quarter Three					
Scheme Name	Revised Budget 2023/2024	Forecast	Variance	Budgets brought forward from future years to the 2023/24 programme (Appendix D)	Budgets reprogrammed from 2023/2024 into future years (Appendix D)
	£m	£m	£m	£m	£m
Finance					
Corporate	0.000	0.000	0.000	0.000	0.000
Evolve Project	6.698	6.361	(0.337)	0.000	(0.337)
Finance Total	6.698	6.361	(0.337)	0.000	(0.337)
Assets					
Affordable Housing including Commuted Sums	0.440	0.440	0.000	0.000	0.000
Capital Receipt Enhancement	0.036	0.036	0.000	0.000	0.000
Depot & Office Strategy	0.421	0.421	0.000	0.000	0.000
Facilities Management Operational Estate	3.189	3.189	0.000	0.000	0.000
Gypsies and Travellers Projects	0.092	0.092	0.000	0.000	0.000
Porton Science Park	1.772	1.485	(0.287)	0.000	(0.287)
Health and Wellbeing Centres - Live Schemes	2.607	2.383	(0.224)	0.000	(0.224)
Non-Commercial Property Purchases	0.035	0.035	0.000	0.000	0.000
North Wiltshire Schools PFI Playing Fields	0.300	0.300	0.000	0.000	0.000
Property Carbon Reduction Programme	2.064	1.799	(0.265)	0.000	(0.265)
Park & Ride Solar Panel Canopies	0.450	0.560	0.110	0.110	0.000
Public Sector Decarbonisation Scheme Projects	0.024	0.024	0.000	0.000	0.000
Salisbury Central Car Park & Maltings	0.000	0.000	0.000	0.000	0.000
Facilities Management Investment Estate	0.384	0.384	0.000	0.000	0.000
Social Care Infrastructure & Strategy	0.000	0.000	0.000	0.000	0.000
Salisbury Resource Centre	0.825	0.000	(0.825)	0.000	(0.825)
South Chippenham	0.200	0.150	(0.050)	0.000	(0.050)
Housing Acquisitions	12.874	0.820	(12.054)	0.820	0.000
Short Term Depot Provision	0.000	0.035	0.035	0.000	0.000
Assets Total	25.713	12.153	(13.560)	0.930	(1.651)
Capital Loans					
Stone Circle Housing Company Loan	13.017	13.017	0.000	0.000	0.000
Stone Circle Development Company Loan	5.797	5.797	0.000	0.000	0.000
Capital Loans Total	18.814	18.814	0.000	0.000	0.000
Information Services					
ICT Applications	1.697	1.697	0.000	0.000	0.000
ICT Business as Usual	1.434	1.834	0.400	0.400	0.000
ICT Other Infrastructure	0.434	0.434	0.000	0.000	0.000
ICT Get Well	2.139	0.992	(1.147)	0.000	(1.147)
Microsoft Cloud Navigator	0.013	0.013	0.000	0.000	0.000
Information Services Total	5.717	4.970	(0.747)	0.400	(1.147)
Corporate Director - Resources	56.942	42.298	(14.644)	1.330	(3.135)

Appendix B: Capital Programme 2023/24 Quarter Three (Page 3)

Capital Programme 2023/24 Quarter Three					
Scheme Name	Revised Budget 2023/2024	Forecast	Variance	Budgets brought forward from future years to the 2023/24 programme (Appendix D)	Budgets reprogrammed from 2023/2024 into future years (Appendix D)
	£m	£m	£m	£m	£m
Highways & Transport					
Churchyards & Cemeteries	0.028	0.000	(0.028)	0.000	(0.028)
Parking Contactless Machines	0.254	0.000	(0.254)	0.000	(0.254)
Fleet Vehicles	5.975	5.275	(0.700)	0.000	(0.700)
Highway flooding prevention and Land Drainage schemes	0.258	0.258	0.000	0.000	0.000
Integrated Transport	2.510	1.800	(0.710)	0.000	(0.710)
Local Highways and Footpath Improvement Groups	1.641	1.000	(0.641)	0.000	(0.641)
Structural Maintenance & Bridges	24.743	24.743	0.000	0.000	0.000
Churchfields Depot Drainage and Traffic Management	0.062	0.062	0.000	0.000	0.000
Passenger Transport RTPI	0.355	0.355	0.000	0.000	0.000
Drainage Improvements	0.656	0.341	(0.315)	0.000	(0.315)
Major Road Network M4 Junction 17	1.223	0.266	(0.957)	0.000	(0.957)
A338 Salisbury Junction Improvements MRN	0.350	0.350	0.000	0.000	0.000
A350 Chippenham Bypass (Ph 4&5) MRN	1.423	1.423	0.000	0.000	0.000
A3250 Melksham Bypass LLM - Full Scheme	0.125	0.000	(0.125)	0.000	(0.125)
Dunnes Lane Car Park, Castle Coombe	0.000	0.000	0.000	0.000	0.000
Safer Roads Fund - A3102	0.900	0.800	(0.100)	0.000	(0.100)
Highway Investment Plan	0.500	0.000	(0.500)	0.000	(0.500)
Central Area Depot & Strategy	0.293	0.293	0.000	0.000	0.000
Highways & Transport Total	41.296	36.966	(4.330)	0.000	(4.330)
Economy & Regeneration					
Chippenham Station HUB	0.109	0.000	(0.109)	0.000	(0.109)
Corsham Mansion House	0.047	0.000	(0.047)	0.000	(0.047)
River Park	0.900	0.900	0.000	0.000	0.000
Salisbury Future High Streets	3.631	3.930	0.299	0.299	0.000
Trowbridge Future High Streets	7.970	8.404	0.434	0.434	0.000
UK Shared Prosperity Fund Projects	1.227	1.227	0.000	0.000	0.000
Carbon Reduction Projects	0.035	0.035	0.000	0.000	0.000
Wiltshire Ultrafast Broadband	0.000	0.000	0.000	0.000	0.000
Wiltshire Online	0.097	0.097	0.000	0.000	0.000
Economy & Regeneration Total	14.016	14.593	0.577	0.733	(0.156)
Environment					
Waste Projects	1.030	0.940	(0.090)	0.250	(0.340)
HUG 2 Grant	1.544	0.062	(1.482)	0.000	(1.482)
Environment Total	2.574	1.002	(1.572)	0.250	(1.822)
Leisure Culture & Communities					
Area Boards Grants	0.400	0.400	0.000	0.000	0.000
Community Projects	0.000	0.000	0.000	0.000	0.000
Fitness Equipment for Leisure Centres	0.650	0.075	(0.575)	0.000	(0.575)
Libraries - Self Service	0.100	0.037	(0.063)	0.000	(0.063)
Trowbridge Leisure Centre	0.826	0.656	(0.170)	0.000	(0.170)
Leisure Requirements	2.060	0.422	(1.638)	0.000	(1.638)
History Centre Reception and Performing Arts Library	0.105	0.035	(0.070)	0.000	(0.070)
Leisure Culture & Communities Total	4.141	1.625	(2.516)	0.000	(2.516)
Corporate Director - Place	62.027	54.186	(7.841)	0.983	(8.824)
Total General Fund	163.014	131.985	(31.032)	2.313	(20.506)

Appendix B: Capital Programme 2023/24 Quarter Three (Page 4)

Scheme Name

Capital Programme 2023/24 Quarter Three				
Revised Budget 2023/2024	Forecast	Variance	Budgets brought forward from future years to the 2023/24 programme (Appendix D)	Budgets reprogrammed from 2023/2024 into future years (Appendix D)
£m	£m	£m	£m	£m

Housing Revenue Account

Council House Build Programme
Council House Build Programme (Phase 2)
Council House Build Programme (Phase 3.1)
Council House Build Programme (Phase 3.2)
Council House Build Programme (Phase 3.3)
Council House Build Programme (Phase 3.4)
Council House Build Programme (Phase 3.5)
Council House Build Programme (Phase 3.6)
Refurbishment of Council Stock
Highways Road Adoptions
Total Housing Revenue Account

0.000	0.000	0.000	0.000	0.000
0.552	0.318	(0.234)	0.000	(0.234)
8.720	4.649	(4.071)	0.000	(4.071)
7.827	4.952	(2.875)	0.000	(2.875)
9.533	10.668	1.135	1.685	(0.550)
8.352	2.316	(6.036)	0.000	(6.036)
0.000	0.868	0.868	1.538	(0.670)
9.200	3.077	(6.123)	5.520	(2.443)
0.500	9.700	9.200	0.500	0.000
44.684	0.410	(44.274)	0.000	(0.090)
89.368	36.958	(52.410)	9.243	(16.969)

Total Capital Programme

252.385	168.943	(83.442)	11.556	(37.475)
----------------	----------------	-----------------	---------------	-----------------

Appendix C: Capital Programme Funding 2023/24 Quarter Three (Page 1)

Scheme Name

Capital Programme Funding 2023/24 Quarter Three										
Forecast	Grants	Other Contributions	S106 Contributions	CIL Contributions	HRA	General Fund Receipts	Right To Buy Housing Receipts	Revenue Contribution to Capital	Stone Circle Capital Loan	Borrowing
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Adult Services										
Sensory Stimulation & Development Play Equipment	0.005	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.005
Disabled Facilities Grants	5.394	5.394	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Adult Services Total	5.399	5.394	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.005
Education & Skills										
Access and Inclusion	0.072	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.072
Army Rebasing	0.006	0.006	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Basic Need	2.896	2.401	0.000	0.495	0.000	0.000	0.000	0.000	0.000	0.000
Stonhenge School Replacement of Lower Block	4.549	3.140	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.409
Develped Formula Capital	0.609	0.609	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Schools Maintenance & Modernisation	5.594	1.482	0.014	0.000	0.000	0.000	0.000	0.000	0.000	4.098
Early Years & Childcare	0.031	0.000	0.000	0.031	0.000	0.000	0.000	0.000	0.000	0.000
Early Years Buildings	0.162	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.162
Silverwood Special School	10.047	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	10.047
SEND Special School Capacity & Alternative Provision	4.593	0.000	0.000	0.000	0.000	0.000	1.400	1.300	0.000	1.893
High Needs Provision Capital Allowance	1.473	1.473	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Education & Skills Total	30.032	9.111	0.014	0.526	0.000	0.000	1.400	0.000	1.300	17.681
Families & Children's Service										
Childrens Homes	0.070	0.070	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Families & Children's Total	0.070	0.070	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Corporate Director - People	35.501	14.575	0.014	0.526	0.000	0.000	1.400	0.000	1.300	17.686

Appendix C: Capital Programme Funding 2023/24 Quarter Three (Page 2)

Scheme Name

Capital Programme Funding 2023/24 Quarter Three										
Forecast	Grants	Other Contributions	S106 Contributions	CIL Contributions	HRA	General Fund Receipts	Right To Buy Housing Receipts	Revenue Contribution to Capital	Stone Circle Capital Loan	Borrowing
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Finance										
Corporate	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Evolve Project	6.361	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	6.361
Finance Total	6.361	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	6.361
Assets										
Affordable Housing including Commuted Sums	0.440	0.000	0.000	0.250	0.000	0.000	0.000	0.190	0.000	0.000
Capital Receipt Enhancement	0.036	0.000	0.000	0.000	0.000	0.000	0.036	0.000	0.000	0.000
Depot Office Strategy	0.421	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.421
Facilities Management Operational Estate	3.189	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	3.189
Gypsies and Travellers Projects	0.092	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.092
Porton Science Park	1.485	0.234	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.251
Head Office and Wellbeing Centres - Live Schemes	2.383	0.047	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2.336
Non-Commercial Property Purchases	0.035	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.035
North Wiltshire Schools PFI Playing Fields	0.300	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.300
Property Carbon Reduction Programme	1.799	0.000	0.000	0.026	0.000	0.000	0.000	0.000	0.000	1.773
Park & Ride Solar Panel Canopies	0.560	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.560
Public Sector Decarbonisation Scheme Projects	0.024	0.024	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Facilities Management Investment Estate	0.384	0.000	0.000	0.000	0.000	0.000	0.384	0.000	0.000	0.000
Social Care Infrastructure & Strategy	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Salisbury Resource Centre	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
South Chippenham	0.150	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.150
Housing Acquisitions	0.820	0.000	0.000	0.000	0.000	0.000	0.000	0.678	0.000	0.142
Short Term Depot Provision	0.035	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.035
Assets Total	12.153	0.305	0.000	0.276	0.000	0.000	0.420	0.190	0.678	10.284

Appendix C: Capital Programme Funding 2023/24 Quarter Three (Page 3)

Capital Programme Funding 2023/24 Quarter Three											
Scheme Name	Forecast	Grants	Other Contributions	S106 Contributions	CIL Contributions	HRA	General Fund Receipts	Right To Buy Housing Receipts	Revenue Contribution to Capital	Stone Circle Capital Loan	Borrowing
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Capital Loans											
Stone Circle Housing Company Loan	13.017	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	13.017	0.000
Stone Circle Development Company Loan	5.797	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.797	0.000
Capital Loans Total	18.814	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	18.814	0.000
Information Services											
ICT Applications	1.697	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.697
ICT Business as Usual	1.834	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.834
ICT Other Infrastructure	0.434	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.434
ICT Get Well	0.992	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.992
Microsoft Cloud Navigator	0.013	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.013
Information Services Total	4.970	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	4.970
Corporate Director - Resources	42.298	0.305	0.000	0.276	0.000	0.000	0.420	0.190	0.678	18.814	21.615

Appendix C: Capital Programme Funding 2023/24 Quarter Three (Page 4)

Scheme Name

Capital Programme Funding 2023/24 Quarter Three										
Forecast	Grants	Other Contributions	S106 Contributions	CIL Contributions	HRA	General Fund Receipts	Right To Buy Housing Receipts	Revenue Contribution to Capital	Stone Circle Capital Loan	Borrowing
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
5.275	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.275
0.258	0.258	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1.800	1.793	0.007	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1.000	0.555	0.025	0.020	0.400	0.000	0.000	0.000	0.000	0.000	0.000
24.743	24.689	0.054	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.062	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.062
0.355	0.000	0.000	0.017	0.000	0.000	0.000	0.000	0.000	0.000	0.338
0.341	0.156	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.185
0.266	0.266	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.350	0.350	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1.423	0.000	1.423	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.800	0.800	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.293	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.293
36.966	28.867	1.509	0.037	0.400	0.000	0.000	0.000	0.000	0.000	6.153

Highways & Transport

Churchyards & Cemeteries
Parking Contactless Machines
Fleet Vehicles
Highway flooding prevention and Land Drainage schemes
Integrated Transport
Local Highways and Footpath Improvement Groups
Structural Maintenance & Bridges
Churchfields Depot Drainage and Traffic Management
Passenger Transport RTP1
Drainage Improvements
Major Road Network M4 Junction 17
A338 Salisbury Junction Improvements MRN
A350 Chippenham Bypass (Ph 4&5) MRN
A3250 Melksham Bypass LLM - Full Scheme
Dunnes Lane Car Park, Castle Coombe
Safer Roads Fund - A3102
Highway Investment Plan
Central Area Depot & Strategy
Highways & Transport Total

Appendix C: Capital Programme Funding 2023/24 Quarter Three (Page 5)

Scheme Name

Capital Programme Funding 2023/24 Quarter Three										
Forecast	Grants	Other Contributions	S106 Contributions	CIL Contributions	HRA	General Fund Receipts	Right To Buy Housing Receipts	Revenue Contribution to Capital	Stone Circle Capital Loan	Borrowing
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Economy & Regeneration										
Chippenham Station HUB	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Corsham Mansion House	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
River Park	0.900	0.000	0.000	0.000	0.500	0.000	0.000	0.000	0.000	0.400
Salisbury Future High Streets	3.930	3.930	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Trowbridge Future High Streets	8.404	8.404	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
UK Shared Prosperity Fund Projects	1.227	1.227	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Carbon Reduction Projects	0.035	0.035	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Wiltshire Ultrafast Broadband	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Wiltshire Online	0.097	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.097
Economy & Regeneration Total	14.593	13.596	0.000	0.000	0.500	0.000	0.000	0.000	0.000	0.497
Environment										
Waste Projects	0.940	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.940
HUG 2 Grant	0.062	0.062	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Environment Total	1.002	0.062	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.940
Leisure Culture & Communities										
Area Boards Grants	0.400	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.400
Community Projects	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Fitness Equipment for Leisure Centres	0.075	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.075
Libraries - Self Service	0.037	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.037
Trowbridge Leisure Centre	0.656	0.000	0.000	0.000	0.656	0.000	0.000	0.000	0.000	0.000
Leisure Requirements	0.422	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.422
History Centre Reception and Performing Arts Library	0.035	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.035
Leisure Culture & Communities Total	1.625	0.000	0.000	0.000	0.656	0.000	0.000	0.000	0.000	0.969
Corporate Director - Place	54.186	42.525	1.509	0.037	1.556	0.000	0.000	0.000	0.000	8.559
Total General Fund	131.985	57.405	1.523	0.839	1.556	0.000	1.820	0.190	1.978	47.860

Appendix C: Capital Programme Funding 2023/24 Quarter Three (Page 6)

Scheme Name

Capital Programme Funding 2023/24 Quarter Three										
Forecast	Grants	Other Contributions	S106 Contributions	CIL Contributions	HRA	General Fund Receipts	Right To Buy Housing Receipts	Revenue Contribution to Capital	Stone Circle Capital Loan	Borrowing
£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.318	0.050	0.000	0.000	0.000	0.268	0.000	0.000	0.000	0.000	0.000
4.649	0.014	0.000	0.000	0.000	4.635	0.000	0.000	0.000	0.000	0.000
4.952	0.099	0.000	0.000	0.000	4.853	0.000	0.000	0.000	0.000	0.000
10.668	0.000	0.000	0.000	0.000	10.668	0.000	0.000	0.000	0.000	0.000
2.316	0.000	0.000	0.000	0.000	2.316	0.000	0.000	0.000	0.000	0.000
0.868	0.000	0.000	0.000	0.000	0.868	0.000	0.000	0.000	0.000	0.000
3.077	0.000	0.000	0.000	0.000	3.077	0.000	0.000	0.000	0.000	0.000
9.700	0.000	0.000	0.000	0.000	9.700	0.000	0.000	0.000	0.000	0.000
0.410	0.000	0.000	0.000	0.000	0.410	0.000	0.000	0.000	0.000	0.000
36.958	0.163	0.000	0.000	0.000	36.795	0.000	0.000	0.000	0.000	0.000
168.943	57.568	1.523	0.839	1.556	36.795	1.820	0.190	1.978	18.814	47.860

Housing Revenue Account

Council House Build Programme
Council House Build Programme (Phase 2)
Council House Build Programme (Phase 3.1)
Council House Build Programme (Phase 3.2)
Council House Build Programme (Phase 3.3)
Council House Build Programme (Phase 3.4)
Council House Build Programme (Phase 3.5)
Council House Build Programme (Phase 3.6)
Refreshment of Council Stock
Highways Road Adoptions
Total Housing Revenue Account
Total Capital Programme

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

Cabinet Meeting

06-Feb-24

Financial Year:

2023/24

SECTION 1 - DELEGATED CFO POWERS

"Adjustment/addition of scheme in the capital programme which has no effect on the net funding position of the programme

i.e. Additional resources available in the form of Grant, Section 106 contributions etc which fund the addition, "

Project Name:	Basic Need		
Budget Change:	2023/24	2024/25	2025/26
	0.030	0.966	4.004
Funding Source:	S106 contributions		
Reason for movement:	Sarum Academy Expansion Project		
Project Name:	Basic Need		
Budget Change:	2023/24	2024/25	2025/26
	0.100	0.400	0.000
Funding Source:	S106 contributions		
Reason for movement:	Warminster Kingdown Project		
Project Name:	Central Area Depot Strategy		
Budget Change:	2023/24	2024/25	2025/26
	0.293	6.243	10.483
Funding Source:	Borrowing / Capital Receipts		
Reason for movement:	Approval for Central Area Depot		
Project Name:	Short Term Depot Provision		
Budget Change:	2023/24	2024/25	2025/26
	0.035	3.767	1.507
Funding Source:	Borrowing		
Reason for movement:	Approval for Central Area Depot		
Project Name:	SEND - High Needs		
Budget Change:	2023/24	2024/25	2025/26
	0.000	4.000	4.000
Funding Source:	Borrowing		
Reason for movement:	Safety Valve Specialist Places expansion		
Total Delegated Changes Approved by Section 151 Officer	0.458	15.376	19.994

In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.

CHIEF FINANCE OFFICER: Lizzie Watkin

DATE:

Jan-24
Page 89

CHIEF FINANCE OFFICER (CFO) - EXERCISE OF DELEGATED POWERS & REQUESTS FOR ADDITIONAL RESOURCES WITHIN THE CAPITAL PROGRAMME

SECTION 2 - DELEGATED CFO POWERS

"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme

not progressing as originally anticipated or other circumstances"

Project Name:	Property Carbon Reduction Programme		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.265	0.265	0.000
Funding Source:	Borrowing		
Reason:	Revised forecast reflecting anticipated outturn		
Project Name:	ICT Get Well		
Budget Change:	2023/2024	2024/2025	2025/2026
	-1.147	0.747	0.200
Funding Source:	Borrowing		
Reason:	Multiple Projects reprofiled to reflect demand		
Project Name:	Fleet Vehicles		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.700	0.700	0.000
Funding Source:	Borrowing		
Reason:	Reprofile to reflect anticipated deliveries of outstanding vehicles		
Project Name:	Contactless Parking Machines		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.254	0.134	0.120
Funding Source:	Borrowing		
Reason:	Reprofile of budget to reflect forecast spend		
Project Name:	HRA - Highways Road Adoptions		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.090	0.050	0.040
Funding Source:	HRA		
Reason:	Reprofile to spend forecast		
Project Name:	Porton Science Park		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.287	0.287	0.000
Funding Source:	Borrowing		
Reason:	Reprofile of budget to reflect forecast spend		

Appendix D: Capital Programme Adjustments Quarter Three 2023/24 (Page 3)

Project Name:	Fitness Equipment for Leisure Centres		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.575	0.325	0.250
Funding Source:	Borrowing		
Reason:	Reprofile to reflect expected spend		
Project Name:	History Ctr Reception & PA Library		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.070	0.070	0.000
Funding Source:	Borrowing		
Reason:	Reprofile of budget to reflect forecast spend		
Project Name:	Library Self Service		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.063	0.000	0.063
Funding Source:	Borrowing		
Reason:	Reprofile of budget to reflect forecast spend		
Project Name:	MRN M4 Junction 17		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.957	0.179	0.778
Funding Source:	DfT Grant		
Reason:	Reprofile of budget to reflect forecast spend		
Project Name:	A3250 Melksham Bypass LLM		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.125	0.075	0.050
Funding Source:	DfT Grant		
Reason:	Revised Forecast		
Project Name:	Integrated Transport		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.710	0.710	0.000
Funding Source:	DfT Grant		
Reason:	Reprofile of budget to reflect forecast spend		
Project Name:	Local Highway Footway Improvement Groups		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.641	0.641	0.000
Funding Source:	DfT Grant / Contributions		
Reason:	Reprofile of budget to reflect forecast spend		
Project Name:	Drainage Improvements		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.315	0.315	0.000
Funding Source:	DfT Grant		
Reason:	Revised Forecast		
Project Name:	Safer Roads Fund - A3102		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.100	0.100	0.000
Funding Source:	DfT Grant		
Reason:	Reprofile of budget to reflect forecast spend		
Project Name:	Waste		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.025	0.025	0.000
Funding Source:	Borrowing		
Reason:	HRC Infrastructure reprofile		

Appendix D: Capital Programme Adjustments Quarter Three 2023/24 (Page 4)

Project Name:	Waste		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.315	0.315	0.000
Funding Source:	Borrowing		
Reason:	Closed Landfill reprofiled to reflect anticipated spend		
Project Name:	High Needs Provision Capital Allowance		
Budget Change:	2023/2024	2024/2025	2025/2026
	-1.122	-5.493	6.615
Funding Source:	DfE Grant		
Reason:	Reprofile in line with project forecasts		
Project Name:	Early Years & Childcare		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.064	0.064	0.000
Funding Source:	S106 contributions		
Reason:	No anticipated 23/24 start to Trowbridge projects		
Project Name:	Evolve		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.337	0.337	0.000
Funding Source:	Borrowing		
Reason:	Reprofile to reflect delays to some system elements		
Project Name:	Salisbury Resource Centre		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.825	0.825	0.000
Funding Source:	Borrowing		
Reason:	Delayed works start now post April 2024		
Project Name:	Basic Need		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.050	0.050	0.000
Funding Source:	DfE grant		
Reason:	Abbeyfield project reprofile		
Project Name:	Basic Need		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.035	0.035	0.000
Funding Source:	DfE grant		
Reason:	Corsham Secondary project reprofile		
Project Name:	Basic Need		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.050	0.050	0.000
Funding Source:	DfE grant		
Reason:	Clarendon Academy project reprofile		
Project Name:	School Maintenance & Modernisation		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.225	0.225	0.000
Funding Source:	DfE grant		
Reason:	Silverwood Roof project reprofile		
Project Name:	Basic Need		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.200	0.200	0.000
Funding Source:	DfE grant		
Reason:	Reprofile of St Peters Project		

Appendix D: Capital Programme Adjustments Quarter Three 2023/24 (Page 5)

Project Name:	School Maintenance & Modernisation		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.080	0.080	0.000
Funding Source:	DfE grant		
Reason:	Reprofile of Holbrook Primary Project		
Project Name:	School Maintenance & Modernisation		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.040	0.040	0.000
Funding Source:	DfE grant		
Reason:	Reprofile of Holbrook Primary Project		
Project Name:	Leisure Requirements		
Budget Change:	2023/2024	2024/2025	2025/2026
	-1.638	1.638	0.000
Funding Source:	Borrowing		
Reason:	Scheme reprofiles in line with forecast revision		
Project Name:	Disabled Facilities Grant		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.373	0.225	0.148
Funding Source:	Grant		
Reason:	Scheme reprofiles in line with forecast revision		
Project Name:	Health & Wellbeing Centre Schemes		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.224	0.224	0.000
Funding Source:	Borrowing		
Reason:	Scheme reprofiles in line with forecast revision		
Project Name:	Early Years & Childcare		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.194	0.194	0.000
Funding Source:	Borrowing		
Reason:	Bradford on Avon project pushed back to 2023		
Project Name:	Council House Build Programme Ph2		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.234	0.234	0.000
Funding Source:	HRA		
Reason:	Reprofile in line with project forecasts		
Project Name:	Council House Build Programme Ph 3.1		
Budget Change:	2023/2024	2024/2025	2025/2026
	-4.071	4.071	0.000
Funding Source:	HRA / grant		
Reason:	Reprofile in line with project forecasts		
Project Name:	Council House Build Programme Ph 3.2		
Budget Change:	2023/2024	2024/2025	2025/2026
	-2.875	2.370	0.505
Funding Source:	HRA / grant		
Reason:	Reprofile in line with project forecasts		
Project Name:	Council House Build Programme Ph 3.4		
Budget Change:	2023/2024	2024/2025	2025/2026
	-6.036	5.961	0.075
Funding Source:	HRA / grant		
Reason:	Reprofile in line with project forecasts		

Appendix D: Capital Programme Adjustments Quarter Three 2023/24 (Page 6)

Project Name:	Council House Build Programme Ph 3.5		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.670	0.000	0.670
Funding Source:	HRA		
Reason:	Reprofile in line with project forecasts		
Project Name:	Council House Build Programme Ph 3.6		
Budget Change:	2023/2024	2024/2025	2025/2026
	-2.443	0.000	2.443
Funding Source:	HRA		
Reason:	Reprofile in line with project forecasts		
Project Name:	Council House Build Programme Ph 3.3		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.550	0.000	0.550
Funding Source:	HRA / grant		
Reason:	Reprofile in line with project forecasts		
Project Name:	Trowbridge Leisure Centre		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.170	0.000	0.170
Funding Source:	CIL		
Reason:	Spend forecast reprofile		
Project Name:	HUG 2 Grant		
Budget Change:	2023/2024	2024/2025	2025/2026
	-1.482	1.482	0.000
Funding Source:	Grant		
Reason:	Reprofile in line with project forecasts		
Project Name:	Corsham Mansion House		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.047	0.000	0.047
Funding Source:	LGF/Borrowing		
Reason:	Budget not needed in year		
Project Name:	Chippenham Station HUB		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.109	0.000	0.109
Funding Source:	LGF/Borrowing		
Reason:	Budget not needed in year		
Project Name:	Childrens Homes		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.830	0.830	0.000
Funding Source:	Grant / Borrowing		
Reason:	Scheme reprofiles in line with forecast revision		
Project Name:	Silverwood Special School		
Budget Change:	2023/2024	2024/2025	2025/2026
	-3.900	3.900	0.000
Funding Source:	Borrowing		
Reason:	Reprofile in line with project forecasts		
Project Name:	Highway Investment Plan		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.500	0.000	0.500
Funding Source:	Borrowing		
Reason:	Budget not needed in year as no spend forecast		

Appendix D: Capital Programme Adjustments Quarter Three 2023/24 (Page 7)

Project Name:	Churchyards & Cemeteries		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.028	0.000	0.028
Funding Source:	Borrowing		
Reason:	No spend forecast in year		
Project Name:	South Chippenham		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.050	0.000	0.050
Funding Source:	Borrowing		
Reason:	Reprofile in line with project forecasts		
Project Name:	Early Years Buildings		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.130	0.000	0.130
Funding Source:	Borrowing		
Reason:	Reprofile for individual project forecasts		
Project Name:	School Maintenance & Modernisation		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.050	0.000	0.050
Funding Source:	DfE grant		
Reason:	Reprofile of The Grove Project		
Project Name:	Stonehenge Replacement of Lower Block		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.200	0.200	0.000
Funding Source:	DfE Grant / S106		
Reason:	Scheme reprofiles in line with forecast revision		
Project Name:	Basic Need		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.989	0.000	0.989
Funding Source:	DfE grant		
Reason:	Various projects reprofiled in line with spend forecast		
Project Name:	Sensory Stimulation & Develop. Play Equi		
Budget Change:	2023/2024	2024/2025	2025/2026
	-0.015	0.000	0.015
Funding Source:	Borrowing		
Reason:	Scheme reprofiled in line with forecast revision		
Total Re-programming between years	-37.475	22.678	14.596

In the exercise of my delegated powers (Section 1 and 2), I hereby authorise the amendments to the Capital Programme summarised above.

CHIEF FINANCE OFFICER: Lizzie Watkin

DATE: Jan-24

This page is intentionally left blank

Wiltshire Council

Cabinet

6 February 2024

Subject: Corporate Performance and Risk Monitoring Report: Q3 2023/24

Cabinet Member: Cllr Richard Clewer, Leader of the Council and Cabinet Member for Economic Development, Military-Civilian Integration, Heritage, Arts, Tourism, Health and Wellbeing

Key Decision: Non Key

Executive Summary

This report provides a quarter three update on performance against the stated missions in the Council's Business Plan 2022-32, and provides a summary of strategic risks that might impact on delivery of these missions.

Proposals

Cabinet are asked to note and agree:

- 1) Performance against the selected measures mapped to the Council's strategic priorities.
- 2) The Strategic Risk Summary.

Reason for Proposal

To provide Cabinet with a quarterly update on measures used to monitor progress against the 10 missions laid out in Wiltshire Council's Business Plan 2022-32.

The Strategic Risk Summary captures and monitors significant risks facing the Council, in relation to in-service risks facing individual areas and in managing its business across the authority.

This is supported by, and in compliance with, the Council's Corporate Performance and Risk Policy.

**Terence Herbert
Chief Executive**

Wiltshire Council

Cabinet

6 February 2024

Subject: Corporate Performance and Risk Monitoring Report: Q3 2023/24

Cabinet Member: Cllr Richard Clewer, Leader of the Council and Cabinet Member for Economic Development, Military-Civilian Integration, Heritage, Arts, Tourism, Health and Wellbeing

Key Decision: Non Key

Purpose of Report

1. This report provides an update on the progress against the stated missions in the Council's Business Plan.
2. To note: it provides measures of performance using data available at the end of Q3 and risks as they are at the time of the report's production; risks are not presented on a quarterly reporting cycle.
3. The Q3 2023/24 Corporate Scorecard is attached to the report as **Appendix 1**.
4. The Strategic Risk Summary is attached as **Appendix 2**.

Relevance to the Council's Business Plan

5. This report updates Cabinet on the performance against each of the stated missions contained in the Business Plan 2022-2032, as well as strategic risks that would impact the Council's ability to achieve these missions.

Background

6. Prior to the Business Plan's ratification at Full Council, Directors and Cabinet Members agreed a corporate performance framework that identified the measures that would initially be used to track progress against the 10 missions identified.
7. This framework was reviewed in January 2023, resulting in new measures being added and additional measures being reviewed, developed and improved.
8. These measures fall into three categories:
 - i) Main indicators – the key metric for that particular mission.
 - ii) Supporting indicator(s) – a metric that helps add weight or explanation to the main indicator.

- iii) Basket indicators – where it was impossible to identify one or two main indicators, measures were grouped together to be able to report on elements of each mission.
9. The resulting Corporate Performance Scorecard includes each main measure alongside the most relevant supporting and basket indicators.
 10. Performance measures and targets on the Scorecard are owned and reported by the service to which they relate, and they continue to be reviewed and challenged at Performance Outcome Boards (POBs) and Groups (POGs) to inform recommendations and drive improvements. This ensures they are most representative of performance against a mission and allows for advanced scrutiny.

Performance

11. In response to a request from a Cabinet member, measures relating to the educational attainment gap, overall educational outcomes at key stage 4, and the percentage of schools rated good or outstanding by Ofsted now provide additional figures specific to either maintained or academy schools. However, caution should be applied when making comparisons, particularly at the secondary level, as there are only four maintained secondary schools, and the academy data includes grammar schools. Academy trusts also sponsor vulnerable schools such as those that are judged inadequate or have been judged to require improvement at two consecutive inspections.
12. Performance targets for the new financial year were reviewed as part of this year's more integrated service planning process, as set out in the Corporate Peer Challenge Action Plan.
13. For consistency, prevention of volatility and ease of reading, wherever possible measures are reported as rolling averages or cumulative totals over the previous 12 months. We note that this may result in figures reported via the Scorecard differing from those reported internally in POBs, or externally via statutory returns. For some measures, the current position is more informative than a historic average taken over time. Where this is the case, it is indicated on the Scorecard.
14. The polarity is shown for each measure, indicating whether a better performance is an increase or a decrease in the figures presented. This allows the direction of travel arrows to be more easily interpreted for each measure.
15. A new list of facts and figures has been provided at the end of the Scorecard. Whilst not all performance measures will map directly to these figures, they are intended to provide context to the measures presented in the Scorecard. Additional information about Wiltshire and its residents is available at wiltshireintelligence.org.uk

Timescales

16. At November's Cabinet there was discussion about timescales for updating data, with the 2-year lag noted for some datasets.

17. Whilst this is true for a few externally sourced datasets, data sourced from services is typically provided as soon as it is available and has been verified by officers. Often this requires new data to be processed and analysed by Services within days of the end of the quarter, ensuring that the Scorecard provides an up-to-date picture of the Council's current performance.

Corporate Performance Scorecard

We get the best start in life

18. The published data for the education gap at year 1 that we have received indicates that the phonics gap has increased to 23.7% and is above the National Gap. This remains a priority area for improvement aligned with the disadvantaged strategy. There is not a significant difference in terms of the disadvantaged gap between maintained schools and academies, and the gap remains an area of focus for both types of school.
19. The target for the educational gap at KS4 is to reduce the gap to be in line with national at 27% by August 2025. The strategy is to continue the positive trajectory of maintained school outcomes in all areas, accelerate outcomes in academies to address the gap and to extend our reach to schools and secure wider engagement. Factors contributing to outcomes in maintained schools include the 3 year systematic, structured SIA programme, responsive strategy, CPD, significant partnerships and collaborations and a tiered approach. The gap is not as large in the maintained schools, but there is a caution in that only 4 schools are maintained in then Secondary sector. The performance though is encouraging. The gap is wider with academies but even within this, there is variance between Trusts and within Trusts. Academies have engaged in the Affordable School Strategy and through the Wiltshire Learning Alliance this year. Performance for 20/21 and 21/22 is not comparable as assessments were completed differently during Covid.
20. Wiltshire performance overall educational outcomes at KS4 for 2023 was 44.8%, which is a slight decrease from 2022 at 48.6%. The national level for 2023 was 45.3%. Caution should be taken when looking at the performance of maintained schools against academy given the number of schools that are maintained is significantly smaller. Please note that the academy data includes the grammar school sector, which makes comparisons in KS4 slightly nuanced. Performance for 2020/21 and 2021/22 is not comparable as assessments were completed differently during Covid.
21. The national level for educational outcomes at KS4 specific to SEND in 2023 was 6.6%. Caution should be taken given the low numbers of SEND pupils in the four maintained schools. The overall performance of SEND pupils in academies is a positive in terms of performance outcomes and correlates with the overall profile across the whole sector. Performance for 2020/21 and 2021/22 is not comparable as assessments were completed differently during Covid.
22. The focus on the completion EHCP assessments that had been waiting for the longest period of time has continued, enabling the 'backlog' of outstanding EHCP assessments to be reduced. Demand for assessments continues to be high in

Wiltshire, with fluctuations in the monthly request rate and peaks at certain points in the year - November and December both saw high numbers. SEND statutory performance continues to be monitored through SEND Performance Board and the local area SEND Board.

23. The percentage of schools that are Good or Outstanding has dipped from a peak in March 2023, where there had been a steady improvement in performance. The data has been impacted by a few schools moving from a Good to Requires Improvement judgement, but these were expected outcomes in the context of schools inspected. Maintained school performance is above the target and in line with National data. This reflects ongoing improvements we are seeing in inspection outcomes. The Academy data is below the national rate, but the caveat is that Academies sponsor and take on vulnerable schools (RI and Inadequate) so this can skew the data.
24. We are currently at 97.65% of all registered Early Years provision in Wiltshire being graded at least Good by Ofsted. If we remove the school-based provision data we are showing that 98.08% of our nurseries, pre-schools and childminders are at least Good. Of those settings judged to be less than good, 72% are childminders. Overall, 98.8% of our nurseries and pre-schools are at least good and 97.5% of our Childminders are at least good.

We stay active

25. No new data is available for the percentage of children and adults who are physically active.
26. Visits to Council-run leisure centres continue to increase and do not appear to have been hugely impacted by the cost-of-living crisis at this time. When comparing Q3 to the same period last year, there has been an increase of 10% on visits.
27. Visits to libraries in Q3 are up 30.4% Apr–Dec 2023 compared to the same 9 month period last year and are at 77.6% of pre-pandemic levels, mirroring the national picture. Visits have risen 2.9% in the first 9 months of 2023/24 compared to the same period pre-pandemic. They are down 3.2% in Q3 compared to Q3 last year, an improvement on Q2 when the difference was 4.7%. The decrease from 2022 to 2023 is due to the maintenance work at Amesbury, Bradford-on-Avon, Marlborough and Wilton Libraries necessitating closed periods, and the additional visits in the summer of 2022 to the newly opened campus library in Melksham. Work on improving visitor numbers continues and additional ideas will be considered as part of the Library Transformation programme to ensure visitor numbers reach pre-pandemic levels, as loans of stock did in Dec 2023.
28. The tree planting season takes place during Q3 and Q4, when trees become dormant and so the bare rooted stock most widely used in woodland planting can be planted with minimal risk of failure. Although only 0.03Ha has so far been delivered on site, 79.01Ha has been facilitated and is in the pre-grant, submission, or agreed grant stage for planting this winter. This includes planned tree-planting in Bemerton heath and Studley Green in collaboration with the Community Conversations Team. We have also received £50K from the

Coronation Living Heritage Fund for Community Orchards to be planted in 2024/25. Figures are reviewed weekly by the Woodland GAPS Team.

29. The percentage of people in their own homes 91 days after entering the reablement services shows the longer-term effects of reablement and its ability to maintain and support people to remain in their own homes. Wiltshire Reablement continues to perform very well in this area, exceeding the target range, which demonstrates the effectiveness and success in supporting longer term outcomes. The outcomes achieved are representative of the model of service, which offers the opportunity to rehabilitate under a therapy led programme - Wiltshire reablement is an inclusive service and does not apply a selective criteria.

We are safe

30. Q3 has seen a very slight increase in the percentage of repeat referrals to Children's Services. However, performance remains within the target range. A piece of work to look at the month-on-month increase seen in the past 5 months is being undertaken to fully analyse the root cause and will be presented to POB in March. When comparing performance to all comparator groups we perform better (statistical neighbours 20.7%, South West 22.6% and National 21.5%).
31. Performance for the percentage of children in care fostered within Local Authority provision has decreased slightly in Q3 to 40% for the quarterly data. However, the rolling yearly figure remains static at 42%. A placement sufficiency strategy and action plan is in place to reflect the need to increase this further in line with national sufficiency challenges. It is of note that when including connected carers the percentage rises to 56% of our children living within Local Authority provision.
32. The percentage of S42 outcomes met has increased slightly this quarter and continues to be within target range and on a positive trajectory following a decrease in the quarterly data for Q1. All outcomes not met have been reviewed, a total of 6 clients, including two who did not want further action from MASH and one who had passed away.
33. There are no care homes in Wiltshire currently rated by the CQC as Inadequate.
34. The measure looking at the number of new admissions of younger adults to residential and nursing care homes includes admissions following a discharge from hospital, if the adult was in residential or nursing prior to hospital, this is still counted as a new admission. Over the last rolling year there has been a steady increase in the number of admissions. Some of the increase can be attributed to the introduction of the Moving on Service and younger adults in residential placements transitioning across from Childrens to Adult Services - the service started in August. We will be working with children from age 16 to consider all other placement types as part of our transformation work, although we are aware that we have a shortage in accommodation options to support people in the community. Although this metric focuses on working age adults in residential care, these are not all specialist residential placements.
35. Q3 2023/24 initially showed an improvement in repair times for reported P1 potholes. However, November and December have seen a large increase in

pothole reports. This is being mitigated by provision of two additional pothole gangs to improve response times.

36. The percentage of roads scheduled for treatment that have been resurfaced has again increased. Surface dressing is a seasonal operation when air temperatures are higher. The programme starts in July, so the substantive length of surfacing takes place within Q2 and Q3. Q2 and Q3 figures include additional surface dressing made possible by a one-off government grant for 2023/24, bringing the average of roads scheduled for treatment that have been resurfaced close to the target for the financial year.
37. The percentage of cars found speeding has dropped again in Q3 2023/24. The Community Road Safety Team in Wiltshire Police brings together our Community Speed Watch volunteers, civilian Community Speed Enforcement Officers & Community Roads Safety Officers to focus working in our communities. They now conduct monthly Days of Action in specific areas of concern across the Neighbourhood Policing Teams, with officers and staff collectively working toward making our roads safer. Since September they've held three days of action that saw over 62 staff and officers joining together, focusing on over 85 different locations and dealt with over 280 driving offences. In December, the Force focus was the #Fatal5, specifically drink/drug driving.
38. One of our two Antisocial Behaviour (ASB) Officers went on maternity leave during Q3 2023/24. This has impacted negatively on the 60-day resolution performance, as there is only one remaining ASB Officer to cover the entire county. Fortunately, complaints of antisocial behaviour tend to reduce over Q3 and Q4 due to the colder weather. Backfilling to cover the post has been advertised once but with no suitable applicants. It will be readvertised pending finance approval.

We live well together

39. The percentage of looked after children placed more than 20 miles from home is very slightly above the expected range, and has been for the last year. However, this is very positive given the significant placement sufficiency challenges. For context, 15% of the 38% are in Wiltshire and over 20 miles from home and 24% are out of Wiltshire and over 20 miles from home. In the current climate this remains strong performance.
40. Performance for the percentage of 19-21-year-old care experienced young people in suitable accommodation remains strong.
41. Updated Q3 data for the uptake of NHS Health Checks and rates of smoking cessation won't be available in time to update the Scorecard for this report.

We ensure decisions are evidence-based

42. The latest referendum showed a 28.1% turnout. This is marginally above the 25% target and typical for neighbourhood plans.
43. The open rate for newsletters continues to show ongoing strong performance compared to the national average open rate for government e-newsletters

(28.8%) and the average open rate for all e-newsletters (21.3%). Open rates in Q3 remain above target.

We have the right housing

44. Numbers of affordable houses for Q3 2023/24 are again down on previous quarters and historic levels due to overall downturn in the market. This is impacting delivery from housebuilders.
45. Although the demand for social housing continues to rise we continue to carry out data cleansing of the housing register, which has meant that a few old applications have been removed as they were not closed down correctly. We are therefore reporting a lower figure for the number on the housing register this quarter following this work, but demand continues to increase.
46. We are starting to see a steady decrease in the total number of households in temporary accommodation. This is due to a number of actions put into place to prioritise the reduction in households in temporary accommodation. Currently we have one single household in Bed & Breakfast, as we have seen a significant increase in the need for single homeless placements and unfortunately we have had a delay in opening our 7 bed hostel for single clients.
47. Performance for the percentage of major planning applications completed within the statutory period or agreed extension is steadily improving each quarter and is consistently above the statutory 60% target.
48. Performance for the percentage of non-major applications completed is similarly improving each quarter and is consistently above the statutory 70% target.

We have the right skills to prosper

49. Wiltshire's claimant percentage 2% is consistently lower than the national average at 3.7% and the South West at 2.6%. This represents no change from the previous quarter. The numeric value has seen a steady increase over the last quarter from 6050 to 6250.
50. Wiltshire's youth claimant rate is 3.1%, compared to 3.4% across the South West and 5% nationally. There is a slight decrease on the previous months across all regions at 0.1%. The numeric value for this measure is 1,100.
51. Draft data for Q3 shows an increase in the percentage of 16-17 year-olds who are NEET since the start of new academic year to 2.1%. The increase is expected as at the start of each academic year every 16-17 year old has an unknown destination and has to be tracked to confirm a destination, which can include NEET. Performance remains within the expected range and below South West and England averages.
52. Performance for the percentage of care-experienced 16-17-year-olds who were in education, employment or training has dropped below the target range. It's important to note that some young people may be unable to be in EET due to their physical/mental health. As per Q2 narrative, a full breakdown of exceptions in Q3 will be provided to POB in March.

53. Gross weekly workplace earnings remain below the national rate (£682.60) and below residential earnings (£669.10 per week). While minor, the gap is once again widening between workplace earnings and residents earnings meaning residents still commute for higher paid opportunities. This should be monitored and considered in future plans.
54. No new data has been published for regional GVA, level 4 skills or gross disposable household income since the last Scorecard reported in 2023/24 Q2.

We have vibrant and well-connected communities

55. Data for the number of bus passenger journeys is unavailable for November and December, but will be updated for the Q4 report. However, bus patronage numbers continue to increase across Wiltshire in line with national trends.
56. Rail journey numbers to/from Wiltshire stations have recovered to 80% of the pre-Covid (3 year average) level. This is lower than for the SW region (89%), partly explained by the loss of long-distance commuting and business travel, but also reflecting degraded services on several routes.
57. The percentage of gigabit broadband coverage continues to increase, and is now at 65.9% coverage. The publicly funded programme is due to begin later this year, but the private sector build is increasing incrementally.
58. Coverage anticipated to increase alongside the Shared Rural Services network that is currently in development. There are known problems on the network in and around Potterne which account for some but not all of this decrease. Further work is underway to identify the issue.
59. The use of car parks based on the number of pay-and-display transactions continues to increase. The increased income for pay and display has been offset by lower demand for season tickets. However, the annual income trend is constant with the forecasted total income being above the budgeted figure.

We take responsibility for the environment

60. More household waste tonnage has been managed between April - Nov 23/24 compared with the same period the previous year. A notable increase in garden waste masks a modest decrease in residual waste and mixed recycling collected at the kerbside.
61. A modest improvement in recycling rate is reported, though the in-year recycling rate typically declines as seasonal garden waste tonnages fall. A overall 23.4% increase in garden waste managed for composting has been seen April-Nov 2023/24, compared with the same period the previous year. This reflects an 18.7% increase in garden waste collected at the kerbside, but a 44% increase in garden waste managed through the household recycling centres. The service also continues to promote the "Recycling - Let's Sort It!" campaign aimed at reducing contamination of recycling and increasing material quality and has rolled out bag-sorting stations at all of the 10 x HRCs to support residents in maximising the amount of material separated for recycling at the sites.

62. Overall, the Waste Recovery rate has reduced compared with Q3 2022/23, though it has seen a modest in-year improvement compared with Q2 2023/24, which reflects a trial to shred bulky residual waste from Household Recycling Centres (HRCs) to make this suitable for Lakeside EfW. The average reported does not show the performance reduction compared with 2022/23, due to less residual waste tonnage collected from the kerbside. It is important to review the Waste Recovery Rate alongside the Recycling Rate, as both factors contribute to the overall diversion of waste from landfill. Any changes in the quantity of waste sent for recovery will influence the percentage of recycling rate, and vice versa.
63. Performance for residual household waste compared with Q3 2022/23 remains largely unchanged, though the reported average masks a modest in-year improvement compared with Q2 2023/24. This reflects the trial to shred bulky residual waste from Household Recycling Centres (HRCs) and redirecting this to an energy from waste facility during November and December 2023.
64. The number of fly tipping incidents reported during Q3 is down 12.5% on Q2 2023/24 but up 16% on Q3 22/23. However, only 4% of reports have contained evidence during the year to date. Of these, 66% of reports with evidence have resulted in formal actions being taken year to date. However, over the last 3 months 79% of reports with evidence have resulted in formal actions. This YTD figure is low due to only 9% of reports with evidence resulting in an action during July 2023 due to staff holiday and ongoing investigations. Despite the increase in enforcement resources and enforcement actions, during times of lower economic activity fly tipping reports are likely to increase as waste producers seek to reduce their waste disposal costs. Fly tip enforcement actions are up 16% as of 31 December 2023.

We are on the path to carbon neutral (net zero)

65. The most recent data for the number of staff who have received Carbon Literacy training includes 6 Directors completing Carbon Literacy Training, as part of the aim for all of the Extended Leadership Team to be trained by summer 2024. Courses for councillors are starting in March. Good progress has been made to date and we have achieved the bronze award. However considerable resource will be required to achieve silver by the end of 2025.
66. No new data is available for Wiltshire's greenhouse gas emissions, Wiltshire Council's carbon emissions, renewable energy capacity, energy performance certificates at levels A-C, or public electric vehicle charging points.

Risk

67. The Strategic Risk Summary is attached as **Appendix 2** and provides information on the challenges, and potential challenges, the Council faces in delivering its services and ambitions.
68. Included is the Strategic Risk Register, which contains risks that, if they were to become issues, could hamper the Council's ambition to achieve its stated aims, whether that be empowering the people of Wiltshire, building thriving economies

or leading the response to climate change. An explanation of the makeup of the Strategic Risk Register can be found in **Appendix 2**.

69. Risks are identified, defined, reviewed, and managed in service areas.
70. Findings from the internal audit and progress against the agreed action plan were reported to November's Audit and Governance Committee meeting. Two of the agreed actions have been completed and work is progressing well on outstanding actions, which are due to be completed on or ahead of schedule.
71. A pilot meeting of a new Risk Working Group has taken place, with its membership refined and the feedback incorporated into the Terms of Reference. Quarterly meetings are now scheduled.
72. There are 190 risks identified and scored in the corporate risk management process at the time of print, not including the national risks that are managed by the Local Resilience Forum. The Strategic Risk Register is made up of those risks that have either a potential impact on the wider council, or are the responsibility of the wider council to mitigate
73. The strategic risk AS08, which relates to capacity in adult social care across all sectors of the provider market not meeting demand, has been de-escalated to the relevant service-level risk register. The commissioning team have worked with the market to facilitate opportunities and activity and the position has improved across the board. Post Covid the workforce has stabilised which has led to more providers both nationally and locally. These mitigating actions have reduced the current risk score, the risk can now be managed within the service. It will therefore be monitored on the ASC/Commissioning Risk register at a Service Level and escalated again should the position change.
74. Macroeconomic pressures such as inflation, and staff recruitment and retention – still remain in place as issues, meaning that the potential problems identified have materialised. The current CPI rate of inflation is 4.0%, which remains above the Bank of England's 2% target so inflationary pressures remain. The drop would need to be sustained for several more months before Officers are confident that the issue can be reduced back to a risk for monitoring and mitigation.
75. The Council's teams continue to work to mitigate the impact of these issues and will do so until they are no longer having a direct impact on delivery of services.
76. The emerging risk added during Q3 2022/23 remains, reflecting the potential for additional service pressures in upcoming quarters. These come because of other agencies – with whom the Council has a dependency or interaction – experiencing their own difficulties, such as an increase in demand to their own services or unforeseen workforce challenges.
77. As ever, these continue to be actively monitored and managed to reduce impact, with the Council supporting its partners to deliver the best service they can for Wiltshire's residents.

Future Developments

78. Measure descriptions and targets on the Corporate Performance Scorecard will remain under review, and ongoing changes will be agreed by Cabinet and the Corporate Leadership Team.
79. The possibility of presenting educational data split by maintained vs. academy schools was explored, but it was felt that this level of detail was more appropriate for discussion at POBs and POGs.
80. The Strategic Risk Summary will continue to evolve as improvements are made to the Council's risk management processes as actions from the internal audit are implemented.
81. In November Oflog ran a series of workshops in which officers from Wiltshire Council were able to provide feedback on proposed measures for the next phase of Oflog Data Explorer development. Officers highlighted the need to ensure context was provided for measures so that non-experts are able to understand them, and also recommended that some data currently submitted voluntarily should be made mandatory. Officers also emphasised the need to ensure that measures related to activities that local authorities had an influence over. Officers also submitted a written response on the draft metrics.
82. In late December Oflog's Chief Executive wrote to Local authority CEOs to outline how data will be used as an early warning system. Oflog intends that its early warning system will complement (rather than duplicate or conflict with) other mechanisms such as external auditors, the LGA's Corporate Peer Challenges, regulators such as CQC and Ofsted, and the work of DLUHC and other government departments.
83. The early warning system will involve two components: Firstly, analysis of data and soft intelligence to identify local authorities that might be at risk of serious failure of leadership, governance or culture. Secondly, 'early warning conversations' with and visits to local authorities potentially at risk. Oflog plans to conduct up to six of these conversations during 2024/25, with an initial pilot being run with Oxfordshire County Council.
84. Oflog has clarified that DLUHC will remain responsible for judgements about the necessity of formal interventions via the existing Best Value Framework. Similarly, any local authorities experiencing financial difficulties should continue to contact DLUHC in the first instance.
85. Oflog's Chief Executive also provided an update on its Local Authority Data Explorer following consultation at November's workshops. Unlike LG Inform and other government data portals, Oflog's Local Authority Data Explorer is intended for use by the public to scrutinise and compare the performance of local authorities.
86. Oflog has published 10 new metrics under the new themes of planning and roads, and an expanded finance theme that now includes corporate. Proposed new measures on fly-tipping within the waste management theme, plus a new

theme on business and economic growth, have been postponed in response to feedback from local authorities.

Overview & Scrutiny Engagement

87. The Overview and Scrutiny Management Committee (OSMC) are due to consider this report and associated appendices in their meeting on 12th February.
88. At their meeting on 15 November 2023, the Committee asked a number of questions relating to measures on the 2023/24 Q2 Corporate Performance Scorecard.
89. The Committee asked about pothole repairs and the negative impact of staff taking annual leave given that this is an outsourced service. It was noted that this current resourced-based contract with Milestone is new and that since the period noted there had been a noticeable improvement, with around 90% of identified potholes repaired within the next working day. It was also noted that around 500-600 potholes are reported monthly over the summer period, of which only 80 were of a sufficient depth to be categorised as P1 defects.
90. The Committee asked how many newsletters were distributed per month, in order to provide context to the percentage open rate reported on the Scorecard. Officers provided detail that 27,209 people were subscribed to the newsletter, which was sent out weekly, but that numbers often increased when issues such as storms took place. Further work was planned to add a pop-up to the Wiltshire Council website to draw further attention to the newsletter, and it was suggested that updates could be provided to Members through their Members newsletter, which could then be shared with residents to highlight events such as consultations.
91. The Committee asked about affordable housing following the market downturn and what the longer-term impact would be on social housing if this were to continue? Officers reported that the Council is reliant on the housing market for developers to build affordable homes, and that a blip on that metric is expected to pass once the housing market returns confidence to developers to build homes again. However, the Council is also acquiring affordable homes through Stone Circle and directly through the Council House Build Programme within the housing revenue account, as well as other types of home for specific needs.
92. The Committee asked about a strategic risk relating to staffing, which had now become an issue. It was questioned whether staffing capacity had impacted on delivery. Officers noted that this is a common risk across many services, with social workers in particular having high vacancy rates that were resulting in associated agency costs. Recruitment campaigns were being used to raise the profile of Wiltshire Council to attract new staff and market supplements were being used in certain struggling service areas to support retention of staff in hard-to-fill roles. However, despite this concerns had not been raised about service provision. Complaints and enquiries from residents were one of a number of metrics looked at alongside staffing levels through POBs and POGs to determine if there were any causes for concern.

93. The Committee also asked whether the performance data reported to Cabinet was shared with services. It was outlined that data reported to Cabinet came directly from services, so services were operationally aware of data before it was presented. Further, all corporate performance measures, alongside a range of other indicators, were regularly scrutinised in detail at POBs and POGs.
94. It was proposed that future reports are accompanied by facts and figures about the Council's operations to provide context to the performance measures and risks presented.

Safeguarding Implications

95. A number of indicators are regularly analysed which directly relate to the safeguarding of children and adults.
96. Action is taken where improvements in performance are required or new risks present.

Public Health Implications

97. Not applicable as no decision is required, although many of the performance indicators are a key feature of our public health work.

Procurement Implications

98. Not applicable as no decision is required.

Equalities Impact of the Proposal

99. Not applicable as no decision is required.

Environmental and Climate Change Considerations

100. Not applicable as no decision is required, although many of the performance indicators are a key feature of our environmental plans.

Workforce Implications

101. There are no direct implications arising from this report. However, it must be recognised that recruitment and retention of staff remains a live issue for the Council, as well as for the wider sector, and that active management is underway.

Risk Assessment

102. This is not applicable as no decision is required.

Financial Implications

103. Not applicable as no decision is required.

Legal Implications

104. Not applicable as no decision is required.

Options Considered

105. Not applicable as no decision is required.

Conclusions

106. This report brings together the expanded list of corporate performance indicators and supplementary commentary to provide further context around the Council's activities in these areas, as well as risks that may prevent the Council from achieving its strategic ambitions.

Perry Holmes

Director, Legal and Governance

Report Authors:

Martin Nicholls, Head of Executive Office | martin.nicholls@wiltshire.gov.uk.

Catherine Pink, Corporate Support Manager | catherine.pink@wiltshire.gov.uk

Background reading

Corporate Performance and Risk Policy, February 2019

Appendices

Appendix 1: Performance Scorecard 2023/24 Q3

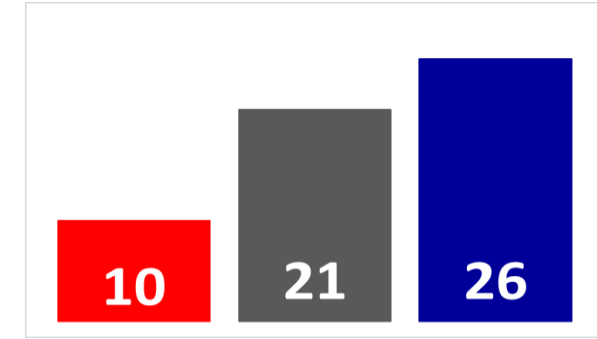
Appendix 2: Strategic Risk Summary

This page is intentionally left blank

Wiltshire Council Performance Scorecard - 2023/24 Quarter Three

Of the 58 indicators on this scorecard 47 (81%) were ranked as either positive or neutral in terms of improved performance.




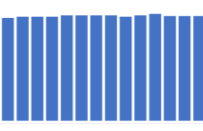
Arrows show the direction of travel. Blue indicates a measure is at or better than target or within a target range. Grey indicates a measure is slightly outside the target but heading in the correct direction, or is likely to be on target by the stated deadline. Red is significantly worse than target. The graph to the right summarises how many measures fall into each category.



All measures show a rolling 12-month average or cumulative total, unless stated, with most recent figures presented alongside those from the two most recent reports.

Gold shaded measures are main indicators	Unshaded indicators support a main indicator	Grey shaded indicators are selected from a basket of possible measures - the name of that basket appears above the measures
--	--	---

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
We Get the Best Start in Life								
Educational Gap: Phonics (The percentage point gap at Year 1 between pupils receiving the pupil premium and their non-disadvantaged peers - achieving phonics. The gap specific to maintained and academy schools is also provided.) Source: Nexus	Below national benchmark (16.6%) by August 2025	23% 21%	23.7% 23% maintained 24% academy	Aug-23	annual - academic year	↑ Lower is better		The published data that we have received indicates that the phonics gap has increased to 23.7% and is above the National Gap. This remains a priority area for improvement aligned with the disadvantaged strategy. There is not a significant difference in terms of the disadvantaged gap between maintained schools and academies, and the gap remains an area of focus for both types of school.
Educational Gap: KS4 (The percentage point gap between pupils receiving pupil premium and their non-disadvantaged peers - achieving 5+ in English and Maths at KS4) Source: Gov.uk Explore Education Statistics	Below national benchmark (27.0%) by August 2025	31.7% 32.2%	32.6% 23.5% maintained 38.4% academy	Aug-23	annual - academic year	↑ Lower is better		The target is to reduce the gap to be in line with national at 27% by August 2025. The strategy is to continue the positive trajectory of maintained school outcomes in all areas, accelerate outcomes in academies to address the gap and to extend our reach to schools and secure wider engagement. Factors contributing to outcomes in maintained schools include the 3 year systematic, structured SIA programme, responsive strategy, CPD, significant partnerships and collaborations and a tiered approach. The gap is not as large in the maintained schools, but there is a caution in that only 4 schools are maintained in then Secondary sector. The performance though is encouraging. The gap is wider with academies but even within this, there is variance between Trusts and within Trusts. Academies have engaged in the Affordable School Strategy and through the Wiltshire Learning Alliance this year. Performance for 20/21 and 21/22 is not comparable as assessments were completed differently during Covid.

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
Overall educational outcomes: KS4 (Educational attainment for ALL pupils - Percentage achieving grade 5+ in BOTH English & Maths ('Basics') at KS4) Source: Gov.uk Explore Education Statistics	Between 48% and 50%	52.5%	48.6%	44.8% 31.7% maintained 46.6% academy	Aug-23	annual - academic year		Wiltshire performance for 2023 was 44.8%, which is a slight decrease from 2022 at 48.6%. The national level for 2023 was 45.3%. Caution should be taken when looking at the performance of maintained schools against academy given the number of schools that are maintained is significantly smaller. Please note that the academy data includes the grammar school sector, which makes comparisons in KS4 slightly nuanced. Performance for 2020/21 and 2021/22 is not comparable as assessments were completed differently during Covid.
Educational outcomes specific to SEND: KS4 (Educational attainment for SEND pupils with an EHCP - Percentage achieving grade 5+ in BOTH English & Maths ('Basics') at KS4) Source: Gov.uk Explore Education Statistics	Between 8.5% and 10.5%	6.6%	9.9%	8.0% 6.6% maintained 8.6% academy	Aug-23	annual - academic year		The national level for 2023 was 6.6%. Caution should be taken given the low numbers of SEND pupils in the four maintained schools. The overall performance of SEND pupils in academies is a positive in terms of performance outcomes and correlates with the overall profile across the whole sector. Performance for 2020/21 and 2021/22 is not comparable as assessments were completed differently during Covid.
Percentage of EHCPs issued within 20 weeks on time with no exceptions Source: Wiltshire Council	Above 40%	25.8%	25.4%	26.0%	Dec-23	average over last 12 months		The focus on the completion assessments that had been waiting for the longest period of time has continued, enabling the 'backlog' of outstanding assessments to be reduced. Demand for assessments continues to be high in Wiltshire, with fluctuations in the monthly request rate and peaks at certain points in the year - November and December both saw high numbers. SEND statutory performance continues to be monitored through SEND Performance Board and the local area SEND Board.
Percentage of schools rated good or outstanding by Ofsted (Includes primary, secondary and specialist schools) Source: Ofsted via Perspective Lite database	Above national average (85%)	81.5%	81.5%	83.3% 88% maintained 78% academy	Dec-23	current position		The percentage of schools that are Good or Outstanding has dipped from a peak in March 2023, where there had been a steady improvement in performance. The data has been impacted by a few schools moving from a Good to Requires Improvement judgement, but these were expected outcomes in the context of schools inspected. Maintained school performance is above the target and in line with National data. This reflects ongoing improvements we are seeing in inspection outcomes. The Academy data is below the national rate, but the caveat is that Academies sponsor and take on vulnerable schools (RI and Inadequate) so this can skew the data.

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
---------------------	--------	--------------------------------	-----------------	---------------	-----------	----------------------------------	-------	---------

Percentage of early years settings rated good or outstanding by Ofsted

Source: Ofsted via LATE and FID databases

Above 98%

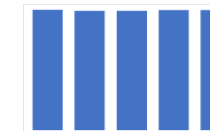
97.21%

97.69%

97.65%

Dec-23

current position



Higher is better

We are currently at 97.65% of all registered Early Years provision in Wiltshire being graded at least Good by Ofsted. If we remove the school-based provision data we are showing that 98.08% of our nurseries, pre-schools and childminders are at least Good. Of those settings judged to be less than good, 72% are childminders. Overall, 98.8% of our nurseries and pre-schools are at least good and 97.5% of our Childminders are at least good.

We Stay Active

Percentage of Children who are Physically Active

Source: Active Lives Children and Young People Survey, Sports England

Above 60% over course of Business Plan

50.5%

53.7%

47.8%

Sep-22

annual figures



Higher is better

The trend shows the last five financial years. The slight drop in children's physical activity in 2021/22 is currently a single data point drop. It is too early to tell if this is a trend or a one-off change in what was an increasing measure and an area where Wiltshire historically has been either close to or above the South West and England averages.

Percentage of Adults who are Physically Active

Source: Sports England Active Lives Survey

Above 75% over course of Business Plan

72.1%

72.9%

71.9%

Nov-22

annual figures



Higher is better

The trend shows the last five financial years. This data is based on subjective survey responses. There had been small improvements in each of the last three years put the activity levels in adults in Wiltshire above the national (65.9%) and regional (70.5%) average. Wiltshire figures are not quite on target but trend is indicating it is on track to be achieved.

Number of visits to Council-run leisure centres

Total monthly visits based on membership card swipes and walk-in payments. Excludes other visitors.

Source: Wiltshire Council

1,698,601 per year

1,673,277

1,706,193

1,748,172





Dec-23





cumulative total over last 12 months




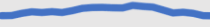


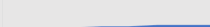

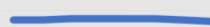
Higher is better


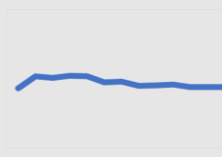



Figures continue to improve and do not appear to have been hugely impacted by the cost-of-living crisis at this time. When comparing Q3 to the same period last year, there has been an increase of 10% on visits.

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
Number of library visits (Cumulative total over 12 months) Source: Wiltshire Council	1,200,000 per year	1,086,140 1,166,368	1,226,454	Dec-23	cumulative total over last 12 months			Q3 visits are up 30.4% Apr–Dec 2023 compared to the same 9 month period last year and are at 77.6% of pre-pandemic levels, mirroring the national picture. Visits have risen 2.9% in the first 9 months of 2023/24 compared to the same period pre-pandemic. They are down 3.2% in Q3 compared to Q3 last year, an improvement on Q2 when the difference was 4.7%. The decrease from 2022 to 2023 is due to the maintenance work at Amesbury, Bradford-on-Avon, Marlborough and Wilton Libraries necessitating closed periods, and the additional visits in the summer of 2022 to the newly opened campus library in Melksham. Work on improving visitor numbers continues and additional ideas will be considered as part of the Library Transformation programme to ensure visitor numbers reach pre-pandemic levels, as loans of stock did in Dec 2023.
Number of hectares of new tree/woodland planting that is publicly accessible (Either permissible access rights or a PRow running through the new woodland area). Source: Wiltshire Council	111 hectares for 2023/24		0.03	Dec-23	cumulative total over last 12 months			The tree planting season takes place during Q3 and Q4, when trees become dormant and so the bare rooted stock most widely used in woodland planting can be planted with minimal risk of failure. Although only 0.03Ha has so far been delivered on site, 79.01Ha has been facilitated and is in the pre-grant, submission, or agreed grant stage for planting this winter. This includes planned tree-planting in Bemerton heath and Studley Green in collaboration with the Community Conversations Team. We have also received £50K from the Coronation Living Heritage Fund for Community Orchards to be planted in 2024/25. Figures are reviewed weekly by the Woodland GAPS Team.
Percentage of people in their own homes 91 days after entering the reablement service Source: Wiltshire Council	Between 80% and 90%	78.77% 81.94%	82.51%	Dec-23	average over last 12 months			The outcome at 91 days shows the longer term effects of reablement and its ability to maintain and support people to remain in their own homes. Wiltshire Reablement performs well in this area, which demonstrates the effectiveness and success in supporting longer term outcomes. The outcomes achieved are representative of the model of service, which offers the opportunity to rehabilitate under a therapy led programme - Wiltshire reablement is an inclusive service and does not apply a selective criteria.

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
We are Safe								
Repeat referrals to Children's Services (% referrals within 12 months of previous referral) Source: Wiltshire Council	Between 14% and 20%	15.3%	16.4%	17.4%	Dec-23	average over last 12 months	 ↑ Lower is better	Q3 has seen a slight increase, however, performance remains within the target range. A piece of work to look at the month-on-month increase seen in the past 5 months is being undertaken to fully analyse the root cause and will be presented to POB in March. When comparing performance to all comparator groups we perform better (statistical neighbours 20.7%, South West 22.6% and National 21.5%).
Percentage of children in care fostered within Local Authority provision (Excludes Connected Carers) Source: Wiltshire Council	Between 42% and 48%	42%	42%	42%	Dec-23	average over last 12 months	 ↔ Higher is better	Performance for Q3 decreased slightly to 40% for the quarterly data. However, the rolling yearly figure remains static at 42%. A placement sufficiency strategy and action plan is in place to reflect the need to increase this further in line with national sufficiency challenges. It is of note that when including connected carers the percentage rises to 56% of our children living within Local Authority provision.
Adult Safeguarding								
Percentage of S42 Outcomes Met (% of statutory enquiries into possible abuse or neglect [section 42] in which set outcomes were met) Source: Wiltshire Council	Between 95% and 100%	96.2%	96.5%	96.8%	Dec-23	average over last 12 months	 ↔ Higher is better	Performance has increased slightly this quarter and continues to be within target range and on a positive trajectory following a decrease in the quarterly data for Q1. All outcomes not met have been reviewed, a total of 6 clients, including two who did not want further action from MASH and one who had passed away.
Number of adult social care providers currently rated inadequate in CQC Inspections Source: Care Quality Commission	0 (no inadequate providers)	2	0	0	Dec-23	current position	 ↓ Lower is better	There are no care homes in Wiltshire currently rated by the CQC as Inadequate.






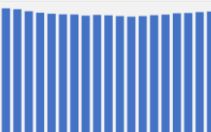
Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
Number of working-aged adults in residential care (Long-term support needs of younger adults aged 18-64 met by admission to residential and nursing care homes, per 100,000 population - ASCOF) Source: Wiltshire Council	Between 12 and 15	17.5	21.5	25.5	Dec-23	average over last 12 months		This metric looks at the number of new admissions of younger adults to residential and nursing care homes. This measure includes admissions following a discharge from hospital, if the adult was in residential or nursing prior to hospital, this is still counted as a new admission. Over the last rolling year there has been a steady increase in the number of admissions. Some of the increase can be attributed to the introduction of the Moving on Service and younger adults in residential placements transitioning across from Childrens to Adult Services - the service started in August. We will be working with children from age 16 to consider all other placement types as part of our transformation work, although we are aware that we have a shortage in accommodation options to support people in the community. Although this metric focuses on working age adults in residential care, these are not all specialist residential placements.
Lower is better								
Road Safety								
Percentage of reported P1 potholes repaired within 24 hours (Does not include "Find & Fix". Numbers below percentages are the average number reported over the previous 12 months) Source: Wiltshire Council	95% or over	73.0% 1,498	73.9% 1,595	73.1% 1,784	Dec-23	average over last 12 months		Q3 initially showed improvement in repair times. However, November and December have seen a large increase in pothole reports. This is being mitigated by provision of two additional pothole gangs to improve response times.
Higher is better								
Percentage of roads scheduled for treatment that have been resurfaced (Based on roads identified in the 12-month plan. Numbers below percentages are the total miles resurfaced over the previous 12 months) Source: Wiltshire Council	100% of roads identified in the 12-month plan (113.9 miles)	17.57% 20.01	84.93% 96.74	92.37% 105.20	Dec-23	cumulative total over last 12 months		Surface dressing is a seasonal operation when air temperatures are higher. The programme starts in July, so the substantive length of surfacing takes place within Q2 and Q3. Q2 and Q3 figures include additional surface dressing made possible by a one-off government grant for 2023/24, bringing the average of roads scheduled for treatment that have been resurfaced close to the target for the financial year.
Higher is better								

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment	
Percentage of cars found speeding by Community Speedwatch Teams Source: Wiltshire Police		4.17%	3.97%	3.84%	Dec-23	average over last 12 months			The Community Road Safety Team in Wiltshire Police brings together our Community Speed Watch volunteers, civilian Community Speed Enforcement Officers & Community Roads Safety Officers to focus working in our communities. They now conduct monthly Days of Action in specific areas of concern across the Neighbourhood Policing Teams, with officers and staff collectively working toward making our roads safer. Since September they've held 3 days of action that saw over 62 staff and officers joining together, focusing on over 85 different locations and dealt with over 280 driving offences. In December, the Force focus was the #Fatal5, specifically drink/drug driving.
Public Protection									
Percentage of reported antisocial behaviour cases resolved within 60 days Source: Wiltshire Council	90% or over		93%	78.6%	Sep-23	current position with a 2-month lag			One of our two ASB Officers went on maternity leave during Q3. This has impacted negatively on the 60 day resolution performance, as there is only one remaining ASB Officer to cover the entire county. Fortunately ASB complaints tend to reduce over Q3 and Q4 due to the colder weather. Backfilling to cover the post has been advertised once but with no suitable applicants. It will be readvertised pending finance approval.
We Live Well Together									
Stability for Looked after Children									
Percentage of Looked After Children Placed more than 20 Miles from Home (Excludes unaccompanied asylum seeker children) Source: Wiltshire Council	Between 34% and 37%	39%	39%	39%	Dec-23	average over last 12 months			Whilst performance is very slightly above the expected range, and has been for the last year, this is very positive given the significant placement sufficiency challenges. For context, 15% of the 38% are in Wiltshire and over 20 miles from home and 24% are out of Wiltshire and over 20 miles from home. In the current climate this remains strong performance.
Care Experienced Young People in Suitable Accommodation (% of 19-21 year old care experienced people in suitable accommodation) Source: Wiltshire Council	Between 85% and 95%	96%	95%	94%	Dec-23	average over last 12 months			Performance remains strong in this area.

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
Public Health								
Uptake of NHS health checks (Percentage of invited NHS health checks undertaken. Numbers below percentages are the number of checks offered over the previous 12-months) Source: Wiltshire Council	45% or over (Return to pre-Covid level)	32.2% 34,161	31.9% 39,347	33.3% 41,351	Sep-23	average over last 12 months		There has been a slight decrease in invites being sent out over this quarter and we will look to see which GP Practices appear to have lower rates to better understand this. The number of health checks undertaken is slightly lower than the previous quarter, but still an encouraging number of health checks completed. Q2 uptake has increased by nearly 9%, which is very encouraging, and close to the target of above 45%. This rate has not been seen since 2021. We will continue to work closely with Primary Care and with more work planned as part of a communications campaign locally to raise awareness to members of the public.
Rates of smoking cessation (Percentage of those seeking smoking cessation support who are smoke free 4 weeks after their quit date. Numbers below the percentages are those who've successfully quit smoking over the previous 12-months). Source: Wiltshire Council	35% or over	43.52% 460	43.53% 434	43.53% 461	Jun-23	average over last 12 months with a 9-month lag		The averaged quit rate remains above target, showing good translation of those engaging with services going on to a successful quit. The actual numbers for those setting a quit date and successfully quitting smoking was lower in 2022/23 than in 2021/22. The peak in people attempting to quit smoking after COVID impacts the average on the scorecard; we expect the true trend to be seen in the next quarter when that peak in activity falls outside the reporting period for the scorecard.
We ensure decisions are evidence-based								
Participation								
Voter Turnout in Neighbourhood Plan Referendums Source: Wiltshire Council	Above 25%	16.0%	29.7%	28.1%	Oct-23	Latest vote		The latest referendum showed a 28.1% turnout. This is marginally above the 25% target and typical for neighbourhood plans.
Open rate for resident e-newsletters (Monthly average) Source: Mailchimp	Above 40%	52.8%	56.2%	53.9%	Dec-23	current position		The trend shows ongoing strong performance compared to the national average open rate for government e-newsletters (28.8%) and the average open rate for all e-newsletters (21.3%). Open rates in Q3 remain above target.
We have the Right Housing								
Delivery of Affordable Housing Source: Wiltshire Council	650 homes per financial year	609	583	571	Dec-23	cumulative total over last 12 months		Numbers for Q3 are down on both Q1 and the historic levels due to overall downturn in the market. This is impacting delivery from housebuilders.

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
The number on the Housing Register (Total number of households on the register at the end of the period, not including those on the open market register) Source: Wiltshire Council	Below 5,000	3,893	3,948	3,937	Dec-23	current position		Although the demand for social housing continues to rise we continue to carry out data cleansing of the housing register, which has meant that a few old applications have been removed as they were not closed down correctly. We are therefore reporting a lower figure this quarter following this work, but demand continues to increase.
Total Households in Temporary Accommodation Source: Wiltshire Council	Below 100 placements	184	168	131	Dec	current position		We are starting to see a steady decrease in the total number of households in temporary accommodation. This is due to a number of actions put into place to prioritise the reduction in households in temporary accommodation. Currently we have one single household in Bed & Breakfast, as we have seen a significant increase in the need for single homeless placements and unfortunately we have had a delay in opening our 7 bed hostel for single clients.
Planning process - determination of major applications (Percentage completed within the statutory period or agreed extension. Numbers below percentages are the number of new applications received over the previous 12 months) Source: Wiltshire Council	Above 60%	69% 118	75% 122	82% 117	Dec-23	average over last 12 months		Performance is steadily improving each quarter and is consistently above the statutory 60% target, with a leap in quarterly performance from 76% in Q1 23/24 to 89% in Q2 and then to 96% in Q3 23/24.
Planning process - determination of non-major applications (Percentage completed within the statutory period or agreed extension. Numbers below percentages are the number of new applications received over the previous 12 months) Source: Wiltshire Council	Above 70%	77% 3539	80% 3387	85% 3317	Dec-23	average over last 12 months		Performance is steadily improving each quarter and is consistently above the statutory 70% target. The leap in performance (quarterly rather than averaged) from 84% in Q1 23/34 to 92% in Q2 23/24 and now to 93% in Q3 23/24 shows that good progress is being made consistently over the last three quarters.
We have the Right Skills to Prosper								
Unemployment (percentage of the work age population [16+] claiming out of work benefits) Source: NOMIS	Below national average (3.7%)	2.0%	2.0%	2.0%	Dec-23	current position		Wiltshire's claimant percentage 2% is consistently lower than the national average at 3.7% and the South West at 2.6%. This represents no change from the previous quarter. The numeric value has seen a steady increase over the last quarter from 6050 to 6250.
Youth Claimant Rate (percentage of 18-24 year olds claiming out of work benefits) Source: NOMIS	Below national average (4.9%)	2.9%	3.2%	3.1%	Dec-23	current position		Wiltshire's youth claimant rate is 3.1%, compared to 3.4% across the South West and 5% nationally. There is a slight decrease on the previous months across all regions at 0.1%. The numeric value for this measure is 1,100.

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
% 16-17 year-olds who are NEET Source: Wiltshire Council	Between 2% and 2.6%	2.7% 1.7%	2.1%	Dec-23	quarterly figures	↔ Lower is better		Draft data for Q3 shows an increase since the start of new academic year to 2.1%. The increase is expected as at the start of each academic year every 16-17 year old has an unknown destination and has to be tracked to confirm a destination, which can include NEET. Performance remains within the expected range and below South West and England averages.
% care-experienced 16-17 year-olds who are EET Source: Wiltshire Council	Between 65% and 75%	65% 66%	62%	Dec-23	average over last 12 months	↓ Higher is better		Performance this quarter has dropped below the target range. It's important to note that some young people may be unable to be in EET due to their physical/mental health. As per Q2 narrative, a full breakdown of exceptions in Q3 will be provided to POB in March.
Gross weekly pay (Gross weekly pay by workplace) Source: ONS annual survey of hours and earnings	Above the national rate (£682.60)	£569.30 £610.80	£646.00	2023	annual figures	↑ Higher is better		Workplace earnings remain below residential earnings (£669.10 per week). While minor, the gap is once again widening between workplace earnings and residents earnings meaning residents still commute for higher paid opportunities. This should be monitored and considered in future plans.
Regional GVA (Value generated by economic activity in £ per million) Source: ONS	Above South-West average (£14,362m)	£12,358m £11,383m	£12,192m	2021	annual figures with a 2-year lag	↔ Higher is better		GVA is slightly higher than South West average in 2021 due to high levels of public sector employment within Wiltshire providing protection from the pandemic. Wiltshire's GVA growth is not keeping track with the South West average (£14,362m), or the average for just rural counties in the region (£13,113m).
Level 4 skills (Percentage of 16+ individuals qualified to Level 4) Source: ONS Annual Population Survey	Increase gap above the national level (43.6%)	38.6% 40.3%	45.6%	2021	annual figures with a 2-year lag	↑ Higher is better		Wiltshire has 45.6% of the population educated to level 4 and above compared to 42% in the South West and 43.6% across Great Britain.
Gross Disposable Household Income (Gross Disposable Household Income per head of population at current basic prices) Source: ONS	Above the rate for England (£22,213)	£22,844 £22,267	£22,645	2021	annual figures with a 2-year lag	↑ Higher is better		Annual data for 2021 was published in October 2023. Income in 2021 increased on the year before, moving back to 2019 (pre-pandemic) levels.
We have Vibrant, Well-Connected Communities								
Transport and links								
Bus journeys (Number of passenger trips on both the commercial and supported bus network) Source: Bus operators	7,905,000 (trips per annum by Q4 22/23)	7,659,274 7,948,739	8,045,725	Oct-23	cumulative total over last 12 months	↑ Higher is better		We are unable to present November and December figures at this stage, but bus patronage numbers continue to increase across Wiltshire in line with national trends.

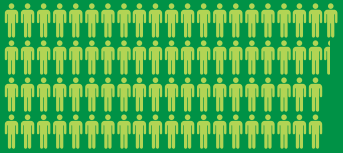
Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
Rail journeys (Number of entries and exists from Wiltshire's rail stations) Source: Office of Rail and Road		1,613,818	4,600,314	5,584,530	Mar-23	annual figures	 <p>Higher is better</p>	Rail journey numbers to/from Wiltshire stations have recovered to 80% of the pre-Covid (3 year average) level. This is lower than for the SW region (89%), partly explained by the loss of long-distance commuting and business travel, but also reflecting degraded services on several routes.
Percentage of gigabit broadband coverage Source: Local Broadband Information by thinkbroadband	85% coverage by 2025	63.4%	65.0%	65.9%	Dec-23	current position	 <p>Higher is better</p>	The publicly funded programme is due to begin later this year but private sector build is increasing incrementally.
Percentage 4G mobile phone coverage (Percentage of premises with indoors 4G reception from all four providers) Source: Ofcom Connected Nations report		74.61%	75.32%	73.87%	Sep-23	current position	 <p>Higher is better</p>	Coverage anticipated to increase alongside the Shared Rural Services network that is currently in development. There are known problems on the network in and around Potterne which account for some but not all of this decrease. Further work is underway to identify the issue.
Town centre vibrancy								
Car park transactions (Number of pay-and-display transactions) Source: Wiltshire Council		297,635	305,689	317,603	Dec-23	average over last 12 months	 <p>Higher is better</p>	There has been a communication strategy promoting the use of MiPermit the parking app and allowing more flexibility in the way parking stays are paid. This allows parking times to be extended and more transactions. An average of over 20,000 new accounts a month in Mipermit are being recorded. This combined with the increased tourist and visitor use is increasing parking stay transactions. The usage is being monitored to ensure its longevity.
Income from pay and display car parks (Including season tickets) Source: Wiltshire Council		£620,926	£646,488	£653,827	Dec-23	average over last 12 months	 <p>Higher is better</p>	The increased income for pay and display has been offset by lower demand for season tickets. However, the annual income trend is constant with the forecasted total income being above the budgeted figure.
We Take Responsibility for the Environment								
Waste economy								
Household Waste (Kilograms of waste produced per household) Source: Hills	Below 880kg (at the end of Q4)	922	938	947	Nov-23	cumulative total over last 12 months	 <p>Lower is better</p>	More household waste tonnage has been managed between April - Nov 23/24 compared with the same period the previous year. A notable increase in garden waste masks a modest decrease in residual waste and mixed recycling collected at the kerbside.

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
Recycling Rate (Percentage of household waste recycled or composted) Source: Hills	Above 45%	40.2%	41.6%	41.9%	Nov-23	average over last 12 months		A modest improvement in recycling rate is reported, though the in-year recycling rate typically declines as seasonal garden waste tonnages fall. A overall 23.4% increase in garden waste managed for composting has been seen April-Nov 2023/24, compared with the same period the previous year. This reflects an 18.7% increase in garden waste collected at the kerbside, but a 44% increase in garden waste managed through the household recycling centres. The service also continues to promote the "Recycling - Let's Sort It!" campaign aimed at reducing contamination of recycling and increasing material quality and has rolled out bag-sorting stations at all of the 10 x HRCs to support residents in maximising the amount of material separated for recycling at the sites.
							Higher is better	
Waste Recovery Rate (Percentage of household waste sent for treatment/energy recovery) Source: Hills	Above 42%	43.8%	42.6%	42.5%	Nov-23	average over last 12 months		Overall, the Waste Recovery rate has reduced compared with Q3 2022/23, though it has seen a modest in-year improvement compared with Q2 2023/24, which reflects a trial to shred bulky residual waste from Household Recycling Centres (HRCs) to make this suitable for Lakeside EfW. The average reported does not show the performance reduction compared with 2022/23, due to less residual waste tonnage collected from the kerbside. It is important to review the Waste Recovery Rate alongside the Recycling Rate, as both factors contribute to the overall diversion of waste from landfill. Any changes in the quantity of waste sent for recovery will influence the percentage of recycling rate, and vice versa.
							Higher is better	
Residual Waste Rate (Percentage of household waste sent to landfill) Source: Hills	Below 13%	15.6%	15.8%	15.5%	Nov-23	average over last 12 months		Performance compared with Q3 2022/23 remains largely unchanged, though the reported average masks a modest in-year improvement compared with Q2 2023/24. This reflects the trial to shred bulky residual waste from Household Recycling Centres (HRCs) and redirecting this to an energy from waste facility during November and December 2023.
							Lower is better	

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
Fly tipping reports (Change in the number of reported fly tipping incidents over 12 months compared to the same period the previous year) Source: Wiltshire Council	Greater decrease than the national average (-4% per year)	2.6%	7.1%	12.1%	Dec-23	Difference compared to previous 12 months		Q3 numbers are down 12.5% on Q2 23/24 but up 16% on Q3 22/23. However, only 4% of reports have contained evidence during the year to date. Of these, 66% of reports with evidence have resulted in formal actions being taken year to date. However, over the last 3 months 79% of reports with evidence have resulted in formal actions. This YTD figure is low due to only 9% of reports with evidence resulting in an action during July 2023 due to staff holiday and ongoing investigations. Despite the increase in enforcement resources and enforcement actions, during times of lower economic activity fly tipping reports are likely to increase as waste producers seek to reduce their waste disposal costs. Fly tip enforcement actions are up 16% as of 31 December 2023.
We are on the path to Carbon Neutral (Net Zero)								
Wiltshire's Greenhouse Gas Emissions (Measured in kilotonnes CO ₂ e. Carbon dioxide CO ₂ , and the other main greenhouse gases - methane CH ₄ and nitrous oxide NO ₃ - measured in terms of their warming potential relative to CO ₂ . Wiltshire emissions are territorial emissions only, i.e. these are emissions that arise within the county.) Source: UK local authority and regional greenhouse gas emissions national statistics, 2005 to 2021 - gov.uk	Below 2550 kilotonnes	3,367	2,961	3,226	Dec-21	annual figures with a 3-year lag		This new data for all greenhouse gas emissions (including carbon dioxide, methane and nitrous oxide) until the end of 2021 shows the rebound effect as the county recovered from Covid related lockdowns. 2019 is a more meaningful comparator than 2021. Between 2020 and 2021, greenhouse gas emissions increased in 358 out of the 374 local authorities in the UK (96%). This is consistent with the increase in overall UK emissions in 2021, which increased by 5% largely due to COVID-19 restrictions easing and colder temperatures increasing the use of heating in buildings.
Wiltshire Council's Carbon Emissions (Measured in CO ₂ e – the common unit for greenhouse gases. For any quantity and type of greenhouse gas, CO ₂ e signifies the amount of CO ₂ which would have the equivalent global warming impact.) Source: Wiltshire Council	Below 3750 tonnes	4,401	5,275	3,568	Mar-23	annual figures with a 2-year lag		Wiltshire Council emissions have returned to a downward trend following the post-pandemic increase, and we are now back in line with the stretch pathway from the Anthesis report. The target for Wiltshire Council's CO ₂ emissions has been reduced from 3750 tonnes per year in 2022/23 to 3000 tonnes per year in 2023/24. This target will be used for comparison when data is next published in September 2024.
Renewable energy capacity (Megawatts) Source: Regional Renewable Statistics - gov.uk	978MW by 2027	575	577	583	2021	annual figures		There is 662MW capacity of renewable energy projects with planning approval, and more in the pipeline. However such projects take many years to achieve approval and construction.

Measure description	Target	Previous two quarters or years	Latest position	Latest report	Frequency	Direction of Travel and polarity	Trend	Comment
Carbon literacy training within the Council (Number of officers and Councillors who have received the training) Source: Wiltshire Council	15% of staff (750 people) by end of 2025	75 130	179	Dec-23	current position	↑ Higher is better		The most recent data includes 6 Directors completing Carbon Literacy Training, as part of the aim for all of the Extended Leadership Team to be trained by summer 2024. Courses for councillors are starting in March. Good progress has been made to date and we have achieved the bronze award. However considerable resource will be required to achieve silver by the end of 2025.
Energy Performance Certificates at Levels A - C (% or registered EPC recorded at one of the top three levels - a three year rolling average) Source: Energy Performance Building Certificates live tables - gov.uk	Above South West benchmark (52% for 2020-23)	48.0% 49.0%	52.0%	Aug-23	annual figures	↑ Higher is better		We use a three year rolling average to show a longer term trend, as EPC ratings can fluctuate over the shorter term. This indicator is a proxy for energy efficiency of homes, and is increasing slowly over time. The target for Energy Performance Certificates at levels A-C increases over time in line with the South West benchmark at any snapshot in time. This year the South West is at 52%.
Public Electric Vehicle Charging Points (All publicly available charging points including those owned by the council per 100,000 population) Source: Electric vehicle charging device statistics - gov.uk	48 per 100,000 population (in line with SW average)	33 36	41	Apr-23	annual figures	↑ Higher is better		The number of EV chargepoints is increasing, however the previous good progress is falling behind the South West benchmark, which was at 48 per 100,000 population in April 2023 (Wiltshire is 41 per 100,000). During 2023, the council's EV charging infrastructure plan will lead to 70 new chargepoints.

Population of
513,400



231,112
households



309,700
working aged adults



21,560
registered businesses



13
rail stations



231
bus routes



30
libraries

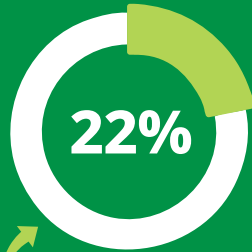
3
mobile libraries



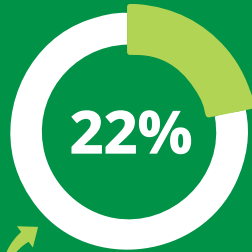
20
leisure centres



70,702
pupils in Wiltshire schools



22%
of residents
are 65 or over



22%
of residents
are 19 or under

325,533
hectares (total area
of the local authority)



2,456
million estimated
miles of motor
vehicle journeys
on Wiltshire-
maintained
roads in 2022



72
chargeable
council owned
car parks



13,390
photovoltaics sites



200
primary schools

29
secondary schools

4
specialist schools



10
recycling centres



27.7%
of pupils
receiving the
pupil premium



2,799
miles of
Wiltshire-maintained
roads



1,593
miles of
surfaced footways
and footpaths



Wiltshire Facts and Figures

These figures are intended to provide context to the performance indicators presented on the Corporate Performance Scorecard. It is important to note that not all performance measures directly map to these figures.

Wiltshire Council

This page is intentionally left blank

Wiltshire Council Strategic Risk and Issues Summary - 2023/24

This summary gives details of issues the council is dealing with, the strategic risk register and emerging risks that may need to be quantified in the future. A guide to reading the risk register is included below.

Issues

Obstacles and Challenges that are now present and being managed as issues by Wiltshire Council

Macro economic pressures on our budgets: Sustained inflation Nationally, there is a ‘cost of living crisis’ impacting businesses and residents and, due to sustained high inflation, the Council has experienced a significant increase above that forecast in the budget. 2023/24 budgets were increased by inflation increase estimates and this is being monitored as part of budget monitoring. Cabinet approved a re-purposing of reserves at quarter three that allowed for £7m to be transferred to the General Fund reserve, increasing the balance from £21.056m to £28.056m. This brings the level of the reserve alongside the latent demand £7.794m and collection fund volatility reserve £9.470m up to the value that was set out in risk assessed level of reserves required to support the Council’s budget for 2023/24 that was set out in the budget report in February 2023. It will provide additional capacity and resilience to support the financial position in the forthcoming year, support the financial risks within the budget and allow lead in time for transformation and to reshape services to deliver on-going financial resilience and sustainability. The quarter one revenue forecast has a small underspend, so the economic pressures being faced by the Council are therefore being managed, notably mitigations on the £2m estimated additional cost of the, as yet unfinalised, pay award.

Staff Capacity: Recruitment and retention Some, but not all, service areas have identified that this has now become an issue, with there being a range of factors at play in different labour markets. These include:

- A smaller national workforce (less European immigration, earlier retirement/semi-retirement following the pandemic, increased numbers of those on out of work benefits) and closer to full employment.
- Specific skills shortages.
- Competition from the private sector and from other public sector organisations.
- The impact of the increase in the cost of living making higher wages more important.
- The cost increase of driving for those who have to travel in their role.

The result is that some services are now impacted by insufficient staffing.

How to read the Strategic Risk Register

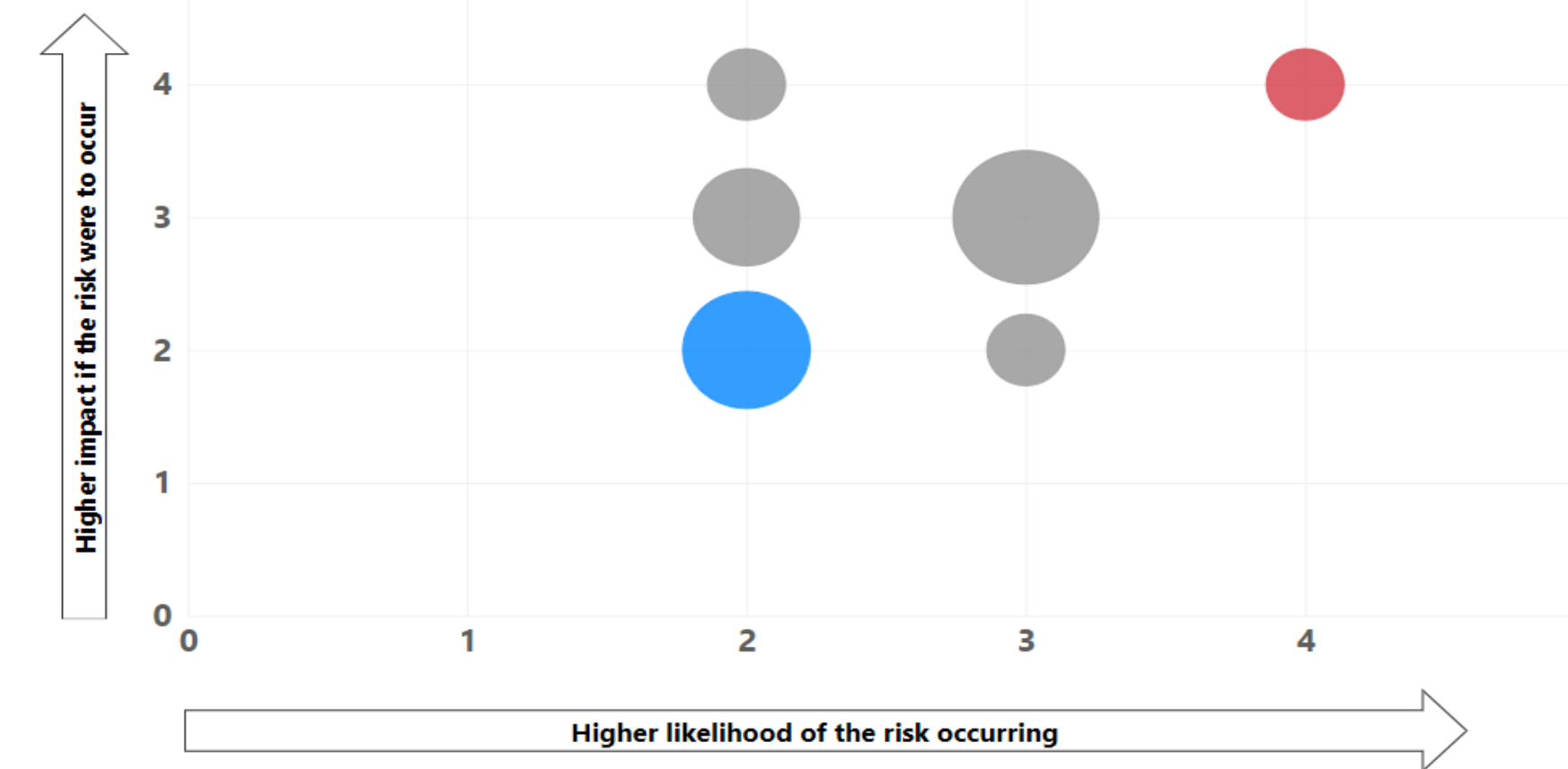
There are significant challenges for Wiltshire Council as it looks to empower people, build stronger communities, grow the county’s economy and lead the way in tackling climate change. The Strategic Risk Register reflects these challenges. Information that has significance across the council as a whole is displayed in two categories on the Strategic Risk Register:

1. Critical service risks: significant risks that sit in a single service but which, should they become an issue, will have a significant impact on the council as a whole.
2. Composite strategic risks: where similar risks exist in a number of different services which would not have a significant impact on the organisation on their own but put together represent a significant impact. These risks are compiled into a single strategic composite risk and included within the strategic risk register.

Each risk is fully defined by the responsible service (who assess the cause, event and effect that make up the identified risk) and is reviewed quarterly. Each risk is scored for likelihood and impact to give an overall score. A risk is initially scored as the original, untreated (inherent) risk without any mitigations in place, and then again as the current, treated (residual) risk with existing mitigation actions on place. The confidence in the current implementation of these mitigating actions is assessed as high, moderate or low. The current risk as it is now is used to assess where the risk is relative to the appetite set, and is used for the graph.

Current risks on the strategic risk register

The size of the bubble represents the number of risks with that risk score



Strategic Risk Register - ranked by the current (residual) risk score - the risk as it is now with current mitigating actions in place

Risk ID	Risk short name	Cause	Event	Effect	Primary Risk Category	Secondary Risk Category	Owner	Risk Response	Original Likelihood * Impact	Original Risk Score	Mitigation Actions	Actions Confidence	Current Likelihood * Impact	Current Risk Score	Direction of travel	Current score vs. appetite
1 ES02	Unable to meet demand for special educational needs or disability (SEND) school provision	Cost of provision exceeds the High Needs Block (HNB) of the Dedicated Schools Grant (DSG)	More of the DSG spent on providing education for SEND	Shortfall in the funding for schools	Financial	Legal	Kathryn Davis	Treat	4 * 4	16	DBV work has recently commenced. Data has been submitted and analysis will be undertaken through the DfE led process.	Low	4 * 4	16	▶	Outside
2 PC01	Limited capacity in the social care market	Changes in the local market (including recovery from the pandemic) means there is insufficient supply of Independent Fostering Agencies, Children's Homes, provision (Residential and Supported Living) for complex needs (including people with complex behavioural needs)	Too often provision has to be secured out of county, often in competition with other local authorities at a cost higher than the local market, on a spot purchase.	The right type of care and/or accommodation is not always available, budgetary pressure increases if people are in spot provision.	Service Delivery	Financial	Alison Elliott	Treat	4 * 4	16	Block purchased day care. New tender going live in September. Still issues about sufficiency and handbacks	Moderate	3 * 3	9	▶	Within
3 PL02	Failure to manage housing development	Lack of a 5 year land supply	Loss of control over the location of new development	Non-plan led housing development may be granted consent through the appeal process; Allowing development where we don't want it; Increase in costs - defending appeals; Pressure on staff.	Legal	Reputation	Nic Thomas	Treat	4 * 3	12	Updated our 5 year land supply in April. Development Management teams are seeking to approve applications where there are no major policy obstacles, Spatial Planning continue to support neighbourhood plans to bring forward housing sites, in addition to encouraging developers to bring forward allocated sites. We do have an improved position, but still short of the 5 years. Progress on the local plan is still being given a priority.	Moderate	3 * 3	9	▶	Within
4 PC02	Increasing cost of social care	Changes in regulation (including the cost of increased infection prevention, control measures, insurance costs), workforce pressures and inflationary pressures in the care market	Recommisoining of frameworks. Each individual care package cost increases for complex individuals.	Greater budgetary pressure to meet statutory requirements impacting on preventative and other spend	Financial	Service Delivery	Alison Elliott	Tolerate	3 * 3	9		Moderate	3 * 3	9	▶	Within

Strategic Risk Register - ranked by the current (residual) risk score - the risk as it is now with current mitigating actions in place

Risk ID	Risk short name	Cause	Event	Effect	Primary Risk Category	Secondary Risk Category	Owner	Risk Response	Original Likelihood * Impact	Original Risk Score	Mitigation Actions	Actions Confidence	Current Likelihood * Impact	Current Risk Score	Direction of travel	Current score vs. appetite
5 IT03	Cyber Resilience	Malicious attacks from either internal or external individuals or organisations with the intent of stealing data or impacting the council's ability to deliver services.	Wiltshire Council's security is compromised opening up access to councils systems and personal and corporate data for malicious activity.	Loss of personal or corporate information OR loss or interruption of some or all council services delivered to citizens of Wiltshire.	Service delivery	Reputation	Mark Tucker	Treat	3 * 3	9	As per Q1 work continues around recovery plans. A new plan is in place with a phased delivery over the next two years supported by a new Cybersecurity Strategy that's currently in draft and will be issued once reviewed and agreed by all the relevant stakeholders..	High	3 * 3	9	▶	Within
6 EN03	Increasing vulnerability to climate impacts	Inability to adapt key infrastructure and services to increasingly severe weather impacts from climate change.	Increased impacts from more frequent and intense weather events such as flooding, droughts, heatwaves and storms.	Direct impact on health, safety, environment, businesses and infrastructure. Increased range of invasive species infestations. Need to amend waste collection working hours to avoid heat waves, increased cost of replacing damaged wheeled bins (high winds)	Health & Safety	Service Delivery	Sarah Valdus	Treat	3 * 4	12	The council's climate adaptation plan is currently being reviewed and will identify what measures can be put in place to prepare council services and the county for these climate impacts. Due to the costs associated with implementing some of these measures and the long term nature of these impacts, it is likely this risk will remain high even once a plan is in place.	Low	2 * 4	8	▶	Within
7 LG22	Impact of negative media/social media coverage on council	Potential negative reaction to council decision making and delivery of services.	Negative public reaction expressed via social media and through the media	Negative impact on council's reputation.	Reputation	Reputation	Ceri Toccock	Tolerate	2 * 3	6	Good controls in place include horizon scanning, working closely with directorate SMTs and trained members of staff ready to respond to incidents.	High	2 * 3	6	▶	Within
8 LG08	[Composite] Information Governance	Failure to manage corporate information effectively in keeping with Data Protection Act Principles, Freedom of Information legislation, cyber security requirements and the management of records under the Local Government Transparency code.	1) Personal Information not obtained and / or processed fairly. 2) Excessive information obtained and held beyond service purpose. 3) Information held for longer than purpose requires. 4) Information not accurately captured / maintained or kept current. 5) Information not protected by adequate technical measures. 6) Sensitive information inappropriately disclosed either verbally, on paper or electronically. 7) Failure to provide adequate resource to ensure the Council meets its requirements under data protection/GDPR, Freedom of Information, cyber	Reputational damage with potential of fine from the Information Commissioner's Office. Loss of strategic, corporate, sensitive and secure information. Untrained managers and staff, not familiar with basic awareness and responsibilities of good information management. Unlawful use and / or disclosure of personal data results in Risk and distress to individuals concerned.	Legal	Financial	Jo Madeley	Treat	3 * 2	6	Good engagement and collaboration in place across the organisation. Policies and set processes in place that ensure audit trails around decision making are recorded. Annual e-learning in place which provides an overview of what staff should consider across the 4 key workstreams. IG pages regularly updated on EPIC hub, which highlights responsibilities, policies and process. Information Management and Governance Board which is attended by Senior Leadership to ensure a corporate and strategic overview.	Moderate	3 * 2	6	▶	Within

Strategic Risk Register - ranked by the current (residual) risk score - the risk as it is now with current mitigating actions in place																
Risk ID	Risk short name	Cause	Event	Effect	Primary Risk Category	Secondary Risk Category	Owner	Risk Response	Original Likelihood * Impact	Original Risk Score	Mitigation Actions	Actions Confidence	Current Likelihood * Impact	Current Risk Score	Direction of travel	Current score vs. appetite
9 FI12	[Composite] Income Collection	Decrease in levels of income due to lower payment rates, take up of services or increase default rates	Failure to collect income as expected and budgeted for, complicated by the implications of moving from SAP to ORACLE	Increased financial pressure on other service areas in order to deliver a balanced budget across the Council as a whole which results in cuts to those other services spend.	Financial	Reputation	Lizzie Watkin	Treat	2 * 3	6	Additional budget monitoring with all heads of service, more training on Oracle, especially the production of invoices. More involvement with Finance who will steer the debt collection process	Moderate	2 * 3	6	▲	Within
10 PH01	[Composite] Corporate Health, Safety & Wellbeing	Inadequate or ineffective control strategy is established	Lack of application by managers and individuals of corporate policy and procedures	Likelihood of personal harm increases.	Health & Safety	Health & Safety	Paul Collyer	Tolerate	2 * 2	4	CLT paper commissioned by TK/JB to reassess levels of H&S compliance and governance thereof. Scheduled for Jan 2024	Moderate	2 * 2	4	▶	Within
11 FI06	[Composite] Budget management	New unfunded project, unforeseen demand or failure to make planned savings	Inability to deliver key statutory services within the service-level budget envelope	Increased financial pressure on other service areas in order to deliver a balanced budget across the authority as a whole which results in cuts to those other services spend.	Financial	Reputation	Lizzie Watkin	Treat	3 * 2	6	Being captured through budget monitoring process and RAG rated savings tracker will ensure savings are met	Moderate	2 * 2	4	▶	Within
12 EN02	[Composite] Not on track for the Council to be carbon neutral by 2030	Lack of prioritisation for carbon reduction by other council departments	Financial considerations mean decisions are made not to undertake carbon reduction activity	Wiltshire Council fails to be carbon neutral by 2030	Service Delivery	Reputation	Sarah Valdus	Tolerate	2 * 2	4	The council continues to put in place carbon reduction and renewable energy projects	High	2 * 2	4	▶	Within

Emerging Risks	
Events that have the potential to interrupt the work of the Council but of which not enough is yet known to quantify the risk to the delivery of our services.	
Continuing financial impact of global events	International capital and energy markets remain impacted by conflict and speculative investment are likely to sustain additional inflationary pressure in the UK. Although inflation is slowly coming down, this is not fast enough to be in line with our budget assumptions. Volatility in global markets and events still presents a risk to UK inflation. Disruption to global supply chains causing shortages, more inflation and potentially more demand for support of council services. A more uncertain world could mean a more insular economy and lower UK market sentiment meaning less investment in Wiltshire.
Additional service pressures	As the Council operates in a multi-agency environment with complex and intricate dependencies, it could be adversely impacted by the actions of others (including short term workforce pressures, greater service demand or budgetary constraints).

Wiltshire Council

Cabinet

6 February 2024

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

Cabinet Member: Cllr Nick Botterill - Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Key

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

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 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)

Wiltshire Council

Cabinet

6 February 2024

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

Cabinet Member: Cllr Nick Botterill - Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Key

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.
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 6th December 2023 plus an annual indexation capped at 10% from 1st 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 MTFs 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.

Wiltshire Council - Proposed Budgets			
Service	2024/25 Proposed Budget £m	2025/26 Proposed Budget £m	2026/27 Proposed Budget £m
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
WILTSHIRE COUNCIL NET BUDGET	485.772	500.984	528.898

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.

	2024/25 £m	2025/26 £m	2026/27 £m
Budget 2023/24	469.029	485.772	500.984
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)
Budget 2024/25	485.772	500.984	528.898
Funding 2023/24	(469.029)	(485.772)	(500.984)
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	-
Funding 2024/25	(485.772)	(500.984)	(515.558)
GAP	(0.000)	0.000	13.340

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
Total	255.667	250.550	139.833	475.395	1,121.445

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:

	2023/24 Allocation £m	2024/25 Allocation £m	Increase £m	% Increase
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%
TOTAL	452.296	493.461	41.165	9.10%

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 MTFS 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)

Report Authors:

Lizzie Watkin, Director of Finance & Procurement (S151 Officer)

lizzie.watkin@wiltshire.gov.uk

Leanne Kendrick, Head of Finance, Place

Marie Taylor, Head of Finance, Children & Education

Sarah Rose, Head of Finance, Adults

Sally Self, Chief Accountant

29 January 2024

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

This page is intentionally left blank

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
Taxbase (Band D Equivalents)	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%
Band D Charge (£p)	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%
Total Council Tax revenue (£m)	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.

Specific Grants held in the Services Net Budget Total	2024/25 £ m	2025/26 £ m	2026/27 £ m
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
Specific Grants In the Services	494.357	532.246	532.196

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
Total Funding	485.772	500.984	515.558

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.

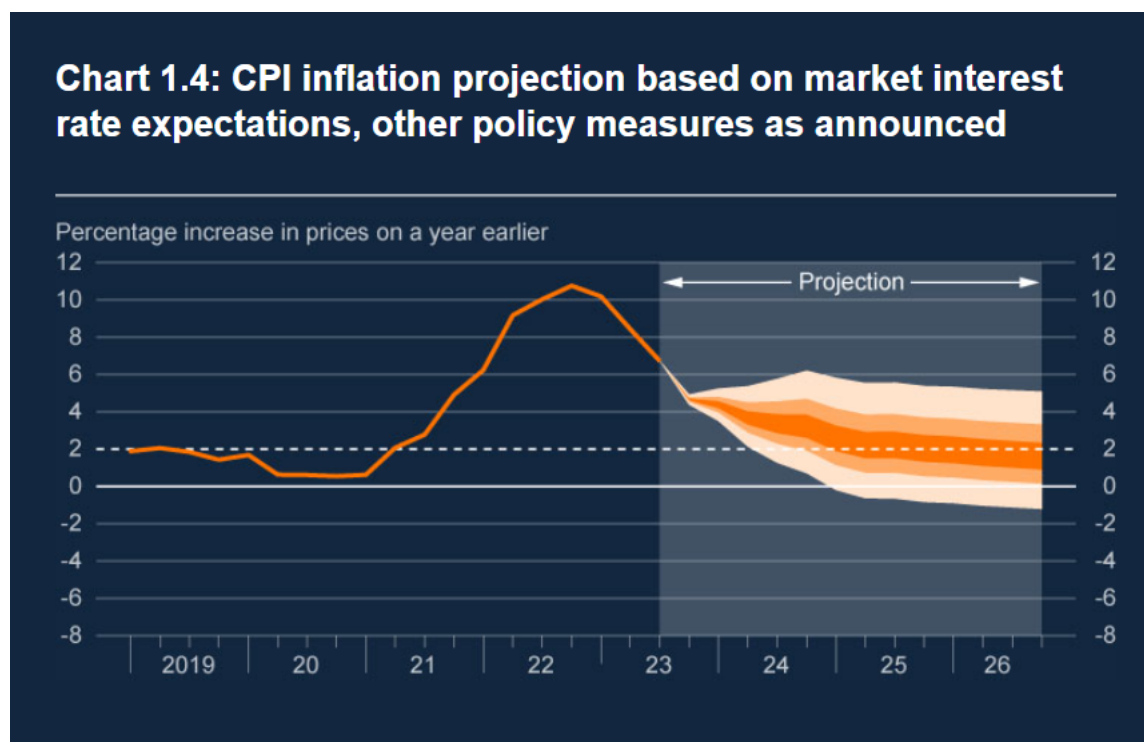
Contractual inflation

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
Total General Fund	210.008	192.774	101.028	347.861	851.671
Housing Revenue Account	45.659	57.776	38.805	127.534	269.774
Total Capital Programme	255.667	250.550	139.833	475.395	1,121.445

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
Total Funding	255.667	250.550	139.833	475.395	1,121.445

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
Total	4.657	12.099	8.540	23.906	49.203

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
Total Bids Approved by Cabinet previously	1.835	14.010	14.483	14.242	12.561	57.131

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
General Fund	34.056	34.056	34.056	34.056
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
PFIs	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
Total Earmarked	77.313	61.284	52.371	46.747
Schools Balances	12.225	9.225	6.225	3.225
DSG	(56.247)	(84.011)	(112.360)	(140.709)
TOTAL	67.346	20.554	(19.708)	(56.682)

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
Corporate Director People Total	276.838	-	(7.042)	3.970	9.940	11.374	6.351	(11.733)	289.698	12.861
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)
Corporate Director Resources Total	40.789	-	-	1.125	0.898	1.631	0.261	(2.209)	42.495	1.706
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)
Corporate Director Place Total	101.158	-	-	2.073	(2.053)	3.538	2.230	(3.711)	103.235	2.077
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
Chief Executive Directorates Total	13.315	-	-	0.645	0.414	0.008	(0.117)	(0.593)	13.672	0.358
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)
Corporate Total	36.929	1.453	-	-	0.067	0.182	(0.531)	(1.428)	36.671	(0.258)
Grand Total	469.029	1.453	(7.042)	7.812	9.266	16.732	8.194	(19.673)	485.772	16.743
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
Income/Funding Total	(469.029)	(23.785)	7.042	-	-	-	-	-	(485.772)	(16.743)
Funding GAP									(0.000)	

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
Corporate Director People Total	289.698	293.073	307.044
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	-	-	-
Corporate Director Resources Total	42.495	43.013	44.705
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
Corporate Director Place Total	103.235	102.977	108.174
Legal & Governance Total	10.380	9.922	10.236
Corporate Directors & Members Total	3.292	3.368	3.446
Chief Executive Directorates Total	13.672	13.290	13.682
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
Corporate Total	36.671	48.630	55.292
Grand Total	485.772	500.984	528.898
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)
Income/Funding Total	(485.772)	(500.984)	(515.558)
Funding GAP	(0.000)	0.000	13.340

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)
Prior Year Base Changes Total			9.266

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)		
Funding and Technical Adjustment Changes Total			(7.042)	-	-

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	-
Pay Award Total			7.812	4.457	4.635

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
Contractual Inflation Total			16.734	11.465	13.126

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

Corporate Directorate	Service	Description	2024/25 £m	2025/26 £m	2026/27 £m
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)	-	-
Demand Total			8.197	18.300	10.704

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)

APPENDIX 1

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)

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	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)

APPENDIX 1

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 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)

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 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	-	-
Savings Total			(14.804)	(9.967)	(0.812)	(25.583)

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)
Savings Total			(3.833)	(0.352)	(0.057)	(4.243)

APPENDIX 1

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)
Savings Total			(1.036)	(3.832)	(0.631)	(5.498)

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
Total				33.990

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
Adults				
Sensory Stimulation & Development Play Equipment	0.000	0.015	0.000	0.000
Disabled Facilities Grants	4.197	6.414	3.472	9.000
Adults Total	4.197	6.429	3.472	9.000
Education & Skills				
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
Education & Skills Total	40.769	41.076	12.164	16.855
Families & Children's Service				
Childrens Homes	1.080	0.116	0.000	0.000
Families & Children's Total	1.080	0.116	0.000	0.000
PEOPLE TOTAL	46.046	47.621	15.636	25.855
Finance				
Evolve Project	2.637	0.000	0.000	0.000
Finance Total	2.637	0.000	0.000	0.000
Assets				
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
Assets & Commercial Development Total	39.808	28.590	3.028	9.083
Capital Loans				
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
Capital Loans Total	18.335	16.519	4.119	0.612
Information Services				
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
Information Services Total	10.917	11.976	7.174	21.879
RESOURCES TOTAL	71.697	57.085	14.321	31.574

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
Highways & Transport				
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
Highways & Transport Total	67.924	59.862	62.193	286.830
Economy & Regeneration				
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
Economy & Regeneration Total	13.762	2.526	0.009	0.000
Environment				
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
Environment Total	4.948	1.684	0.684	1.317
Leisure Culture & Communities				
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
Leisure Culture & Communities Total	5.631	23.996	8.185	2.285
PLACE TOTAL	92.265	88.068	71.071	290.432
Capital Programme General Fund Total	210.008	192.774	101.028	347.861
Housing Revenue Account				
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
Housing Revenue Account Total	45.659	57.776	38.805	127.534
Capital Programme General Fund and Housing Revenue Account Total	255.667	250.550	139.833	475.395

This page is intentionally left blank

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
Total General Fund	210.008	192.774	101.028	347.861	851.671
Housing Revenue Account	45.659	57.776	38.805	127.534	269.774
Total Capital Programme	255.667	250.550	139.833	475.395	1,121.445

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
Total Funding	255.667	250.550	139.833	475.395	1,121.445

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
Adults				
Sensory Stimulation & Development Play Equipment	0.000	0.015	0.000	0.000
Disabled Facilities Grants	4.197	6.414	3.472	9.000
Adults Total	4.197	6.429	3.472	9.000
Education & Skills				
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
Education & Skills Total	40.769	41.076	12.164	16.855
Families & Children's Service				
Childrens Homes	1.080	0.116	0.000	0.000
Families & Children's Total	1.080	0.116	0.000	0.000
PEOPLE TOTAL	46.046	47.621	15.636	25.855

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
Finance				
Evolve Project	2.637	0.000	0.000	0.000
Finance Total	2.637	0.000	0.000	0.000
Assets				
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
Assets & Commercial Development Total	39.808	28.590	3.028	9.083
Capital Loans				
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
Capital Loans Total	18.335	16.519	4.119	0.612
Information Services				
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
Information Services Total	10.917	11.976	7.174	21.879
RESOURCES TOTAL	71.697	57.085	14.321	31.574

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
Highways & Transport				
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
Highways & Transport Total	67.924	59.862	62.193	286.830
Economy & Regeneration				
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
Economy & Regeneration Total	13.762	2.526	0.009	0.000
Environment				
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
Environment Total	4.948	1.684	0.684	1.317
Leisure Culture & Communities				
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
Leisure Culture & Communities Total	5.631	23.996	8.185	2.285
PLACE TOTAL	92.265	88.068	71.071	290.432

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
Housing Revenue Account				
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
Housing Revenue Account Total	45.659	57.776	38.805	127.534

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
Total Funding	255.667	250.550	139.833	475.395	1,121.445

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	28.060
Maintenance and Modernisation *	9.099	11.655	8.805	8.805	2.550	2.500	43.414
Replacement of Lower School, Stonehenge	0.303	0.000	0.000	0.000	0.000	0.000	0.303
Access and Inclusion	0.165	0.100	0.100	0.100	0.100	0.100	0.665
Total £m	23.036	24.746	9.305	9.305	3.050	3.000	72.442

*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
Total			£0.950m

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).

School	Type of Maintenance Works	Est Cost £
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)
				£	£	£	%
PLACE							
Environment							
Environment	Public Protection (Licensing)	Large casino premises licence (set by regulation):					
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)	Small casino premises licence (set by regulation):					
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)	Converted casino premises licence (set by regulation):					
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)	Bingo premises licence (set by regulation):					
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)	Adult gaming centre premises licence (set by regulation):					
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)	Betting premises (track) licence (set by regulation):					
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)
				£	£	£	%
PLACE							
Environment							
Environment	Public Protection (Licensing)	Family entertainment centre premises licence (set by regulation):					
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)	Betting premises (other) licence (set by regulation): Betting Shops					
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)	Other Gambling Act fees (set by regulation) :					
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)	Licensed Premises Gaming Machine Permit (set by regulation)					
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)	Licensed Premises Gaming Machine Permit (set by regulation)					
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)	Licensed Premises Automatic Notification Process (set by regulation)					
Environment	Public Protection (Licensing)	On notification	per application	£50.00	£50.00	£0.00	0.0%
Environment	Public Protection (Licensing)	Club Gaming Permits (set by regulation)					
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)	Club Gaming Permits (set by regulation)					
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)
				£	£	£	%
PLACE							
Environment							
Environment	Public Protection (Licensing)	Club Machine Permits (set by regulation)					
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)	Unlicensed Family Entertainment Centre Permits (set by regulation)					
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)	Prize Gaming Permits (set by regulation)					
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)
				£	£	£	%
PLACE							
Environment							
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)	Local Air Pollution Prevention and Control (LAPPC) charges (set by regulation)*	* 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)	
				£	£	£	%	
PLACE								
Environment								
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)	LAPPC mobile plant charges (set by regulation)					
Environment	Public Protection (Env. Control)	Number of permits					
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)	Number of permits					
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)
				£	£	£	%
PLACE							
Environment							
Environment	Public Protection (Env. Control)	Number of permits					
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)	Number of Permits					
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)	LA-IPPC (Part A2 charges) (set by regulation)					
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)
				£	£	£	%
PLACE							
Environment							
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%
Planning							
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	Outline Applications - see below					
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	Planning Application (Full applications and first submissions of Reserved Matters; or Technical Details Consent) Alterations/extensions to dwellinghouses, including works within boundaries - see below					
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)
				£	£	£	%
PLACE							
Planning							
Planning	Planning	Planning Application (Full applications and first submissions of Reserved Matters; or Technical Details Consent) The erection of dwellinghouses- see below					
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	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					
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	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					
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)
				£	£	£	%
PLACE							
Planning							
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	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					
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	Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) Erection/alterations/replacement of plant and machinery. See below.					
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)
				£	£	£	%
PLACE							
Planning							
Planning	Planning	Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent) Applications other than Building Works. See below.					
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)
				£	£	£	%
PLACE							
Planning							
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	Lawful Development Certificate - See below					
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	Prior Approval (Under Permitted Development rights) - See below					
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)
				£	£	£	%
PLACE							
Planning							
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)
				£	£	£	%
PLACE							
Planning							
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	Reserved Matters - see below					
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	Removal/Variation/Approval/Discharge of condition - see below					
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	Advertising					
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)
				£	£	£	%
PLACE							
Planning							
Planning	Planning	Non-material Amendment Following a Grant of Planning Permission					
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	Permission in Principle - see below					
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	
Highways Operations							
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	Vehicle Transfer - (to another vehicle) Based on no. of months left on existing licence:					
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%
PEOPLE							
Education & Skills							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Environment							
Environment	Public Protection (Env. Control)	PRIVATE WATER SUPPLIES					
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)
				£	£	£	%
PLACE							
Environment							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)	
				£	£	£	%	
PLACE								
Leisure, Culture & Communities								
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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)
				£	£	£	%
PLACE							
Leisure, Culture & Communities							
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%
Highways & Transport							
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)
				£	£	£	%
PLACE							
Highways & Transport							
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)
				£	£	£	%
PLACE							
Planning							
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)
				£	£	£	%
PLACE							
Planning							
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)
				£	£	£	%
PLACE							
Planning							
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 ²	per application	£360.00	£378.00	£18.00	5.0%
Planning	Building Control	Building Control - Table B - Garage and Car Ports up to 40m ² 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 ² up to 60m ²	per application	£426.00	£447.00	£21.00	4.9%
Planning	Building Control	Building Control - Table B - Garage and Car Ports over 40m ² up to 60m ² Regularisation	per application		£500.00	£500.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions up to 10m ²	per application	£528.00	£554.00	£26.00	4.9%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions up to 10m ² Regularisation	per application		£620.00	£620.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 10m ² up to 20m ²	per application	£624.00	£655.00	£31.00	5.0%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 10m ² up to 20m ² Regularisation	per application		£734.00	£734.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 20m ² up to 40m ²	per application	£654.00	£686.00	£32.00	4.9%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 20m ² up to 40m ² Regularisation	per application		£769.00	£769.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 40m ² up to 60m ²	per application	£780.00	£819.00	£39.00	5.0%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 40m ² up to 60m ² Regularisation	per application		£917.00	£917.00	
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 60m ² up to 80m ²	per application	£906.00	£951.00	£45.00	5.0%
Planning	Building Control	Building Control - Table B - Extensions and Loft Conversions over 60m ² up to 80m ² 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)
				£	£	£	%
PLACE							
Planning							
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	
Highways Operations							
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)
				£	£	£	%
PLACE							
Highways Operations							
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)
				£	£	£	%
PLACE							
Highways Operations							
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%

PEOPLE							
Education & Skills							
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)
				£	£	£	%
PEOPLE							
Education & Skills							
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)
				£	£	£	%
PEOPLE							
Education & Skills							
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

Finance

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)
				£	£	£	%
RESOURCES							
ICT							
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%
HR & OD							
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)
				£	£	£	%
RESOURCES							
HR & OD							
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)
				£	£	£	%
RESOURCES							
HR & OD							
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)
				£	£	£	%
CHIEF							
EXECUTIVE							
Legal & Governance							
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)
				£	£	£	%
CHIEF							
EXECUTIVE							
Legal & Governance							
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

Wiltshire Council

Cabinet

6 February 2023

Subject: Housing Revenue Account (HRA) Budget Setting 2024/25 including Dwelling Rent Setting 2024/25 and 30-Year Business Plan Review

**Cabinet Members: Cllr Phil Alford – Cabinet Member for Housing, Strategic Assets and Asset Transfer
Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning**

Key Decision: Key

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

Cabinet recommends to Council:

- a) To note the draft budget estimates and proposals.
- b) To approve the HRA Annual Revenue Budget for 2024/25 as described in the report and Appendix 1.
- c) To approve the increase of 7.7% (CPI+1%) to Dwelling Rents and Garage Rents for 2024/25
- d) To approve the HRA Capital Programme for 2024/25 as described in the report and Appendix 2.
- e) To note the reviewed and updated assumptions in the HRA 30-Year Business Plan as detailed in the report.

To enable the Cabinet to recommend to Council 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 Barrah
Director - Assets

Andy Brown
Deputy Chief Executive and Corporate Director of Resources

Wiltshire Council

Cabinet

6 February 2024

Subject: Housing Revenue Account (HRA) Revenue and Capital Budget Setting 2024/25 including Dwelling Rent Setting 2024/25, and 30-Year Business Plan Review

Cabinet Member: Cllr Phil Alford – Cabinet Member for Housing, Strategic Assets and Asset Transfer
Cllr Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Key

1. Purpose of Report

- 1.1 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.
- 1.2 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.

2. Relevance to the Council's Business Plan

- 2.1 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.

3. Background

- 3.1 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.
- 3.2 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.

- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.

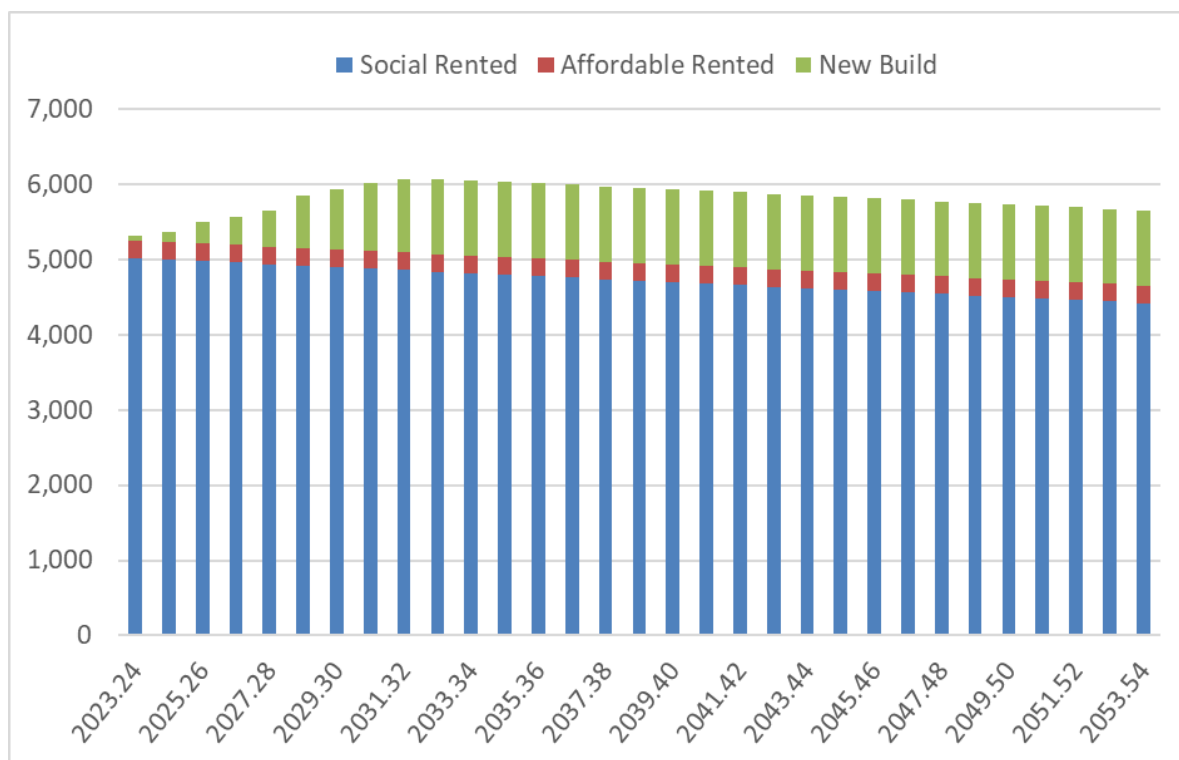
Main Considerations for the Council

4. HRA 30-Year Business Plan Review

- 4.1 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. 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.

4.2 Assumptions

4.2.1 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.



4.2.2 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%).

4.2.3 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.

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.

- 4.2.4 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'.
- 4.2.5 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.
- 4.2.6 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).
- 4.2.7 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.
- 4.2.8 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.

5. Resourcing the Capital Programme

5.1 Useable RTB Receipts and Retained (1-4-1) Receipts.

5.1.1 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.

5.1.2 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.

- 5.2 Grant is included for CHBP schemes, where agreed as part of the Homes England programme, that the Council is currently accessing for some developments.
- 5.3 Other Receipts includes any other HRA (non-schedule) receipts or non HRA receipts available to support capital expenditure, for example from Shared Ownership sales.
- 5.4 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.
- 5.5 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.
- 5.6 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.

6. Changes to the Previous Approved Business Plan

6.1 Summary

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
Cabinet approved		13283	15937	19325	21956	24203	25691	27074	28282	20760	17308
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)
New Base Model		13,283	3,740	7,168	9,734	11,611	12,816	13,681	14,115	6,219	6,476

6.2 Changes

6.2.1 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.

6.2.2 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.

6.2.3 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.

6.2.4 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.

7. Model Outputs and Analysis

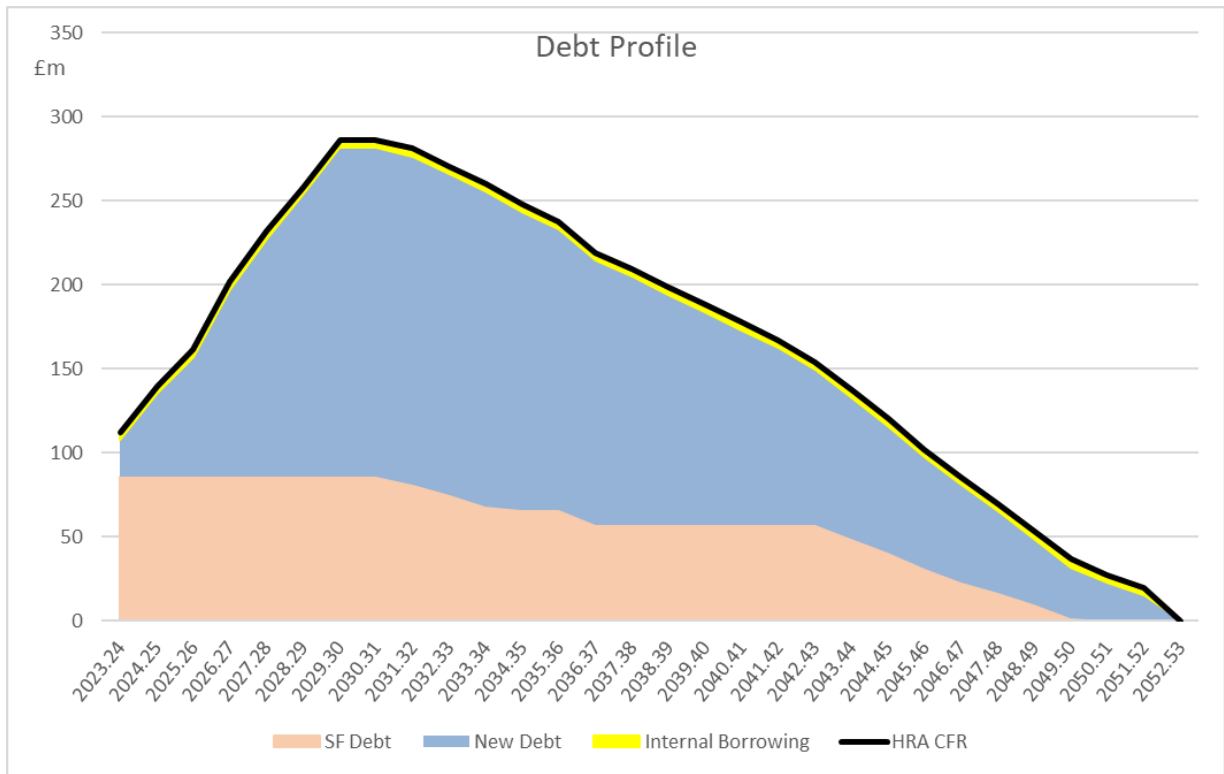
This section summarises the outputs to the business plan model, giving the latest picture of the current and forecast financial position of the HRA and its capital programme. It also quantifies some of the risks to the business both within and outside the control of the Council. To make viewing easier 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.

7.1 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
CAPITAL EXPENDITURE										
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
Total Expenditure	59,319	52,909	40,008	65,923	58,083	50,035	46,466	33,387	14,486	8,732
FINANCING										
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
Total Financing	59,319	52,909	40,008	65,923	58,083	50,035	46,466	33,387	14,486	8,732

7.1.0 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.

7.1.1 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.



7.1.2 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.

7.1.3 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.

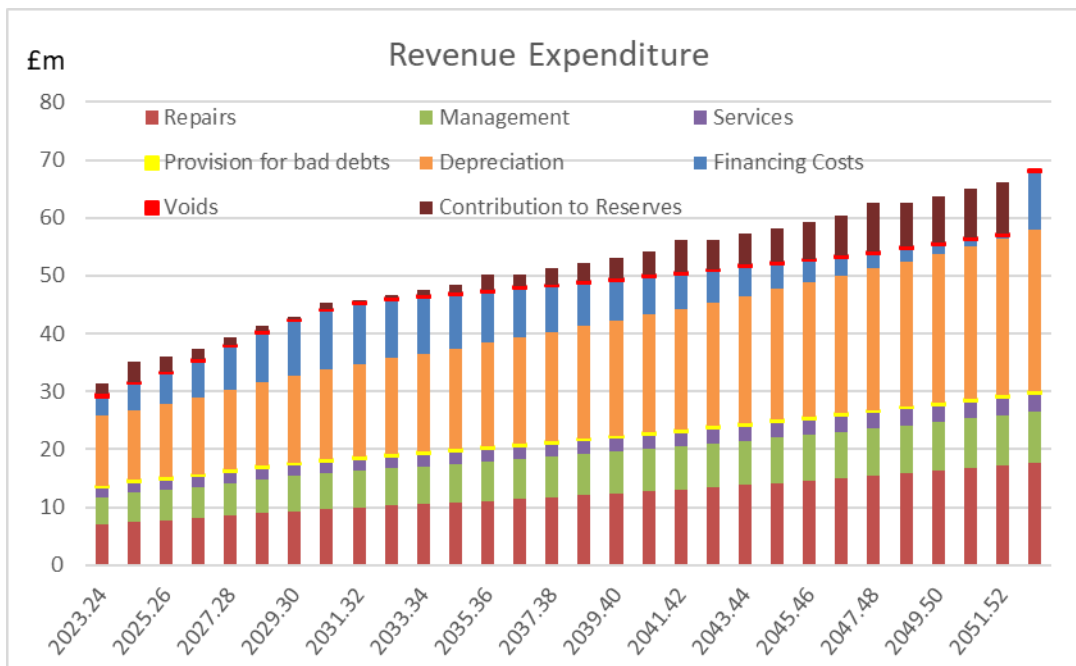
7.2 Revenue Projections

	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
INCOME AND EXPENDITURE ACCOUNT										
Income										
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
Expenditure										
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)
Net cost of services	4,935	7,967	7,893	8,243	8,805	9,483	9,985	11,171	10,607	10,682
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
Surplus / (deficit) for the year	1,851	3,428	2,566	1,878	1,205	864	435	988	257	592
MOVEMENT IN THE HRA BALANCE										
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

7.2.1 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.

7.2.2 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).

7.2.3 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.



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.

7.3 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.

7.4 Rents

7.4.1 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.

7.4.2 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.

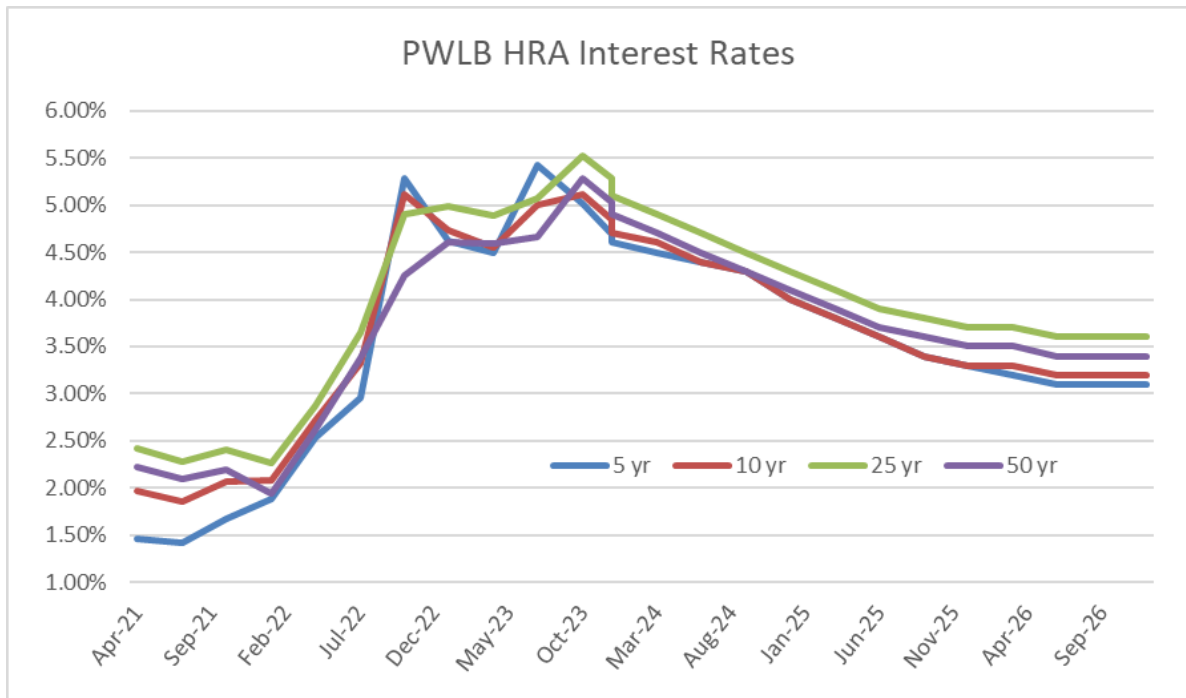
7.4.3 There are some opportunities for the Council to mitigate the risks of rent regulation. A formula rent for each social rented property is calculated with reference to the January 1999 value, bed size and location. Flexibility can then be applied to the formula rent (up to 5% for general needs and 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.

7.4.4 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.

7.4.5 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.

7.5 Interest

7.5.1 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.



7.5.2 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.

7.5.3 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.

7.6 Summary

7.6.1 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.

8. Business Plan review conclusions

8.1 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.

8.2 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. 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.

8.3 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.

9. Budget Estimates for 2024/25

9.1 Appendix 1 provides an overview of the proposed revenue budget for 2024/25.

9.2 The main changes to the budget include:

9.2.1 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.

9.2.2 Energy costs have experienced an increase above inflation rate for all blocks and communal areas where the HRA is responsible for payment.

9.2.3 The budget has been adjusted to account for inflation impacting all contracts and material costs.

9.2.4 There has been a rise in mandatory payments to the Housing Ombudsman and Regulator of Social Housing.

9.2.5 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.

10. Dwelling Rental Income and garage rental income

10.1 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 17th 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.

10.2 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	<u>£100.50</u>	<u>£108.24</u>
2 Bed Increase/Decrease %	7.0%	7.7%
3 bed	<u>£109.61</u>	<u>£118.05</u>
3 Bed Increase/Decrease %	7.0%	7.7%
Average	<u>£100.63</u>	<u>£108.38</u>
Average Increase/Decrease £	£6.58	£7.75

Rents for Garages

	Current charge	7.7% increase	No. Garages
	£	£	
Weekly Charge	9.19	9.90	948
*Higher weekly charge	12.58	13.55	39
Annual rental income	487,745	525,302	987
Increase annual rent		37,556	
Percentage increase in annual rent		7.7%	

*A higher charge is applied to some of the newer garages

- 10.3 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.
- 10.4 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.
- 10.5 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.
- 10.6 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:

- 10.7 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.
- 10.8 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.
- 10.9 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.
- 10.10 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

	% of tenancies	2024 Increase
Housing Residents		
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>100%</u>	
Analysis of Wage Earners Increased income		
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%

10.11 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.

11. Capital Programme

The proposed Capital Programme 2024/25 is set out in Appendix 2.

11.1 Planned Refurbishment of Council Stock

11.1.1 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.

11.1.2 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

Energy Efficiency Measure	Estimated Saving
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)*

11.1.3 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.

11.1.4 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.

11.1.5 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.

12. Council House Build Programme

12.1 The Council House Build Programme is a 10-year delivery programme to provide 1,000 additional owned and managed Council Homes.

12.2 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.

- 12.3 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.
- 12.4 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.

13. Overview and Scrutiny Engagement

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.

14. Safeguarding Implications

The HRA has an ongoing responsibility for the safeguarding of vulnerable people within its communities. There are no changes proposed within this report.

15. Public Health Implications

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.

16. Procurement Implications

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.

17. Workforce Implications

There are no changes proposed within this report with negative workforce implications.

18. Equalities Impact of the Proposal

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.

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.

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.

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.

19. Environmental and Climate Change Considerations

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.

20. Financial Implications – Section 151 Officer Commentary

- 20.1 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.
- 20.2 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.
- 20.3 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.
- 20.4 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.
- 20.5 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.
- 20.6 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.

21. Legal Implications

- 21.1 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.
- 21.2 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.
- 21.3 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 Barra, Director Assets

Marie Taylor, Head of Finance, Children & Education

Rozalyn Vernon, Principal Accountant, Resources & HRA

December 2023

Appendices

Appendix 1: Revenue Budget 24/25

Appendix 2: Capital Budget 24/25

Appendix 3: Housing Finance Specialists report -December 2023

Background Papers

Not applicable

This page is intentionally left blank

Appendix 1: Proposed HRA Revenue Budget 2024/25

Outturn 2022-23 £m	Budget Heading	Budget 2023-24 £m	Movement £m	Budget 2024-25 £m
	HRA Expenditure			
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
25.908		26.401	0.816	27.218
	HRA Income			
- 0.206	Interest	- 0.378	- 0.021	- 0.399
- 26.304	Rents	- 28.137	- 3.185	- 31.322
- 26.510		- 28.515	- 3.206	- 31.721
0.602	Transfer to / (-from) HRA Reserve	2.113	2.390	4.503

This page is intentionally left blank

Appendix 2: Capital Programme HRA

Scheme name	Budget 24/25	Budget 25/26	Future Years
Housing Revenue Account			
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
Housing Revenue Account Total	45.659	57.776	166.339

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)

This page is intentionally left blank



HFS

Housing Finance Specialists

Wiltshire Council

HRA Business Plan 2023/24

8 December 2023

Contents

1.	EXECUTIVE SUMMARY	1
2.	ASSUMPTIONS AND REGULATIONS.....	3
3.	CHANGES TO PREVIOUS APPROVED BUSINESS PLAN.....	10
4.	MODEL OUTPUTS AND ANALYSIS.....	12
5.	CONCLUSIONS	25



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.



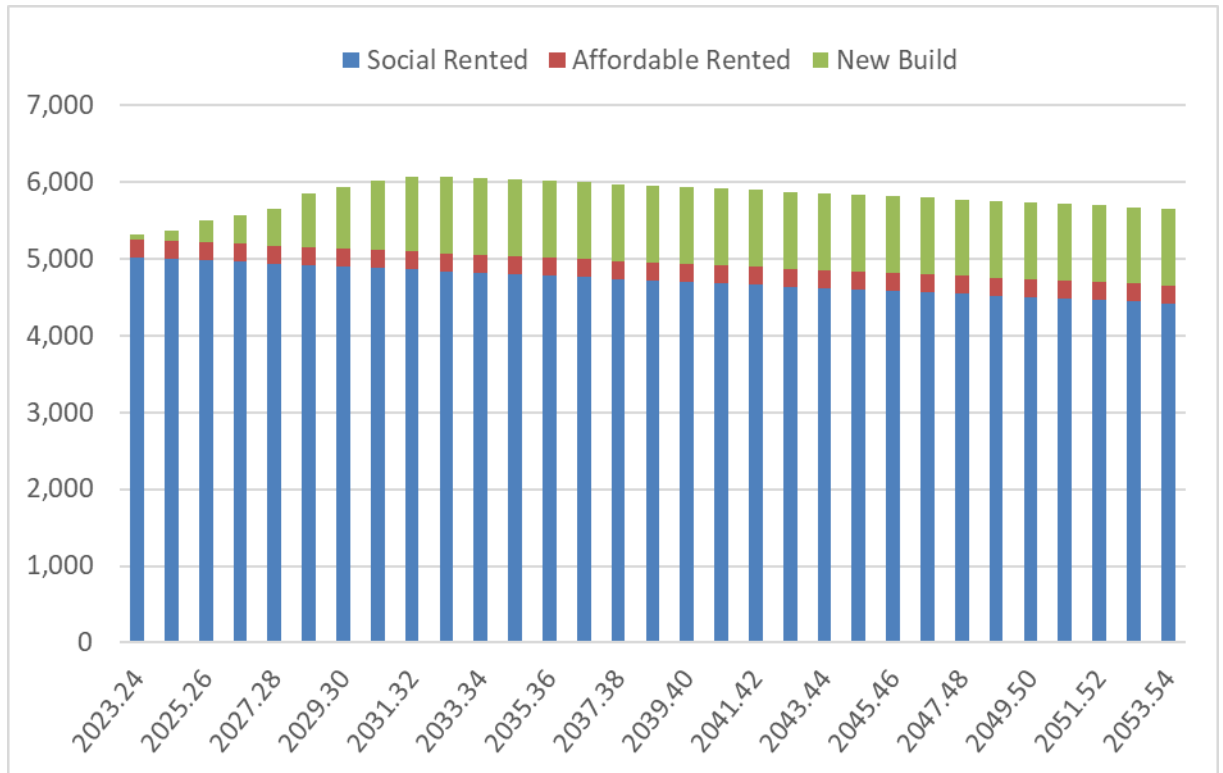
2. Assumptions and Regulations

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
Cabinet approved		13,283	15,937	19,325	21,956	24,203	25,691	27,074	28,282	20,760	17,308
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)
New Base Model		13,283	3,740	7,168	9,734	11,611	12,816	13,681	14,115	6,219	6,476

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

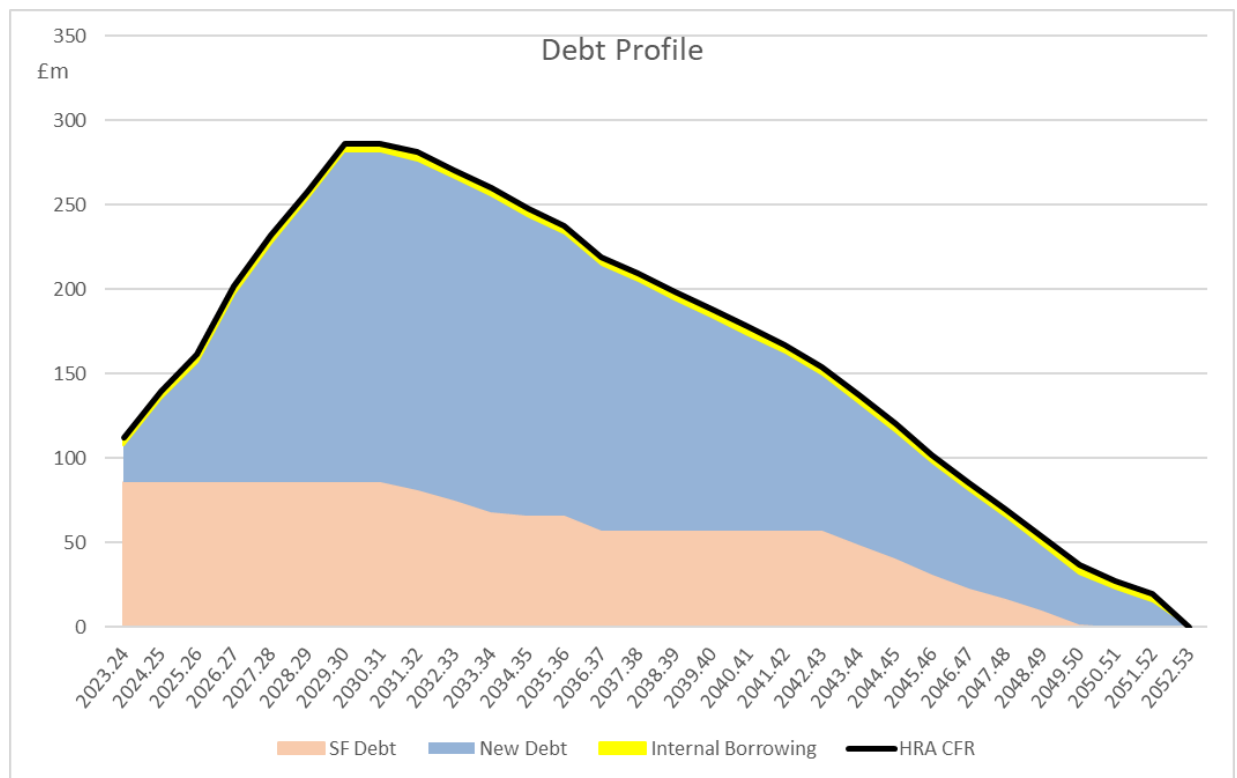
- 4.1 This section summarises the outputs to the business plan model, giving the latest picture of the current and forecast financial position of the HRA and its capital programme. It also quantifies some of the risks to the business both within and outside the control of the Council. To make viewing 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
CAPITAL EXPENDITURE										
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
Total Expenditure	59,319	52,909	40,008	65,923	58,083	50,035	46,466	33,387	14,486	8,732
FINANCING										
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
Total Financing	59,319	52,909	40,008	65,923	58,083	50,035	46,466	33,387	14,486	8,732



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.

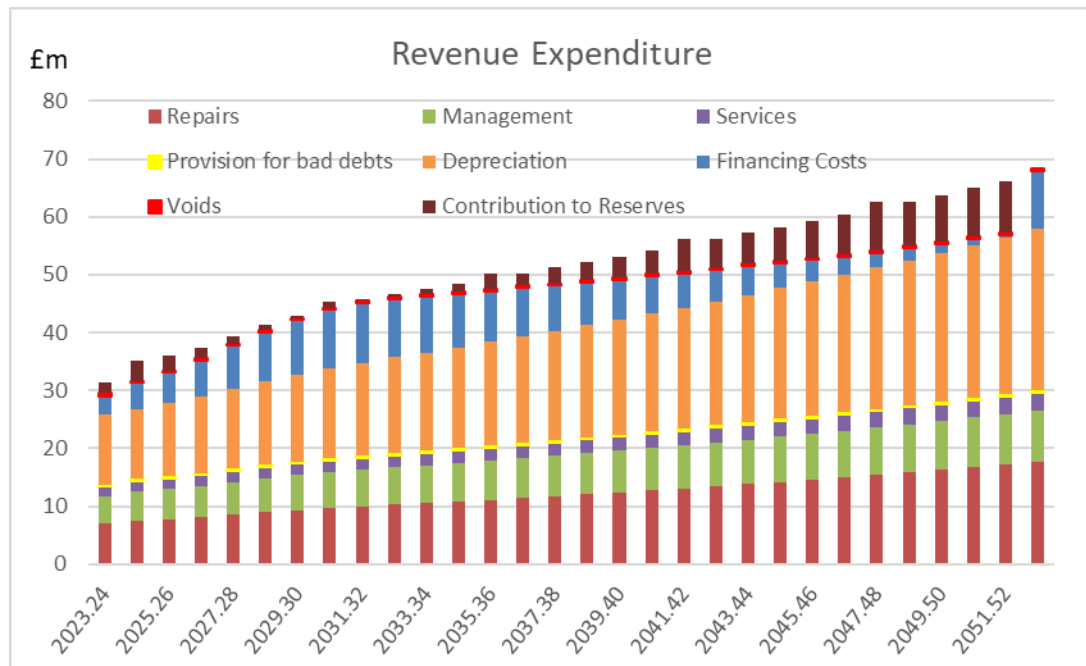


Revenue Projections

	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
INCOME AND EXPENDITURE ACCOUNT										
Income										
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
Expenditure										
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)
Net (Cost) of Services	4,935	7,967	7,893	8,243	8,805	9,483	9,985	11,171	10,607	10,682
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
Surplus / (Deficit) for the year	1,851	3,428	2,566	1,878	1,205	864	435	988	257	592
MOVEMENT IN THE HRA BALANCE										
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.

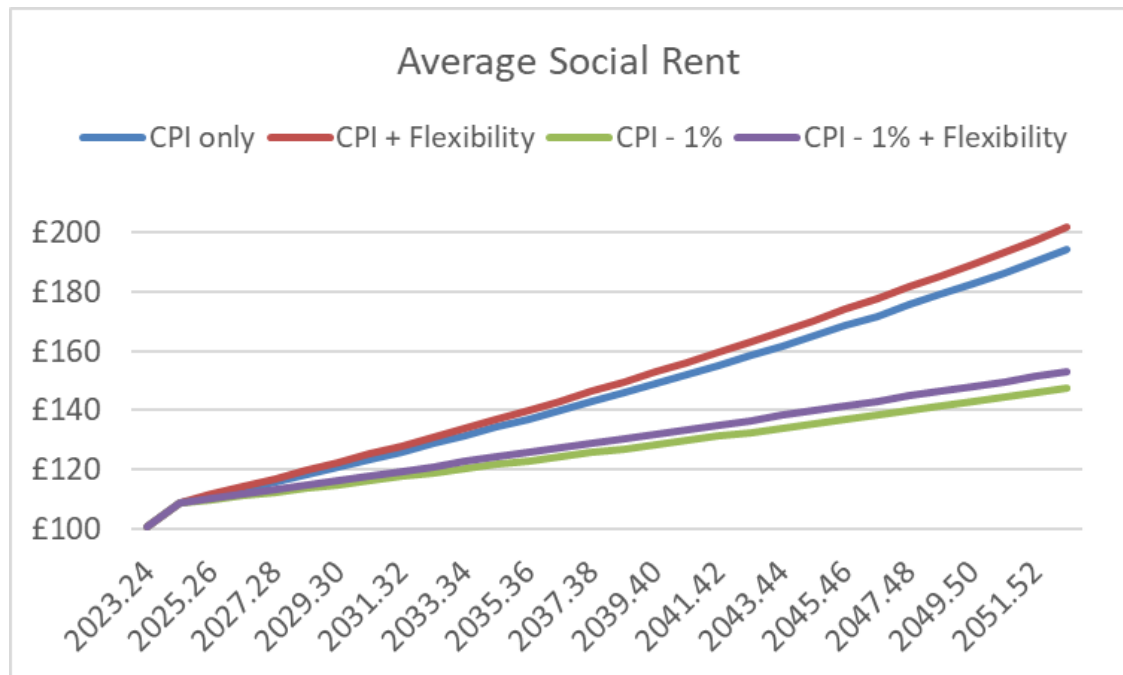
Risks

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.



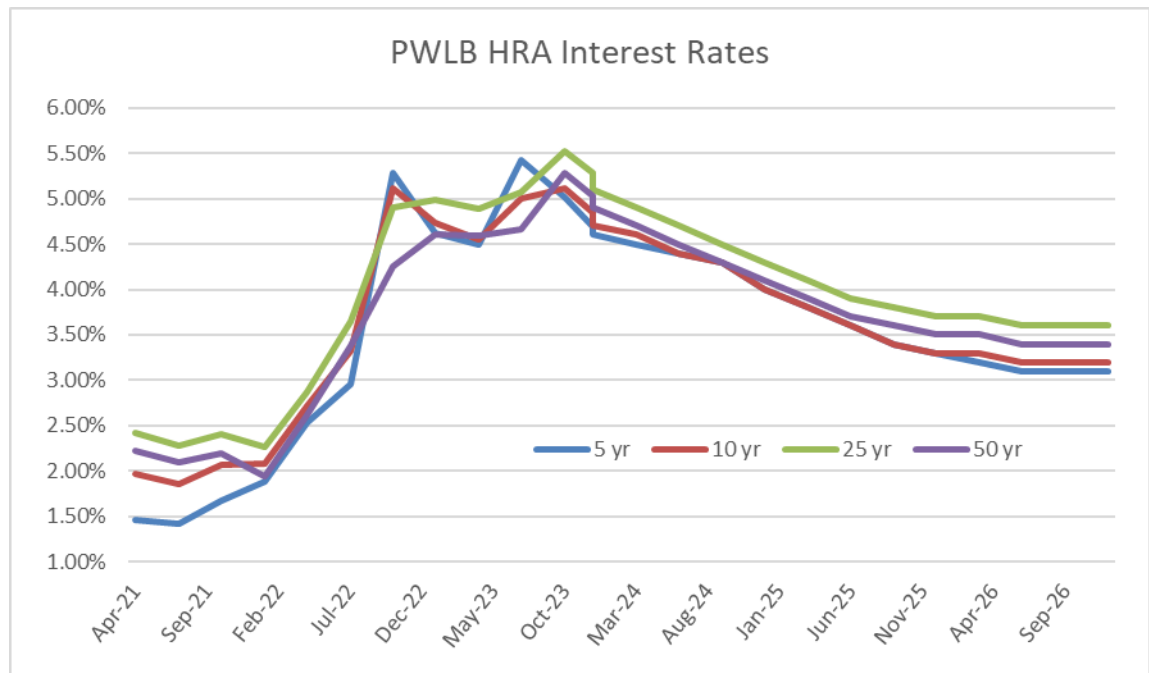
- 4.13 The use of formula rent flexibility to mitigate the impact of maximum increases of CPI - 1% from 2025/26 offsets the cost (of CPI – 1% rent increases) by about £24m over the 30-year plan. The HRA still goes into deficit by 2028/29 with increasing deficits each year but there are enough resources 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).

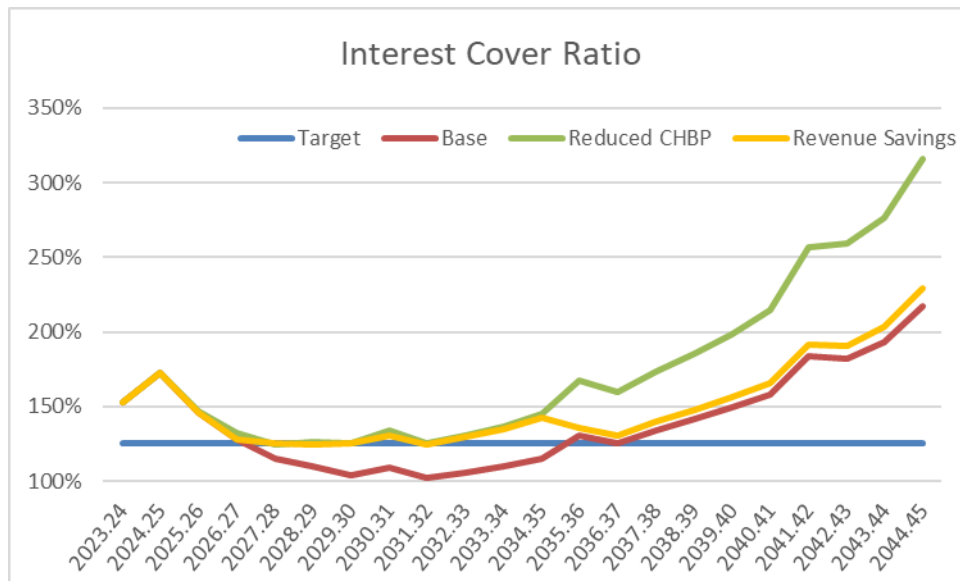
Reducing the interest charges, assuming no change to the rates available, would require reductions in borrowing. Given the limited available resources in the first ten years of the plan, this would require a reduction in capital expenditure. Non-specific schemes from CHBP phases 3.7 to 3.10 and the affordable 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
Total	14.9



- 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

Cabinet

6 February 2024

Subject: Treasury Management Strategy 2024/25

Cabinet member: Councillor Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

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 2024/254

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

The Cabinet is requested to recommend that the 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)

Wiltshire Council

Cabinet

6 February 2024

Subject: Treasury Management Strategy 2024/25

Cabinet member: Councillor Nick Botterill – Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Non-Key

Purpose

1. This report asks the Cabinet to consider and recommend that the Council approve the Prudential and Treasury Indicators, together with the Treasury Management Strategy for 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
Total	128.380	184.390	255.667	250.550	139.833

* 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.

Financing of Capital Expenditure	2022/23 Actual £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
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
Total Financing (non-borrowing)	74.172	106.736	120.020	105.738	82.557
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
Total Net Financing Need (Borrowing)	54.208	77.654	135.647	144.812	57.276
Total Capital Expenditure	128.380	184.390	255.667	250.550	139.833

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,

	2022/23 Actual £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
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
Total CFR	611.674	671.833	780.519	890.641	910.976
Movement in CFR	18.336	60.159	108.685	110.123	20.336
Represented by					
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
Movement in CFR	18.336	60.159	108.685	110.123	20.336

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

	Opening Balances £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
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
Existing Loan Debt	394.926	383.295	371.664	360.014	351.000
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)
Net Loans Requirement	217.706	198.200	306.884	417.007	437.342
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)
Loans CFR	613.685	597.890	710.285	824.119	848.165
Liquidity Allowance above Net Debt (Liquidity Buffer)	177.220	100.000	100.000	100.000	100.000
Liability Benchmark (Gross Loans Requirement)	394.926	298.200	406.884	517.007	537.342
Forecast Investments	177,220	100.000	100.000	100.000	100.000
(Over)/Under Liability Benchmark	0.000	(85,095)	35.220	156.993	186.342

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.

Treasury Portfolio				
	Actual 31/03/2023 £m	Actual 31/03/2023 %	Current 31/12/2023 £m	Current 31/12/2023 %
Treasury Investments				
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
Total Treasury Investments	177.220	100.00	132.486	100.00
Treasury Borrowing				
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
Total External Borrowing	398.926	100.00	391.597	100.00
Net Treasury Investments/ (Borrowing)	(221.706)		(259.111)	

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.

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

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

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.

Loans to Stone Circle	2022/23 Actual £m	2023/24 Estimate £m	2024/25 Estimate £m	2025/26 Estimate £m	2026/27 Estimate £m
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.

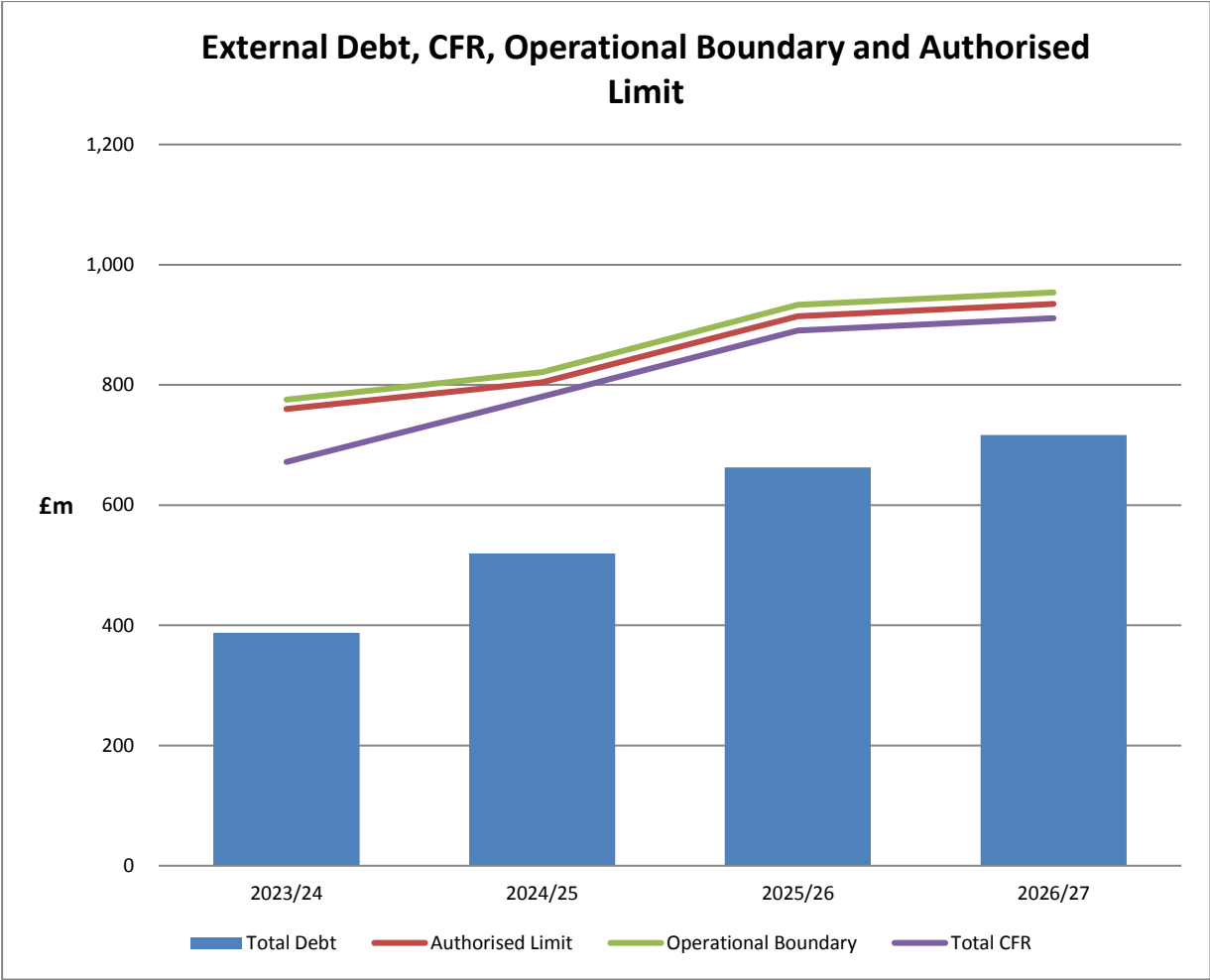
Operational Boundary	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m
General Fund Debt	622.858	689.907	760.212	767.569
HRA Debt	136.864	114.322	154.139	167.119
Operational Boundary	759.922	804.229	914.351	934.688

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.

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

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.
 - a) 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.
 - b) Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.
- 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:

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

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):

Monetary Limit	Counterparties
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,

Year	Budgeted Earnings Rate
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:

Upper Limit for Principal Sums Invested for longer than 365 days			
	2024/25	2025/26	2026/27
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

Report Author:

Debbie Price, Principal Accountant

email: debbie.price@wiltshire.gov.uk

Background Papers

None.

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

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.

	2022/23 Actual (%)	2023/24 Estimate (%)	2024/25 Estimate (%)	2025/26 Estimate (%)	2026/27 Estimate (%)
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.

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

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

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

Specified Investments.

1. All such investments will be sterling denominated, with maturities up to a maximum of 1 year, meeting the minimum 'high' quality criteria.
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
Specified Investments			
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 VNAV	AAA	Liquid	Included in para 76
Ultra Short Dated Bonds (1.25)	AAA		£10m
Ultra Short Dated Bonds (1.5)	AAA		£10m

Appendix B

Local Authorities	Yellow	12 months	Included in para 76
Term Deposits with Banks and Building Societies	Blue	12 months	Included in para 76
	Orange	12 months	
	Red	6 months	
	Green	100 days	
	No Colour	Not for use	
Certificates of Deposit or Corporate Bonds	Blue	12 months	£10m
	Orange	12 months	
	Red	6 months	
	Green	100 days	
	No Colour	Not for use	
Non-Specified Investments			
Term Deposits with Banks and Building Societies	Purple	2 years	Included in para 76
	Yellow	5 years	
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.

This page is intentionally left blank

Wiltshire Council

Cabinet

6 February 2024

Subject: Public Transport Strategy

Cabinet Member: Cllr Caroline Thomas - Cabinet Member for Transport, Street Scene and Flooding

Key Decision: Key

Executive Summary

Bus usage at both the national and local level has struggled to return to pre-covid levels and only in some limited areas of the county is bus patronage returning to levels seen before the pandemic.

The Department for Transport have been working hard to support the bus market since the pandemic with initiatives such as the £2 single fare and more recently Bus Service Improvement Plan + (BSIP +) funding given to many Local Transport Authorities (LTA's), intended to restimulate and support the market by funding improvements in the provision of public transport.

Contract prices for supported local bus services have also increased significantly since 2021, as the costs of operation have risen. This has been exacerbated by the national shortage of bus drivers with operators having to raise wages to attract more drivers to the bus sector. The reduction in the amount of travel by bus and associated loss of fare income has caused financial difficulties for bus operators, while the cost to the council for tendered services has increased significantly.

Local Transport Plan 4 (LTP4) is currently in development and once finalised, this strategy will also be incorporated into the LTP4 as the bus Public Transport Strategy. As such, both the challenges and objectives being developed as part of the LTP4 are reflected in this strategy document, particularly with regard to future-proofing transport, rurality, decarbonisation, economic growth and tackling social inequalities.

Following a similar process to the last review of the public transport strategy in 2017, 163 responses were received during June 2023 from key stakeholders. This informed the wider public consultation conducted in September and November of 2023, where 1565 responses were received, the detail of which can be found at **Appendix 2**.

The Environment Select Committee have considered the approach to this work and concluded its validity at its meeting of the 11 January 2024.

Proposal

That Cabinet approve the revised Public Transport Strategy as described at **Appendix 1**.

Reason for Proposals

To ensure that Wiltshire Councils supported public transport continues to deliver appropriately for Wiltshire residents and its visitors, considering changing travel habits and a challenging operational and financial market.

Parvis Khansari
Corporate Director, Place

6 February 2024

Subject: Public Transport Strategy

Cabinet Member: Cllr Caroline Thomas - Cabinet Member for Transport, Street Scene and Flooding

Key Decision: Key

Purpose of Report

1. To update members on the results of the public consultation on a revised Public Transport Strategy and seek authorisation to adopt the Strategy as part of the existing Local Transport Plan.

Relevance to the Council's Business Plan

Mission 1: The people of Wiltshire are encouraged to live full, healthy and enriched lives.

2. The public transport Strategy can:
 - Encourage the use of public transport which typically involves a walking trip at the start and/or end of journeys by working with operators to provide frequent, reliable and affordable bus services.
 - Enable local groups to operate community and voluntary transport schemes particularly to provide local access and safety net transport services to meet needs that cannot be effectively provided by other means such as Link and Community Minibus Schemes).
 - Help support community rail partnerships to improve stations and train services.
 - Provide access to key services and facilities for Protected Characteristics groups (as defined by the Equality Act 2010) by providing travel opportunities for younger and older people who often do not have access to a car.

Mission 2: Our communities continue to be beautiful and exciting places to live.

3. The public transport Strategy can:
 - Provide access to the wider Wiltshire area for both its residents and visitors for leisure purposes through evening and weekend bus services.

Mission 3: Our local economy thrives and is supported by a skilled workforce.

4. The public transport Strategy can:
 - Support the local economy by making it easier for workers, shoppers and visitors to access local centres and facilitate development growth by helping to

facilitate the planned housing and employment growth set out in the Wiltshire Core Strategy.

- Facilitate access to educational establishments in order to improve the skill of the local workforce
- Improve journey time reliability for road users by removing some car trips from the highway network and therefore reducing congestion and delays.

Mission 4: We lead the way in how councils and counties mitigate the climate challenge ahead.

5. The public transport Strategy can:

- Enhance the built and natural environment by removing some car trips from the highway network and therefore reducing greenhouse gas emissions and air quality pollutants.
- Encourage providers to invest in zero emission buses and work towards all buses in Wiltshire being zero emission

Background

6. The current Strategy no longer fully represents the travelling habits of passengers. The COVID-19 pandemic has changed how people travel, and we need to review our strategy to ensure it is valid for the LTP4 period 2026 – 2038.
7. Bus usage at both the national and local level has struggled to return to pre-covid levels and only in some limited areas of the country is bus patronage returning to levels seen before the pandemic.
8. The Department for Transport have been working hard to support the bus market since the pandemic with initiatives such as the £2 single fare and more recently BSIP+ funding given to many LTAs, intended to restimulate the market by funding improvements in the provision of public transport.

Main Considerations for the Council

9. Wiltshire Council are currently working in partnership with consultants Integrated Transport Planning (ITP) to undertake an evidence-based review of Wiltshire's bus strategy and its supported bus network. The aim is to have a new Strategy and proposed revised bus network for implementation from June 2024 onwards whilst providing a framework within which evidence-led decisions can be made regarding investment in the bus network.
10. The new Strategy will seek to ensure we are providing value for money to the public purse whilst delivering on our Business Plan priorities and working towards the objectives of the National Bus Strategy. It will also seek to achieve objectives set out in our Enhanced Partnership Plan and Scheme and Bus Service Improvement Plan with the key aim being to increase bus patronage. The Strategy will also be incorporated into LTP4 when this is produced later this year.
11. A nationwide shortage of bus drivers has been a contributing factor to declining bus usage, as many bus services have had to be cancelled, or scaled back, over

the past 2 to 3 years as a result. This has caused considerable uncertainty for bus users and has further reduced passenger numbers.

12. Contract prices for supported local bus services have also increased significantly since 2021, as the costs of operation have risen. This has been exacerbated by the national shortage of bus drivers with operators having to raise wages to attract more drivers to the bus sector. The reduction in the amount of travel by bus and associated loss of fare income has caused financial difficulties for bus operators, while the cost to the council for tendered services has increased significantly.

13. The review of the Public Transport strategy was conducted in a number of stages which are as follows and shown here as **Figure 1**:



- Data gathering – passenger usage, types of places served (employers, colleges, rail stations etc), population statistics (deprivation, car ownership etc) and subsidy cost.
- Create a model/assessment tool with the data above which helps to prioritise where to invest in supported bus services
- Stakeholder engagement on a revised strategy– we received 163 responses to our engagement survey in June 2023.
- Refine strategy and framework assessment for services to enable us to focus on questions for the public consultation
- Public consultation – ran for six weeks and closed on 10 November. There were 1565 responses, the majority of whom replied online.
- Analysis and assessment of public consultation responses Oct – Dec 2023 (current stage).

14. The council will then proceed to:

- Assess the impact of the new policy on services - Feb – Mar 2024

- Determine viable alternatives to “at risk” services – Mar – June 2024
- Present findings to Cabinet Member – June 2024
- Procure revised services, where required – July – Sept 2024

Stakeholder Consultation Results

15. A stakeholder consultation was undertaken prior to the public consultation to help define the Strategies that should be taken forward. 163 responses were received from a wide range of stakeholders. The results showed that there was universal recognition of the importance of the bus (now and in 10 years) and 96% of respondents agreed that WC should continue support for buses. 69% also felt the levels of financial support should increase.
16. In terms of Strategy priorities for supported bus services, it was felt that providing travel opportunities for those with no alternative means of transport was crucial as well as being able to offer a sustainable mode of transport that is better for the environment. In terms of bus strategy priorities overall, stakeholders felt that the key objectives of providing bus services should be to provide transport for those with no alternative available, to enable access to key services such as education, employment and healthcare services and to tackle congestion.

Public consultation results

17. **Figure 2** represents a summary of the policies that the public were asked to consider.

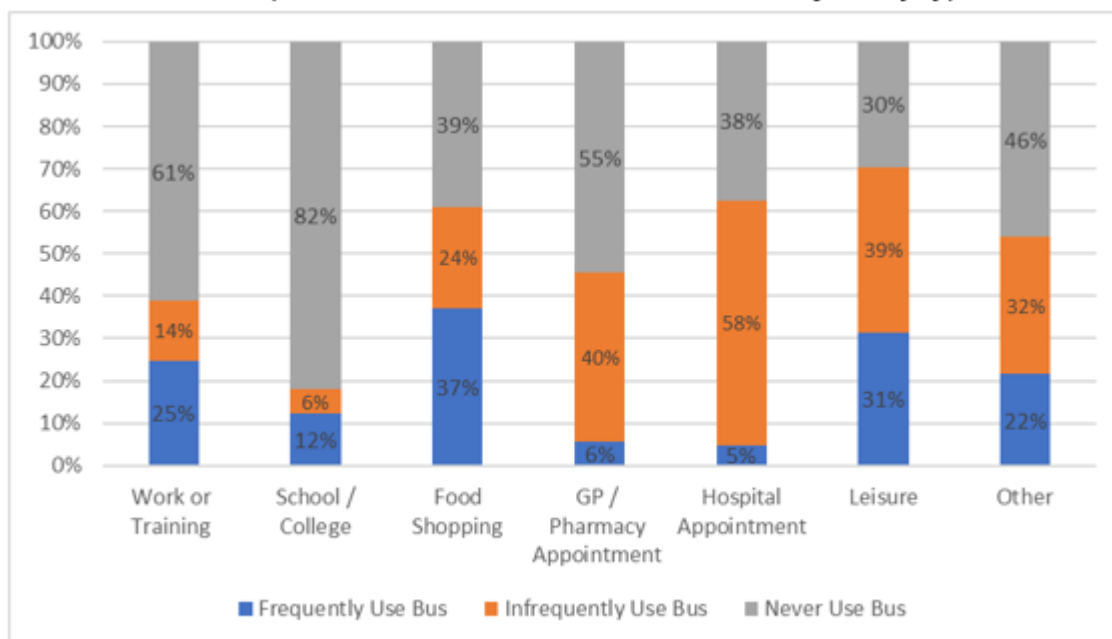
Strategies	
P01 The Council will encourage public transport operators to meet the access needs of the county on a commercial basis	P07 - The Council will work to improve interchange between transport modes (such as rail and bus) to increase travel by public transport
P02 The Council will encourage residents and visitors to use public transport whenever possible	P08 – The Council will encourage the use of low and zero emission vehicles on commercial public transport services (and move towards low emission vehicles on supported services) to improve air quality across the county

<p>P03 The Council will work to ensure that long-term, cost-effective access by public transport is planned into new developments and financial contributions are secured from developers to support that provision</p>	<p>P09 The Council will promote concessionary travel to encourage elderly and disabled customers to access local facilities and services by bus</p>
<p>P04 – The Council will consider the role of demand responsive transport services, financially supporting and promoting them as appropriate to complement mainline public transport services</p>	<p>P10 Where residents are not able to access public transport services, the Council will champion independent living among residents by encouraging use of community transport</p>
<p>P05 –The Council will work with bus operators to ensure that public transport information is up to date, clear and accurate, and available via a wide range of printed and digital sources, including the Council’s sustainable travel website www.connectingwiltshire.co.uk</p>	<p>P11 The Council will prioritise support for public transport which provides access to employment and training, education, essential shopping and healthcare</p>
<p>P06 – The Council will explore options for implementing high frequency, high quality bus services on key corridors in the county</p>	<p>P12 The Council will ensure that the public transport it supports offers value for money for the county’s taxpayers</p>
<p>P09 The Council will promote concessionary travel to encourage elderly and disabled customers to access local facilities and services by bus</p>	<p>P13 The Council will ensure that cross-boundary services form an important element of the county’s public transport network</p>

18. A public consultation survey ran for 6 weeks from September until the end of October 2023. 1565 responses were received; people mainly responded online although approximately 100 respondents returned a hard copy of the questionnaire.
19. 87% of respondents were Wiltshire residents and included town/parish councillors whilst others were mainly visitors. 64% of respondents were regular bus users while 36% used a bus less than once a week.
20. 69% of respondents thought the Council should increase the amount spent on buses and 23% thought the amount should stay the same. Other key results included:

- 48% of respondents were either very satisfied or satisfied with bus services in Wiltshire whilst 33% gave a neutral response, with the remaining proportion providing a negative response.
- Respondents were asked how easy they would find it to complete particular journeys if they did not have access to any bus services. The journeys which respondents would find 'not at all easy' to make were hospital appointments and school / college journeys. 'Other' journeys included a combination of the journey types listed, as well as visiting friends and travelling to other towns.
- Respondents were asked how often they use a bus for a range of purposes (**Figure 3**). 37% of respondents frequently used the bus to go food shopping, while 31% frequently used the bus to make leisure journeys and 25% frequently used the bus to access work or training.

Figure 3: How often respondents use the bus for different journeys

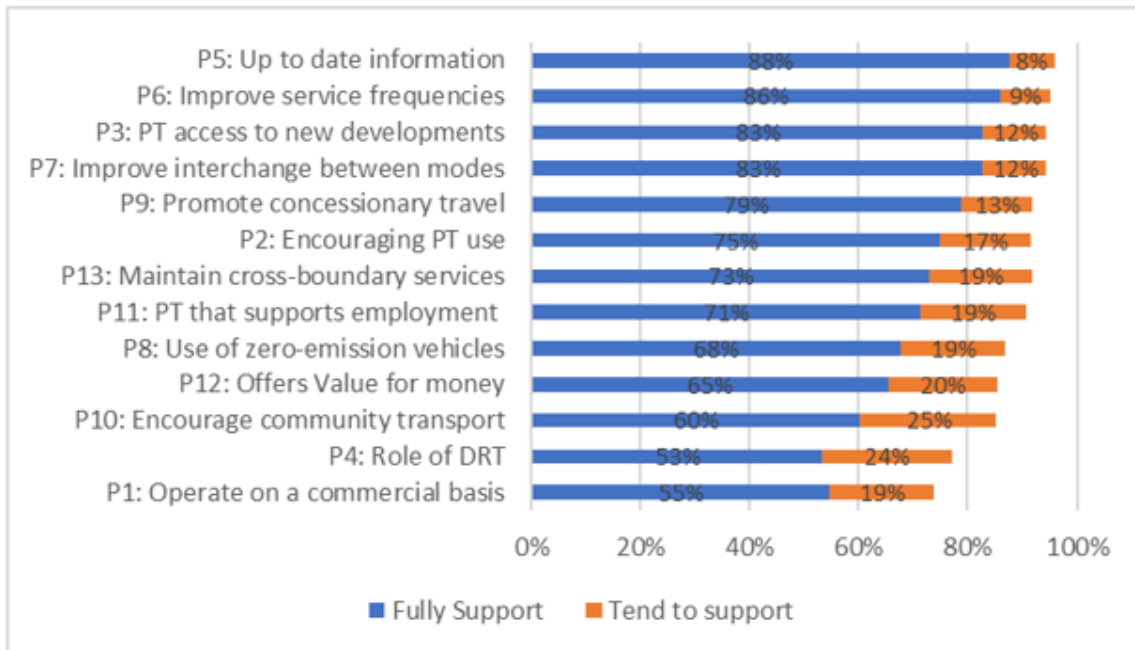


21. There was broad support for the majority of strategies proposed, as shown in **Figure 2**. The strategies are set out in full in paragraph 6 of **Appendix 1**. Respondents were asked to explain their reasoning for not supporting any particular Strategies. The Strategies with the least support were:

- Strategy one - 'The Council will encourage public transport operators to meet the access needs of the county on a commercial basis' - respondents were concerned about the focus on commercial needs and value for money rather than necessity of service or any associated social benefits.
- Strategy four – 'The Council will consider the role of demand responsive transport services, financially supporting and promoting them as appropriate to complement mainline public transport services' - as they felt DRT offered poor value for money, had failed in other areas, and was not a viable alternative to car travel.
- Strategy 10 – 'Where residents are not able to access public transport services the Council will champion independent living among residents by encouraging use of community transport'. It was felt that community transport could not

necessarily meet the needs of many residents, with a preference for regular, scheduled public transport services.

Figure 4: Strategy support



22. Just over 50% of respondents agreed that the Public Transport Strategy will provide an efficient bus network that meets user needs for **priority journeys**, although only 15% strongly agreed with this. 'Priority journeys' were defined as those for employment and training, education, essential shopping and healthcare. The most popular reasons amongst respondents who agreed were that public transport is essential to those without alternative means of travel; and that it is important to encourage public transport use as an alternative to car travel. Among those who disagreed, the most popular reasons were that they were not convinced the strategy would be delivered/be successful based on the state of current bus services; they felt there was a need for a higher frequency of services, as well as better coverage across the whole county; and they felt services need to stop being terminated.

23. Almost half of respondents (48%) considered that young people should be eligible for cheaper travel up to the age of 18, while 17% of respondents considered travel should be cheaper up to the age of 16. With regard to the level of discount that should be applied to young people's fares, the majority of respondents (60%) considered it should be half the adult fare.

24. Respondents were asked what else the Council could do to provide value for money public transport services. The most popular response was to improve service frequencies. There was also support for:

- continuing the current £2 single fare (42 respondents)
- improving service coverage across the county (39 respondents)
- improving service reliability (38 respondents)
- provision of real time information, at bus stops and/or through an app (29 respondents)

- Availability of through tickets for different operators and modes (21 respondents)
- Cheaper fares (20 respondents)

25. Respondents were asked if they had any other comments, including on other elements of the Public Transport Strategy. 382 respondents answered this question. There was some duplication with responses to Question 12 (above) for example, the most common response was to increase bus frequencies, raised by 63 respondents. Other responses were:

- Increase rural service frequencies (32 respondents)
- Improve overall service reliability (26 respondents)
- Provide more frequent off-peak services (23 respondents)

26. As there was broad support for the Strategies, it is felt there is no need to amend them and that Wiltshire Council should now adopt these and begin to develop the strategy for implementation.

27. In accordance with the process set out in Figure 1, the next steps will involve assessing the likely impact of the new Strategies on bus services, then developing bus service specifications in line with these new Strategies.

28. In addition, it is useful to note that improving bus frequencies is continually cited as one of the most popular responses on many questions. As such, it needs to be a priority consideration how this can be incorporated into new or amended service specifications going forward.

29. Up to date public transport information was also the most fully supported Strategy, suggesting that much could still be done by Wiltshire Council and our Enhanced Partnership to improve transport information provided to the travelling public.

Safeguarding Implications

30. There are no safeguarding implications as a direct result of this proposal. However, a well-supported public transport network can provide a lifeline for the elderly and vulnerable in being able to access essential services in order to maintain their wellbeing for longer.

Public Health Implications

31. A well-supported public transport network reduces the number of car journeys made and therefore reduces the amount of Nitrogen Oxide in the air. A reduction in car journeys will contribute to the improvement of air quality throughout Wiltshire, particularly in its Air Quality Management Areas. It should be noted that much of the bus fleet operating in Wiltshire is done so using Euro 5 and 6 emission bus engines which are considered very efficient in their emission of Nitrogen Oxide.

32. Maintaining a comprehensive bus network will ensure a positive impact for the Wiltshire populace. Access to essential services such as shopping, health care facilities will support independent living for longer and supports the viability of

our local communities. There is also strong evidence nationally that a strong public transport network contributes towards improved social mobility ensuring that those residents living in areas of deprivation have access to essential services to improve their health, wellbeing and employment prospects.

Procurement Implications

33. There are no procurement implications as a direct result of this proposal.

Equalities Impact of the Proposal

34. The following protected characteristics have been identified in an Equality Evidence Analysis:

- Age
- Disability
- Low Incomes
- Rurality
- People with no access to private transport
- Military status
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Shift / Part-time workers
- Carers

35. The first six characteristics are likely to be most impacted and the following is a short summary for each of these six protected characteristics:

- *Age* - Younger and older people are more reliant on bus services and less likely to have access to a car. Also, fewer young people now hold driving licences and we live in an increasingly 'ageing society'. Younger people need affordable bus services to enable them to take up opportunities in education and work, and to increase their independence. Research has shown that many older people place particular value on 'local' and 'daytime' travel and predominantly travel for shopping, to access key services (notably healthcare) or to visit family and friends. Both groups also benefit from the health benefits of using public transport through encouraging outside activity and mobility. Adoption of the Strategies set out should provide better access to key services, therefore benefitting this group.
- *Disability* - People with disabilities are less likely to drive and therefore could become marginalized from the wider community and more reliant upon support services without independent travel options, such as supported bus services, to provide them access to employment opportunities and essential services or to visit friends and family. Some disabilities are also likely to need more trips to GPs and hospitals for regular medical appointments. Again, the Strategies should ensure better access to key services that are used by this group.
- *Low incomes* - People on low incomes are particularly reliant upon local public transport services and a lack of available and adequate services can be a significant barrier to accessing employment opportunities and essential services. Public transport can also provide health benefits (as people walk

more and drive less) which can be particularly beneficial for people from socio-economically deprived areas which typically have lower levels of health. The Strategy looks to address value for money in relation to bus fares so there may be some benefits for lower income groups.

- *Rurality* - In rural areas, settlements are dispersed, and homes, jobs and services are scattered – access to everyday opportunities and services can therefore be challenging. Rural bus services can help combat social exclusion by enabling non-drivers to access shops, education, training, and essential services. They are also important for the local economy; small businesses in rural areas need good accessibility for their employees and rural buses can encourage visitors and tourists. The Strategy looks at the alternatives available, such as DRT, to service rural communities.
- *People with no access to private transport* - are particularly reliant upon local public transport services and a lack of available and adequate bus services can be a significant barrier to accessing employment opportunities and essential services. The key Strategy priority is helping to provide services for those with no access to private transport.

Environmental and Climate Change Considerations

36. Wiltshire Council has declared a climate emergency, and it is imperative that the new bus Strategy reflects the objectives of the Council's new climate strategy. Buses are an environmentally friendly way to travel. Effective public transport services are necessary to encourage a modal shift away from individuals travelling in cars and if achieved, can see an improvement in air quality as well as reduced carbon emissions; Increasing the number of passenger trips made by public transport will contribute significantly to the Council's overall pledge for Wiltshire Councils operations to be carbon neutral and in doing so will demonstrate how other large employers in Wiltshire could do the same to be carbon neutral as buses save millions of tonnes of carbon and pollutants and help reduce traffic congestion.

37. The revised Public Transport Strategy will help to achieve air quality improvements by delivering attractive public transport services that offer a viable alternative to travel by car. The Council will encourage the use of low and zero emission vehicles on commercial public transport services (and move towards low emission vehicles on supported services) to improve air quality across the county, to support the aims of the Air Quality Action Plan.

38. This Public Transport Strategy aligns with the Wiltshire Climate Strategy and Delivery Plans

Workforce Implications

39. There are no workforce implications to this proposal.

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

40. Without the introduction of a revised public transport strategy it will be difficult to allocate revenue funding to the correct services that now require some change to reflect revised travel habits.

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

41. None

Financial Implications

42. The Passenger Transport services continue to be under significant inflationary pressure when tendering contracts. The Council has been awarded a BSIP+ grant of £2.1m per year for 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. For public transport contracts it is possible to use the BSIP+ grant to cover the inflationary increases, however this funding is only confirmed for 2023/24 and 2024/25. A review of the Public Transport Strategy will help to ensure a sustainable and financially viable network for 2025/26.

Legal Implications

43. Section 63 (1) (a) of the Transport Act 1985 provides that local transport authorities must *secure the provision of such public passenger transport services as the council consider it appropriate to secure to meet any public transport requirements within the county which would not in their view be met apart from any action taken by them for that purpose.*

44. The Strategy has been the subject of Public Consultation and comments provided in that consultation have been taken into accounts in finalising this Strategy ((refer paragraphs 17 to 29 of this report).

45. This Strategy provides a framework in which the Council can ensure that such public transport is secured, as far as is reasonably possible, in a way that meets the needs of its residents and the Council.

46. This Strategy is also consistent with the Council's Local Transport Plan 2011 – 2026 (LTP3) developed and adopted by Full Council under the Transport Act 2000. This Strategy has also been developed in anticipation of a review of that LTP and with the intention that it will be incorporated within any reviewed LTP (LT4).

47. It is also consistent with the Council's Business Plan and Climate Strategy and Delivery Plans.

Overview and Scrutiny Engagement

48. The Environment Select Committee considered the report at its meeting of the 11 January 2024.

Options Considered

49. None

Conclusions

50. That Cabinet approve the revised public transport Strategy as described at **Appendix 1**.

Samantha Howell, Director of Highways & Transport

Report Author: Jason Salter, Head of Service - Passenger Transport,
jason.salter@wiltshire.gov.uk, 01225 713334

Appendices

Appendix 1 – Public Transport Strategy

Appendix 2 – Results of Public Consultation

Background Papers

None



Wiltshire Council Public Transport Policy

August 2023

Page 399

Wiltshire Council

Table of Contents

Foreword

1. Introduction.....	1
2. National Context.....	2
3. Local Policy Context.....	4
4. Setting the Scene	7
5. Purpose and Scope of Draft Policy	11
6. Policies and Links to Business Plan.....	12

Foreword

Good public transport links are vital for the success and prosperity of Wiltshire's communities, allowing access to our towns and city, schools and colleges and places of work and leisure. They also help support our Business Plan goals for vibrant, well-connected communities and help us in meeting our climate change objectives, by supporting both the decarbonisation of existing transport and increased use of public transport options.

Whilst the Wiltshire bus service network has remained similar in structure for some years, the market for bus travel has changed significantly as a result of the Covid-19 pandemic. Hybrid working practices have affected the demand for travel at peak times, while bus use by concessionary pass holders remains below pre-Covid levels, which has affected the demand for off-peak travel. These significant changes mean a review is necessary to assess if the bus service network is now fit for purpose.

The Council has prepared this revised public transport policy to ensure that we continue to meet our statutory duties whilst delivering value for money public transport services for Wiltshire residents, in line with the objectives of our Bus Service Improvement Plan (BSIP). Our aim is to have a revised policy and a re-evaluated network in place next year. Your input is essential to inform our final approach.

1. Introduction

- 1.1 Wiltshire Council ('the Council') recognises the essential role public transport plays in enabling all sectors of society to access jobs, education, healthcare and other facilities and services, as well as reducing congestion and improving air quality in our towns and cities.
- 1.2 This document, which has been prepared in response to the priorities set out in the Council's Bus Service Improvement Plan, sets out the overall Policy for the Council in relation to public transport. The Policy is in line with the Council's Business Plan outlined in paragraphs 3.2 and 3.3 below.
- 1.3 The overall aim of this Policy is to provide a framework within which evidence-led decisions can be made regarding investment in public transport to:
 - ensure that residents in Wiltshire can access the facilities and services which enable them to enjoy a good quality of life, in support of sustainable economic growth
 - encourage residents to choose public transport for journeys to and from work
 - enable visitors to explore the many attractions that the beautiful county has to offer, without the need to rely on travelling by private car
- 1.4 This Policy will, once adopted, replace the Public Transport Strategy contained within the Council's Local Transport Plan (LTP3), which itself will be superseded by LTP4 in the coming months.
- 1.5 The Council declared a climate emergency in February 2019 and we committed to becoming carbon neutral as an organisation by 2030. Our Climate Strategy highlights transport, including a shift to more sustainable modes of travel, as important in meeting the county's net zero ambitions.
- 1.6 The Policy outlines our principles for promoting and supporting public transport in all its forms across the County.

2. National Context

- 2.1 The Public Transport Policy reflects a range of national strategies:

National Bus Strategy 2021

- 2.2 In March 2021 the UK Government published the National Bus Strategy (NBS)¹ 'Bus Back Better', which outlined long-term ambitions for the bus industry in the wake of challenges resulting from the Covid-19 pandemic. The NBS set out the vision and opportunity to deliver better bus services for passengers across England, through ambitious and far-reaching reform of how services are planned and delivered.
- 2.3 The NBS outlined the need for closer partnership working between each Local Transport Authority and the bus operators in its area, including on infrastructure, network development, marketing and branding.
- 2.4 In accordance with the NBS, the Council prepared a Bus Service Improvement Plan (BSIP) for the county and has established an Enhanced Partnership (EP) with local bus operators which is working hard to improve bus services and enhance infrastructure in the county. The Enhanced Partnership made an Enhanced Partnership Plan in March 2022 which outlined how the partners will work together to improve public transport in Wiltshire.
- 2.5 Although the Council was not successful in securing funding from the original BSIP awards, it was allocated funding via the Government's 'BSIP Plus' funding round which was announced in May 2023. This funding will assist us to deliver more of the elements contained in the BSIP whilst continuing to support bus services in the county. The Enhanced Partnership will review its Enhanced Partnership Plan to improve its chances of securing funding in future funding rounds.

Decarbonising Transport – A Better, Greener Britain

- 2.6 In July 2021, the Department for Transport also set out its ambitions to decarbonise the nation's transport in its Transport Decarbonisation Plan (TDP)². The TDP set out what government, business and society needs to do to reduce transport emissions in order to achieve net zero emissions across all transport modes by 2050.
- 2.7 The TDP recognised the role of public transport to help achieve this net zero target. The first of the Plan's six strategic priorities focusses on 'accelerating modal shift to public and active transport'.
- 2.8 This Public Transport Policy aims to address some of our key carbon neutral goals, focussing on vehicle emissions and modal shift towards public transport.

¹ Bus back better - GOV.UK (www.gov.uk)

² Transport decarbonisation plan - GOV.UK (www.gov.uk)

Inclusive Transport Strategy

- 2.9 Published in 2018, this Strategy set out the Government's plans to make the country's transport system more inclusive and to make travel easier for disabled people³. By focussing on the inclusion of disabled people, many of the improvements will also benefit other travellers.

Future of Mobility – Urban Strategy

- 2.10 Published in March 2019, the UK Government's 'Future of Mobility: Urban Strategy' outlined the government's approach to maximising the benefits from transport innovation in cities and towns. It set out the principles that will guide government's response to emerging transport technologies and business models⁴.

Rural Mobility Strategy

- 2.11 The Department for Transport launched a call for evidence in late 2020 to inform the preparation of a future of mobility strategy for rural areas⁵. Although the strategy has yet to be published, the evidence identified digital demand responsive transport (DDRT) as a means of catering for the needs of areas where a viable commercial model for a transport network may not exist⁶. This Public Transport Policy recognises the roll of DDRT in addressing the access challenges of some of its more rural areas.

Unleashing Rural Opportunity

- 2.12 In June 2023, the UK Government released a policy paper entitled 'Unleashing Rural Opportunity' to outline how it plans to support growth and prosperity in rural areas. One of the areas outlined for action in the paper is 'building connections through improved digital connectivity and transport options'. The paper highlights the aim to improve access to public transport in rural areas and refers to a forthcoming 'Future of Transport Rural Strategy' which will set out principles to support new innovative technologies in improving access to services, tackle isolation and increase access to jobs in rural and remote areas. We will ensure that the principles in the Rural Transport Strategy are reflected in our proposals to improve access for rural communities.

³ The Inclusive Transport Strategy: achieving equal access for disabled people - GOV.UK (www.gov.uk)

⁴ Future of mobility: urban strategy - GOV.UK (www.gov.uk)

⁵ Future of Transport: rural strategy – call for evidence - GOV.UK (www.gov.uk)

⁶ Future of Transport: Rural Strategy Call for Evidence (publishing.service.gov.uk)

3. Local Policy Context

- 3.1 This Public Transport Policy is designed to contribute to delivering a number of the Council's objectives:

Wiltshire Council Business Plan

- 3.2 The mission of the Council's Business Plan⁷ is to ensure:

- **Empowered People** - the people of Wiltshire are empowered to live full, healthy and enriched lives
- **Resilient Society** – our communities continue to be beautiful and exciting places to live
- **Thriving Economy** – our local economy thrives and is supported by a skilled workforce
- **Sustainable Environment** - We lead the way in how councils and counties mitigate the climate challenges ahead

- 3.3 Public transport has a key role to play achieving each of these four objectives of the Business Plan:

- **Empowered People** – public transport enables people to access the facilities and services that enable them to lead a full life
- **Resilient Society** – communities that are supported by reliable public transport service are likely to be more inclusive and balanced, with all members able to fully participate
- **Thriving Economy** – public transport assists people to access jobs and training opportunities within and beyond the county boundary, enabling them to contribute to the local and regional economy
- **Sustainable Environment** – good quality public transport contributes to reducing the number of cars on the road and emissions will continue to fall as older buses are replaced with low and ultimately zero-emission models

Wiltshire Climate Strategy

- 3.4 The Council declared a climate emergency in February 2019 and committed to becoming carbon neutral as an organisation by 2030. Our Climate Strategy (2022 - 2027)⁸ highlights transport, including public transport, as essential in meeting the county's net zero ambitions. The key objectives in relation to public transport are:

- To achieve a transport system in Wiltshire that has zero carbon emissions, acknowledging the different solutions for our towns and city versus rural villages

⁷ [BusinessPlan.pdf \(wiltshire.gov.uk\)](#)

⁸ [Wiltshire_Council_Climate_Strategy_2022.pdf](#)

- Creating the infrastructure for increased walking, cycling, shared and public transport and use of alternative fuels, including electric vehicle charging points
- Achieving high-quality public transport and transport hubs that offer a pleasant and convenient way to get around, and seamless combined journeys

3.5 These climate objectives have informed this Public Transport Policy.

Air Quality Strategy

3.6 Covering the period 2019 – 2024, the Air Quality Strategy⁹ focusses on improving air quality in Wiltshire, as well as seeking to prevent any future deterioration and encourage interventions that will reduce nitrogen dioxide and fine particulates across the county.

3.7 There are currently eight Air Quality Management Areas (AQMAs) in Wiltshire. Three are in Salisbury and the others are one each in Bradford on Avon, Calne, Devizes, Marlborough and Westbury.

3.8 This Public Transport Policy will help to achieve air quality improvements by delivering attractive public transport services that offer a viable alternative to travel by car. The increased use of low and zero-emission buses in the county will also help to improve air quality.

Local Transport Plan (LTP3)

3.9 The long-term transport vision as set out in LTP3 (2011 – 2026) is:

To develop a transport system which helps support economic growth across Wiltshire's communities, giving choice and opportunity for people to safely access essential services. Transport solutions will be sensitive to the built and natural environment, with a particular emphasis on the need to reduce carbon emissions

3.10 Although LTP3 will be replaced by LTP4, the principles of access to essential services and the need for carbon emission reductions remain relevant.

3.11 In addition, our vision for 2026 in the Public Transport Strategy contained within LTP3 is for:

a public transport system that provides the level of access that people across the county need in order to allow them to lead satisfying and fulfilling lives, and that in and between the main centres of population provides an attractive alternative to the private car that is able to make a major contribution to achieving sustainable transport objectives

⁹ Appendix 1 Wiltshire Air Quality Strategy Document.pdf

Bus Service Improvement Plan (BSIP)

3.12 Published in 2021, the BSIP for Wiltshire has a clear vision:

With investment and a process of positive, sustained improvements in our bus services, infrastructure, information and ticketing offer, we aim to achieve a virtuous circle of investment and passenger growth. We recognise that increasing bus use for everyday journeys will contribute to achieving a wide range of our policy objectives, such as decarbonising transport, reducing inequalities and using our transport network and road-space much more efficiently.

3.13 The BSIP is consistent with LTP3 and will be reflected in the emerging LTP4. This Policy supports how we will work through the Enhanced Partnership to deliver on the priorities of local residents and businesses to encourage more use of the bus¹⁰:

- More frequent buses
- Real time bus information at bus stops
- Buses in the evenings

3.14 The BSIP outlines the Enhanced Partnership's intention to work to improve bus service provision in line with a priority route hierarchy, based on frequency and demand, of:

- Superbus routes, including routes in Salisbury
- Interurban routes
- Town networks
- Rural routes

3.15 'Superbus' is the name given to the network of key routes in the county which the Council intends to prioritise for improvement, by enhancing service frequencies and upgrading infrastructure in order to grow patronage and enhance the customer experience.

¹⁰ As part of the public consultation undertaken in advance of preparation of the BSIP, respondents were asked: 'What would encourage you to use the bus?'

4. Setting the Scene

- 4.1 The latest Census showed that in 2021, the population of Wiltshire was 510,300 - an increase of 8.4% from 470,981 in 2011¹¹. Wiltshire is a predominantly rural county, with a population density less than half the national average. 47.5% of residents live in rural areas compared with 17.1% across England as a whole. Beyond the rural centre of the county, Wiltshire is home to a large number of urban areas. There are 13 settlements with a population of more than 10,000 people. Salisbury is the largest city in Wiltshire (home to just over 46,000 people), followed by the towns of Trowbridge (45,000) and Chippenham (35,000)¹².
- 4.2 Although the Wiltshire bus service network has remained similar in structure for some years, the market for bus travel has changed as a result of the Covid-19 pandemic. In 2021, there were 12.9 passenger journeys made on local bus services per head of population in the county, compared to 19.7 in 2018/19¹³. The emergence of hybrid working policies has affected the demand for travel at peak times¹⁴, while concessionary travel remains well below pre-Covid levels, affecting demand for off-peak travel.
- 4.3 Pre-Covid, the majority of daytime bus services in the Salisbury area, were run with a view to making a profit. Services within the city generally run every 15–30-minutes during the day. At night and on Sundays these services only run once per hour and are mostly financially supported by the Council.
- 4.4 Outside the Salisbury area, only 30% of the bus network is run commercially (with a view to making a profit) and, in many cases, the profitability of the service is heavily influenced by the carriage of school and college pupils. On supported services (those that are financially supported by the Council), buses tend to operate hourly or less, which is not sufficient to attract mode shift. Some services run less often at weekends, with very few services outside Salisbury operating in the county on Sundays.
- 4.5 The Council financially supports the remaining 70% of the bus services in the county at a cost of £5.75m per year¹⁵. Some services are fully supported by the Council, others are partially supported. There is concern among bus operators that services which were profitable before Covid may not return to profitability, which could place further pressure on the Council's limited bus budget.
- 4.6 Against the backdrop of increasing demand for public funding, the Council is committed to facilitating and supporting a mix of public transport services which reflects the differing geographies of the county and offers an attractive alternative to the private car.

¹¹ 2021 Census - Wiltshire Council

¹² [Wiltshire_and_Swindon_Needs_Analysis_2021_OCSI_WCF.pdf \(wiltshirecf.org.uk\)](#)

¹³ [bus01.ods \(live.com\)](#)

¹⁴ [Our changing travel – how people's travel choices are changing \(publishing.service.gov.uk\)](#)

¹⁵ 2022/23 figures

Bus operations in Wiltshire

- 4.7 Four main bus operators provide commercial services in Wiltshire:
- Go South Coast (operating mainly as Salisbury Reds in South & East Wiltshire)
 - Stagecoach West (North and East Wiltshire)
 - Faresaver (an independent operator in West/North Wiltshire)
 - First which operates between Bath and West Wiltshire
- 4.8 These operators also operate services that are financially supported by the Council in the same areas, along with several other smaller bus operators and community transport providers in Wiltshire.

Demand Responsive Transport

- 4.9 Demand Responsive Transport or 'DRT' is the collective name for a range of bus and taxi services which operate in response to bookings received. Services may operate on a fully-flexible basis without any timetable or there may be timetabled services which will deviate off route in response to bookings. Services operate using physical bus stops or 'virtual' bus stops – agreed stopping points where there is no formal bus stop. A door-to-door service would only be offered to passengers with mobility difficulties. Historically, 'Connect2Wiltshire' was the name for these types of bookable bus and taxi service in Wiltshire. 'Wiltshire Connect' is the new name for dynamic DRT (DDRT) in the county, whereby bookings may be made in advance and in real time. Services operate in several rural areas, including Mere, the Vale of Pewsey and the Woodford Valley. Further information about these services is available at www.wiltshireconnect.co.uk
- 4.10 The Council was successful in securing funding from the Department for Transport's Rural Mobility Fund (RMF) to enhance the DRT service and vehicles deployed in the Vale of Pewsey.

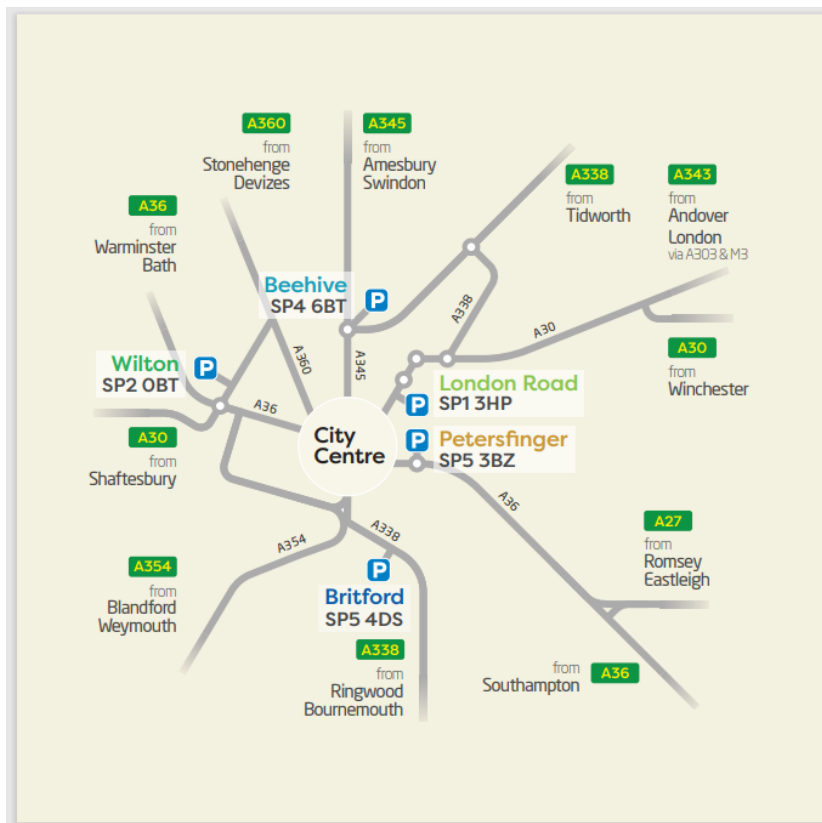
Park & Ride

- 4.11 Salisbury is the only settlement in the county served by Park & Ride services. There are five Park & Ride sites on the outskirts of the city (see Figure 4-1¹⁶), three of which – Beehive, London Road and Petersfinger - are owned by the Council. The sites at Britford and Wilton are leased until 2063. Beehive, London Road and the Wilton site form part of the existing commercial bus network in Salisbury. At Britford and Petersfinger there is a dedicated bus service for the sites. All sites permit members of the public to travel to Salisbury by car, park for free in secure car parks and complete their journey into the city centre by bus.
- 4.12 The bus contract for the Park & Ride sites is currently held by Go South Coast (Salisbury Reds). Since the opening of the first site in 2001, the Park & Ride service

¹⁶ Salisbury Park&Ride Services - Salisbury Reds

has always required subsidy from the Council. Before the Covid pandemic, at four of the sites (excluding Petersfinger), the Park and Ride bus service ran approximately every 12-15 minutes for most of the day, Monday to Saturday. However, due to Covid and significant changes to working and leisure patterns, passenger numbers have remained well below pre-Covid levels. In addition, services have been running to a reduced 30-minute frequency, mainly due to bus driver shortages – an issue which is affecting bus services both locally and nationally.

Figure 4-1 Park & Ride sites in Salisbury



Community Transport

- 4.13 Community Transport is the name given to any type of transport run on a not-for-profit basis to assist people who cannot access private or public transport, owing to lack of available public transport, health, disability or mobility problems, cost factors and other personal reasons. Community First runs 42 link schemes and 21 local minibuses across Wiltshire and Swindon, with 2,000 volunteers involved in supporting the service.
- 4.14 Link schemes are volunteer-led services which aim to improve the quality of life for disadvantaged, elderly or disabled people by helping them access important local services including medical appointments. As the transport service is provided by volunteers using their own cars, passengers are invited to give a donation to cover the

cost of running the service. Local Link Schemes are run by a group of volunteers managed by a Link Coordinator who helps to connect passengers with volunteers.

- 4.15 Community Minibus Groups in Wiltshire and Swindon run transport services for the benefit of the local community on a not-for-profit basis. The majority of vehicles are wheelchair accessible and offer regular day trips or routes at affordable rates. Many Community Minibus Groups are registered charities and mostly volunteer-led, but some use a mixture of paid and volunteer drivers.
- 4.16 Community First is supported by a small grant provided by the Council each year. These schemes are mainly aimed at elderly and less mobile residents who would struggle to use conventional public transport services.

5. Purpose and Scope of Draft Policy

- 5.1 The draft Policy sets out the objectives and supporting principles that guide the Council's support for public transport services in Wiltshire.
- 5.2 The Policy focusses on road-based public transport services operating in Wiltshire. These include conventional 'big bus' services and other public transport solutions using a range of smaller vehicles. The Policy excludes rail (other than connectivity to rail stations); commercial taxis and private hire services; dedicated home to school provision (services supported by the Council where there is no option for students to be carried on the local bus network); and specialist transport services for education and social care purposes.

Statutory duties

- 5.3 The Policy meets the statutory duties placed on the Council by the Transport Act (1985), which made bus service operation a profit-driven business. The 1985 Act requires the Council to have regard to the needs of its residents. The Council may decide to step in to support services, however, the duty is to consider need, not to support services. The Act also includes a specific requirement to consider the needs of older and disabled people, with powers to provide funding for service provision such as Community Transport.
- 5.4 The Transport Act 2000 (amended in 2008) introduced the means for local authorities and bus operators to enter into bus quality partnerships. It also required authorities to consult on, and determine, what local bus information should be made available to the public and the way in which it should be made available. Where satisfactory arrangements for information provision cannot be made with operators, authorities are required to make information available.
- 5.5 The Bus Services Act (2017) provided additional powers enabling us to form a formal partnership with bus operators to improve transport networks, as well as offering the option to pursue franchising. The Council formed an Enhanced Partnership in April 2022 to enable us to deliver on the priorities contained within the BSIP, subject to funding.

6. Policies and Links to Business Plan

6.1 Based on feedback from local stakeholders and good practice in the delivery of public transport services, the following policies aim to improve public transport provision in the county and deliver on the Council’s strategic objectives as outlined in its Business Plan, alongside its BSIP priorities.

Policies	Links to Business Plan Mission
<p>P01 The Council will encourage public transport operators to meet the access needs of the county on a commercial basis</p>	<ul style="list-style-type: none"> • Empowered People - increased awareness will encourage more use of bus services, enabling people to access jobs, training, education, health and other facilities and services
<p>P02 The Council will encourage residents and visitors to use public transport whenever possible</p>	<ul style="list-style-type: none"> • Resilient Community – residents will be able to make informed decisions about how they travel, rather than feel that they have to use a car for all journeys • Sustainable Environment – fewer cars on the road will have positive benefits for air quality and contribute towards the council’s net zero targets • Sustainable Environment – tourists making informed travel choices will have a less damaging impact on the county’s air quality
<p>P03 The Council will work to ensure that long-term, cost-effective access by public transport is planned in to new developments and financial contributions are secured from developers to support that provision</p>	<ul style="list-style-type: none"> • Thriving Economy – residents and employees of new developments will be able to access jobs, training, education, health and other facilities and services by means other than a car • Sustainable Environment – new developments will be better connected to the local area, minimising the number of car journeys generated

<p>P04 – The Council will consider the role of demand responsive transport services, financially supporting and promoting them as appropriate to complement mainline public transport services</p>	<ul style="list-style-type: none"> • Empowered People – people will be able to travel at times to suit them • Resilient Society – communities that may not have had a bus service will have more choice about how they travel • Thriving Economy – more connected communities will be better able to access jobs, training, education health and other essential services
<p>P05 –The Council will work with bus operators to ensure that public transport information is up to date, clear and accurate, and available via a wide range of printed and digital sources, including the Council's sustainable travel website www.connectingwiltshire.co.uk</p>	<ul style="list-style-type: none"> • Empowered People – people will be able to make informed decisions about how they travel before they begin a journey, as well as having reassurance during a journey
<p>P06 – The Council will explore options for implementing high frequency, high quality bus services on key corridors in the county</p>	<ul style="list-style-type: none"> • Empowered People – people are more likely to use buses which are frequent and reliable • Resilient Society – people will be able to make decisions about how they travel to access essential facilities and services based on the availability of high frequency, high quality bus services • Thriving Economy – people will have better access to employment and training opportunities
<p>P07 - The Council will work to improve interchange between transport modes (such as rail and bus) to increase travel by public transport</p>	<ul style="list-style-type: none"> • Resilient Society - people will be able to complete journeys by public transport without the need for a car • Thriving Economy – people will have access to a wider range of employment opportunities • Sustainable Environment – better interchange will result in fewer cars on the county's roads
<p>P08 – The Council will encourage the use of low and zero emission vehicles on commercial public transport services (and move towards low emission vehicles on supported services) to improve air quality across the county</p>	<ul style="list-style-type: none"> • Sustainable Environment – fewer diesel buses on the road will have positive benefits for air quality and contribute to the council's net zero targets

<p>P09 The Council will promote concessionary travel to encourage elderly and disabled customers to access local facilities and services by bus</p>	<ul style="list-style-type: none"> • Empowered People – concessionary travellers will be able to lead a full life by using the bus to access local facilities and services • Thriving Economy – more concessionary travellers will assist operators to continue to provide commercial bus services as well as support the local businesses that those passengers frequent
<p>P10 Where residents are not able to access public transport services, the Council will champion independent living among residents by encouraging use of community transport</p>	<ul style="list-style-type: none"> • Empowered People – all residents will be able to access the facilities and services they need, including those who are less mobile • Resilient Society – community transport will provide a safety net to enable people to live independently for longer
<p>P11 The Council will prioritise support for public transport which provides access to employment and training, education, essential shopping and healthcare</p>	<ul style="list-style-type: none"> • Thriving Economy – people will have access to a wider range of employment opportunities • Sustainable Environment – fewer people commuting by car at peak times will have positive benefits for air quality and contribute towards the council's net zero targets • Empowered People – school pupils will learn independence skills by travelling by bus • Resilient Society – school pupils who travel by bus are more likely to use the bus outside of school and become bus-using adults • Resilient Society – residents will be able to retain their independence and have access to services outside of the home
<p>P12 The Council will ensure that the public transport it supports offers value for money for the county's taxpayers</p>	<ul style="list-style-type: none"> • Resilient Society – the Council will ensure that the services that it supports meet its key objectives and aspirations for the county • Sustainable Environment – the Council will support bus services where there is sufficient demand and consider alternative provision in areas where demand is lower to avoid underuse of vehicles

P13 The Council will ensure that cross-boundary services form an important element of the county's public transport network

- Thriving Economy – the Council will support cross-boundary services as appropriate to extend Wiltshire's employment market beyond the county boundary

Wiltshire Council



This page is intentionally left blank

Summary of Responses to Public Consultation on Wiltshire’s Public Transport Policy

1. Introduction

- 1.1 This report provides a summary of the results of a public consultation exercise to determine views regarding the Council’s proposed new public transport policy.

2. Respondent Population

- 2.1 In total, 1,565 people responded to the survey, the vast majority of whom completed the survey online.
- 2.2 Table 2-1 summarises the breakdown of respondents by type (Question 1). The majority (87%) of respondents were Wiltshire residents. Just under 2% of respondents (29 respondents) were Parish, Town, District or County Councillors. Over 7% of respondents highlighted ‘other’ as their respondent type; very few were specific about the capacity in which they were responding, although a small number indicated that they were resident of neighbouring counties.

Table 2-1: Respondent type

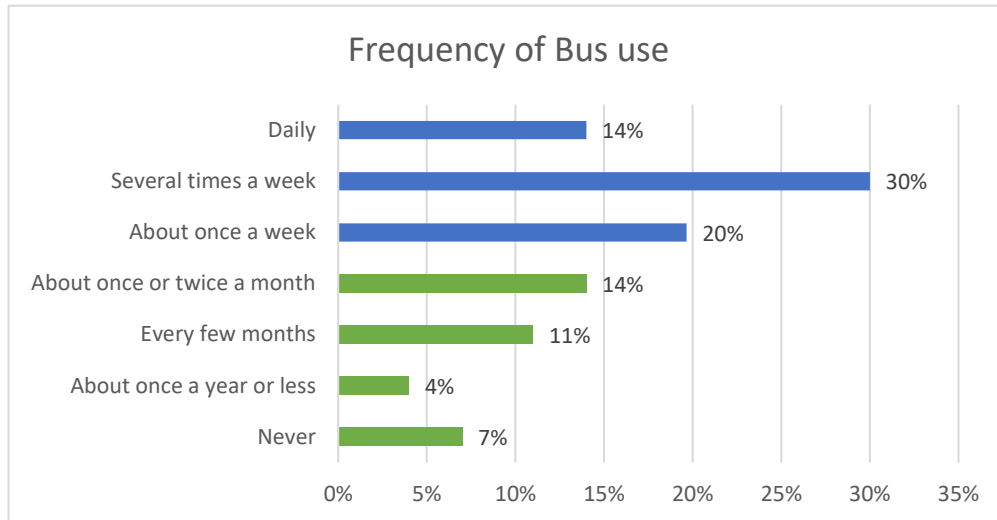
Respondent Role	Number of Respondents	% of respondents
Resident of Wiltshire	1361	86.96%
Visitor to Wiltshire	27	1.73%
District or parish / town councillor	20	1.28%
Wiltshire County councillor	9	0.58%
Member of Wiltshire Council staff	7	0.45%
Representative of another voluntary sector organisation, charity or community group	7	0.45%
Other public transport service operator / employee or volunteer	5	0.32%
Commercial bus operator / employee	3	0.19%
Representative of another public sector organisation	1	0.06%
Other	119	7.60%
Not specified	6	0.38%
Total	1565	

3. Frequency of Bus Use

- 3.1 Respondents were asked how often they used different modes of transport to get about in Wiltshire (Question 3). In relation to bus travel, of the 1471 respondents, 64% (934

respondents) were frequent bus users – i.e. they used the bus at least once a week (blue bars in Figure 3-1). The remaining 36% (537 respondents) used the bus less than once a week including ‘never’ (green bars in Figure 3-1).

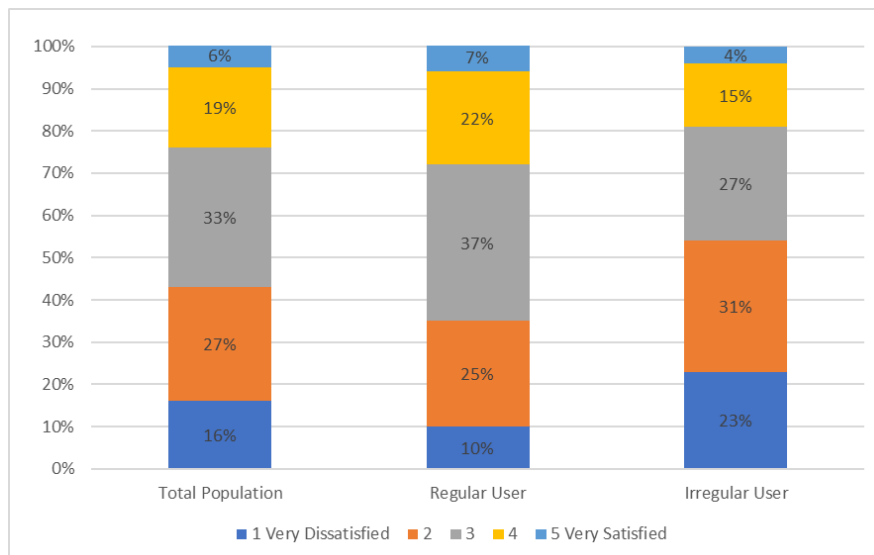
Figure 3-1: Frequency of bus use to get about in Wiltshire



4. Satisfaction with Bus Services in Wiltshire

4.1 Respondents were asked to rate their satisfaction with bus services provided in Wiltshire from 1 - very dissatisfied to 5 - very satisfied (Question 4). Overall, 25% of respondents rated their satisfaction with services as either 4 or 5, compared to 29% for frequent bus users and 19% for infrequent users (see Figure 4-1). Similarly, infrequent users were more than twice as likely to be very dissatisfied with services (rating services as 1), than frequent users.

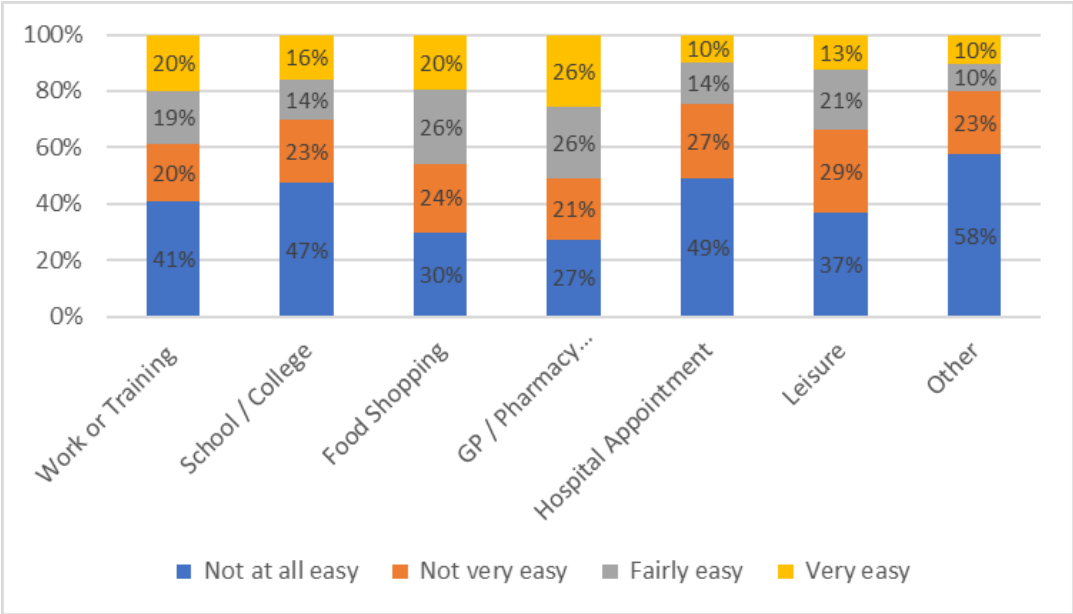
Figure 4-1 – Satisfaction with Current Bus Services Provided



5. Ease of making journeys without access to any bus services

- 5.1 Respondents were asked how easy they would find it to complete particular journeys if they did not have access to any bus services (Question 5).
- 5.2 The journeys which respondents would find 'not at all easy' to make were hospital appointments and school / college journeys (Figure 5-1). 'Other' journeys included a combination of the journey types listed, as well as visiting friends and travelling to other towns.

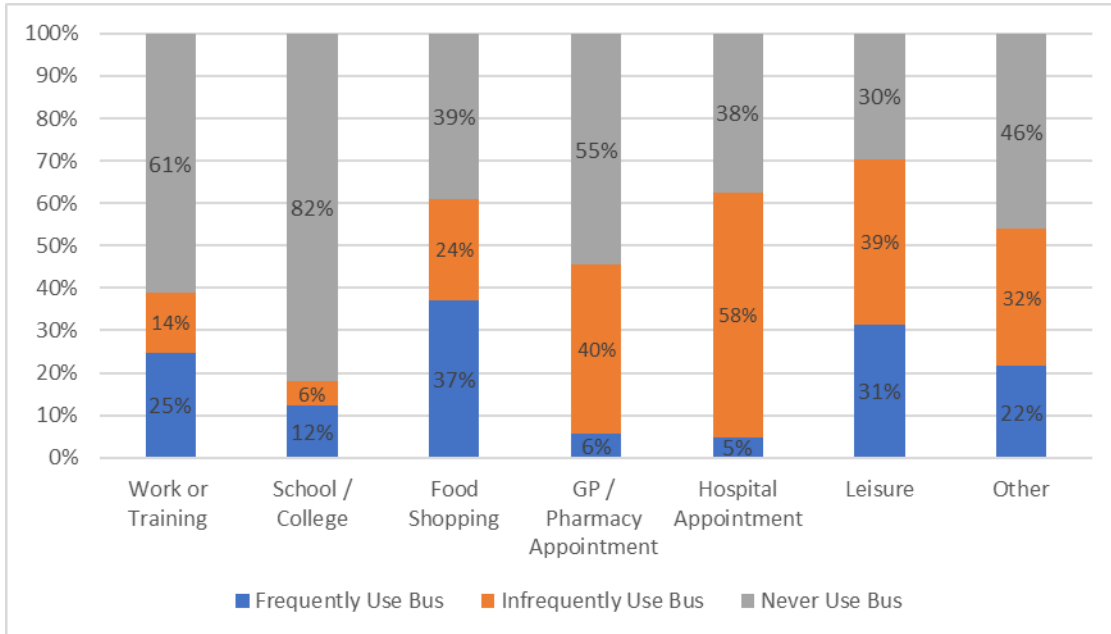
Figure 5-1: Ease of making particular journeys without access to any bus services



6. Frequency of bus use for different types of journey in Wiltshire

- 6.1 Respondents were asked how often they use a bus to make a range of journeys (Question 6). 37% of respondents frequently used the bus to go food shopping, while 31% frequently used the bus to make leisure journeys and 25% frequently used the bus to access work or training (Figure 6-1). 58% of respondents infrequently used the bus to attend hospital appointments (58%), 40% infrequently used the bus to access GP / Pharmacy appointments (40%) and 39% used the bus infrequently to access leisure. The majority of respondents indicated that they never used the bus to access work or training (61%) or a GP / Pharmacy appointment (55%). 82% of respondents never used the bus to access school or college, reflecting the age profile of the respondent population.

Figure 6-1: How often respondents use the bus service for different journey types



7. Support for Policy Measures

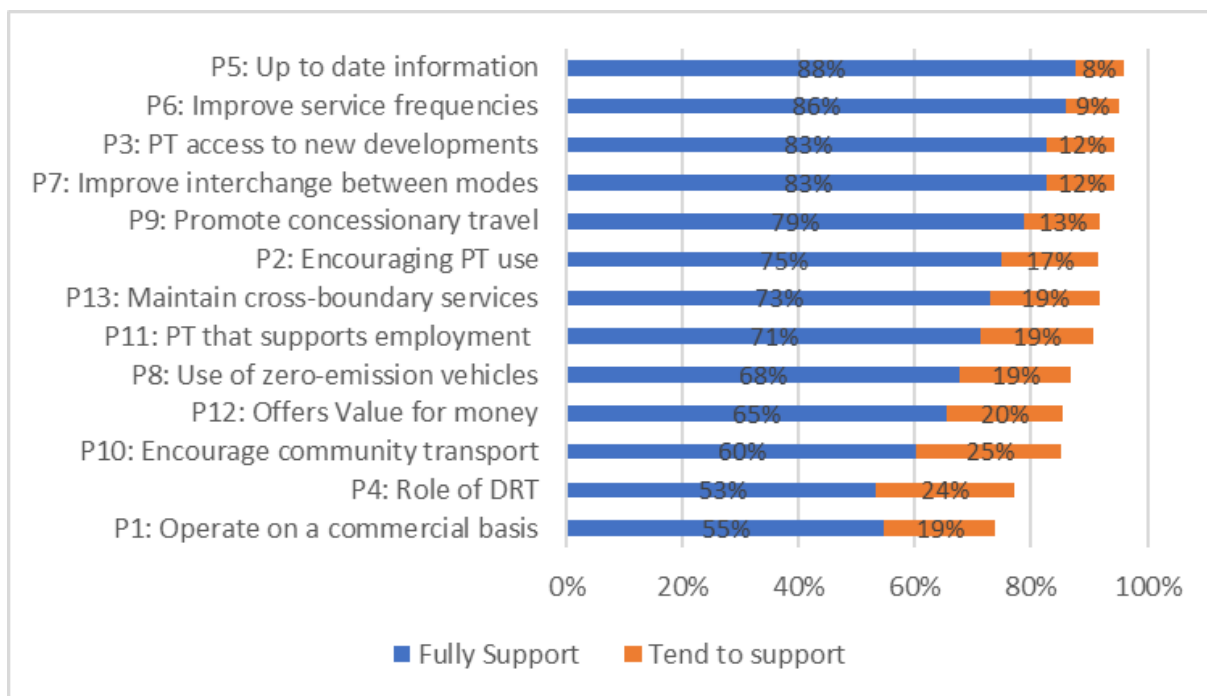
7.1 Table 7-1 summarises the 13 policies which are included within the draft Passenger Transport Policy.

Table 7-1: Policies contained in draft Passenger Transport Policy

Policy No.	Policy detail
P1	The Council will encourage public transport operators to meet the access needs of the county on a commercial basis
P2	The Council will encourage residents and visitors to use public transport whenever possible
P3	The Council will work to ensure that long-term, cost-effective access by public transport is planned in to new developments and financial contributions are secured from developers to support that provision
P4	The Council will consider the role of demand responsive transport services*, financially supporting and promoting them as appropriate to complement mainline public transport services
P5	The Council will work with bus operators to ensure that public transport information is up to date, clear and accurate, and available via a wide range of printed and digital sources
P6	The Council will explore options for implementing high frequency, high quality bus routes in the county
P7	The Council will work to improve interchange between transport modes (such as rail and bus) to increase travel by public transport
P8	The Council will encourage the use of low and zero emission vehicles on commercial public transport services (and move towards low emission vehicles on supported services) to improve air quality across the county
P9	The Council will promote concessionary travel to encourage elderly and disabled customers to access local facilities and services by bus
P10	Where residents are not able to access public transport services the Council will champion independent living among residents by encouraging use of community transport
P11	The Council will prioritise support for public transport which provides access to employment and training, education, essential shopping and healthcare
P12	The Council will ensure that the public transport it supports offers value for money for the county's taxpayers
P13	The Council will ensure that cross-boundary services form an important element of the county's public transport network

7.2 There was broad support for the majority of policies in the Public Transport Policy as shown in Figure 7-1. Respondents were asked to explain their reasoning for not supporting any particular policies. In relation to Policy one - 'The Council will encourage public transport operators to meet the access needs of the county on a commercial basis' - respondents were concerned about the focus on commercial needs and value for money rather than necessity of service or any associated social benefits. In addition, respondents expressed concerns regarding Policy four – 'The Council will consider the role of demand responsive transport services*, financially supporting and promoting them as appropriate to complement mainline public transport services' - as they felt DRT offered poor value for money, had failed in other areas, and was not a viable alternative to car travel.

Figure 7-1: Extent of support for policies within Public Transport Policy

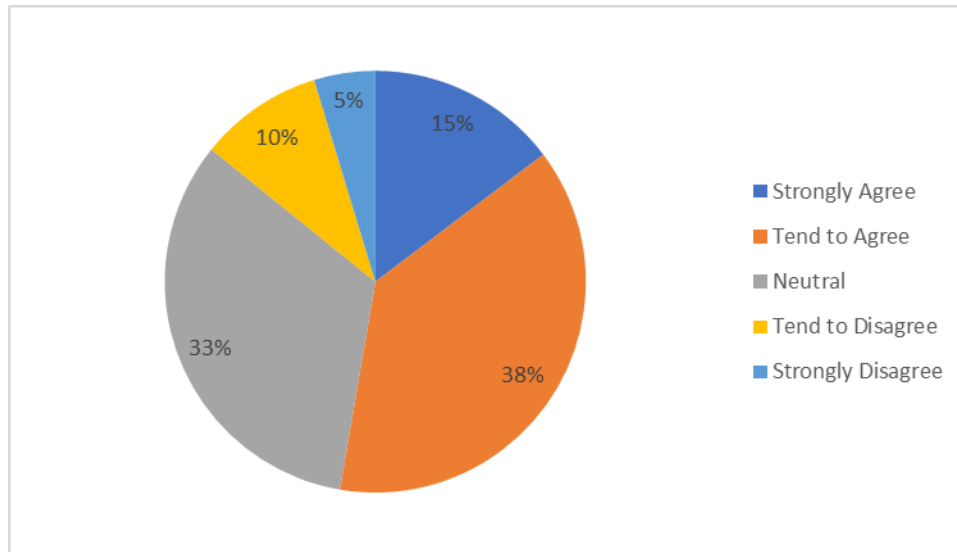


8. Extent of agreement that the Public Transport Policy will provide an efficient bus network that meets user needs for priority journeys

8.1 Just over 50% of respondents to Question 8 agreed that the Public Transport Policy will provide an efficient bus network that meets user needs for priority journeys, although only 15% strongly agreed (Figure 8-1). A slightly higher proportion of frequent bus users (42%) tended to agree with the statement than infrequent users (33%).

8.2 15% of respondents disagreed that the Policy would provide an efficient bus network that meets user needs for priority journeys, whilst a third of respondents remained neutral.

Figure 8-1: Extent of agreement that the Public Transport Policy will provide an efficient bus network that meets user needs for priority journeys



8.3 762 respondents indicated why they responded as they did to Question 8. Appendix 1 summarises the reasoning from those who agreed with the statement, while Appendix 2 summarises the responses from those who disagreed.

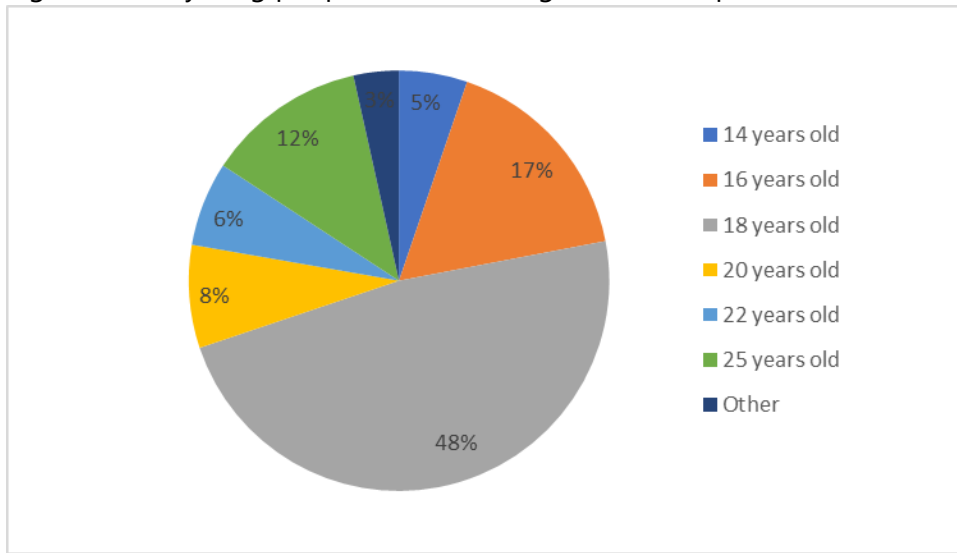
8.4 The most popular reasons amongst respondents who agreed were that the changes look positive; the policy will be great if it is actually implemented; public transport is essential to those without alternative means of travel; and that it is important to encourage public transport use as an alternative to car travel.

8.5 Among those who disagreed, the most popular reasons were that they were not convinced the policy would be delivered/successful based on the state of current bus services; they felt there was a need for greater frequency of services, as well as better coverage of the whole county; and they felt services need to stop being terminated.

9. Travel for Young People

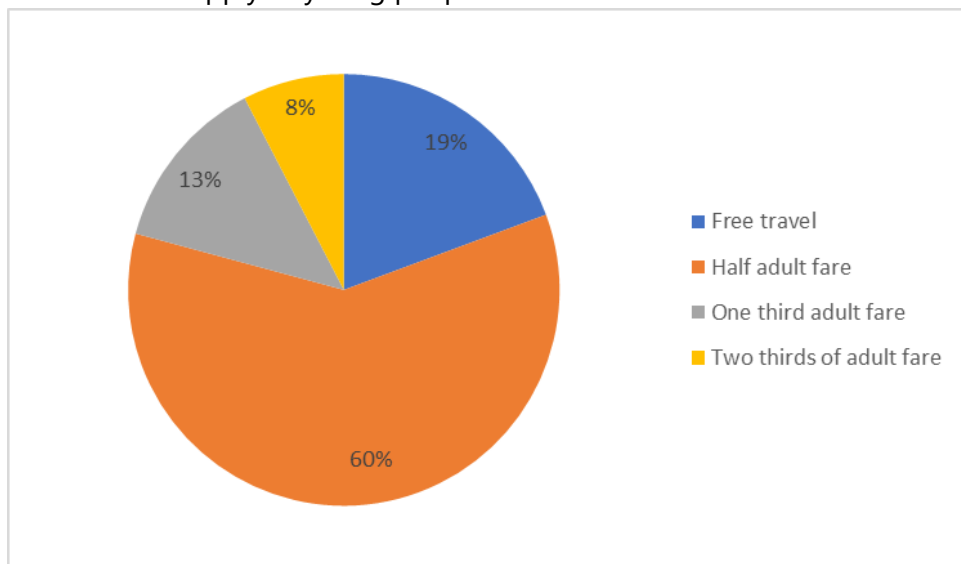
9.1 Almost half of respondents (48%) considered that young people should be eligible for cheaper travel up to the age of 18, while 17% of respondents considered travel should be cheaper up to the age of 16 (Figure 9-1). More than 25% of respondents considered that travel should be cheaper for young people up to the age of 25.

Figure 9-1: Age at which young people should be eligible for cheaper travel



9.2 With regard to the level of discount that should be applied to young people's fares, the majority of respondents (60%) considered it should be half the adult fare, although 19% considered that young people should have free fares (Figure 9-2). Approximately 13% of respondents considered that the discount should be one third of an adult fare, although approximately 8% felt it should be set at two-thirds of an adult fare.

Figure 9-2: Fare levels to apply to young people



10. Other ways to provide value for money

- 10.1 Respondents were asked what else the Council could do to provide value for money public transport services (Question 12). 478 respondents answered this question; a summary of the responses is provided in Appendix 3.
- 10.2 46 ways of providing value for money services were mentioned by multiple respondents. The most popular response, raised by 69 respondents, was to improve service frequencies. There was also widespread support for:
- continuing the current £2 single fare (42 respondents)
 - improving service coverage across the county (39 respondents)
 - improving service reliability (38 respondents)
 - provision of real time information, at bus stops and/or through an app (29 respondents)
 - Availability of through tickets for different operators and modes (21 respondents)
 - Cheaper fares (20 respondents)
 - Improving weekend service frequencies (19 respondents)
 - Improving evening / off-peak frequencies (16 respondents)
 - smaller vehicles (16 respondents)
 - concessionary passes to work before 9:30am (15 respondents)
 - student / young person fares discounts (15 respondents)

11. Any other comments

- 11.1 Respondents were asked if they had any other comments, including on other elements of the Public Transport Policy (Question 13). 382 respondents answered this question; a summary of the responses is provided in Appendix 4. There was some duplication with responses to Question 12, for example, the most common response was to increase bus frequencies, raised by 63 respondents. Other popular responses were:
- Increase rural service frequencies (32 respondents)
 - Improve overall service reliability (26 respondents)
 - Provide more frequent off-peak services (23 respondents)

Appendices

Appendix 1: Reasons for agreeing that the Passenger Transport Policy will provide an efficient bus network that meets user needs for priority journeys

Tend to / Strongly Agree Reasoning	No. of Respondents
Changes look positive	51
Policy will be great if actually implemented	49
Public transport essential to those without alternative means of travel	32
Important to encourage public transport as an alternative to cars	32
Need more frequent services	29
Not convinced, based on state of current bus services	27
Wait until it's actually implemented	24
Environmental benefits	23
Elderly / disabled rely on it	22
Need more reliable services	21
Sceptical that there is money to make necessary changes	21
Buses currently meet my needs	17
Need to improve service coverage	15
Policies don't always achieve intended outcomes	15
Could improve connectivity between rural areas and towns / railway stations	11
Commercial factors not overriding community need	10
Could stop service cutbacks	9
Provides benefit to the community	9
Villages / rural areas still isolated	9
Appears council have given careful consideration to the policy	8
Young people rely on it	8
Would better serve my needs	6
Enables public to use transport more often	6
Policies look good and I use the bus frequently	6
More off-peak services needed	5
Should provide good service and public transport improvements	4
Provides benefit to the community	4
Integrated network needed to genuinely change people behavior	4
Any change is better than current services	4
Don't know what the policy/survey actually is	3
Should lead to improved health / mental health	3
Improved air quality	3
Who decides what is priority	3
Improve real time information	3
Must serve new developments	3
Coverage more important than frequency	3
If it leads to greater connectivity with other modes	3
Current cross border services don't meet my needs	3
Must serve the needs of workers	2
Continued investment in public transport required	2
Policy appears vague and unclear	2
If previously discontinued bus services are reinstated	2
Cost of use appears to be missing from the policy	2
Sceptical of DRT	2

Appendix 2: Reasons for disagreeing that the Passenger Transport Policy will provide an efficient bus network that meets user needs for priority journeys

Tend to / Strongly Disagree Reasoning	No. of Respondents
Not convinced policy will be delivered/successful , based on state of current bus services	31
Need more frequent services	21
Greater service coverage needed	18
Need to stop services being discontinued	16
Sceptical policies will actually be delivered / objectives achieved	14
More off-peak services needed	3
Villages / rural areas still isolated	12
Don't believe it will happen	11
Improve current reliability	8
Don't believe rural needs are being considered	7
Lack confidence in Salisbury Reds	6
Who decides what is priority	6
Have seen questionnaires like this before and nothing changes	6
Sceptical that there is money to make necessary changes	5
Past experience	4
Sceptical that there is political will to make necessary changes	4
Commercial factors not overriding community need	4
Not a viable alternative to car travel	3
WCC has other priorities	3
Wait to actually see it in practice	2
Don't know what the policy/survey actually is	2
Cheaper fares needed	2
Policies don't always achieve intended outcomes	2
Policy will be great if actually implemented	2

Appendix 3: Suggestions for other things the Council could do to provide value for money services

Suggested improvement	No. of Respondents
Greater service frequency	69
Continue £2 single fares	42
Greater service coverage	39
Greater service reliability	38
Real time service information	29
Availability of through tickets for different operators and modes	21
Cheaper fares	20
Greater weekend frequency	19
Greater evening/off-peak frequency	16
Smaller vehicles - double deckers often half empty	16
Concessionary travel free before 9:30am	15
Student / young persons fares discounts	15
Improved bus shelters	13
Improved rural travel	12
Clear / updated timetables	10
Better / cleaner buses	10
Lower fares on non-single journeys	10
Concessionary fares for seniors to be cheap but not free to finance improvement	10
Greater connectivity with other modes	10
App	8
Booking service / DRT in rural areas	7
Bus priority measures	7
Smaller buses on country roads	7
Better / more conveniently located bus stops	6
Fare cap	6
Free children's / school fares	6
Season passes	6
Family day tickets	5
Wheelchair / pushchair accessibility	4
Concessionary travel for carers/NHS staff	4
Weekly tickets	4
Nationalise buses	4
Free services	4
Actively discourage car use	4
Increased school transport	3
Electric vehicles	3
Less changing buses/split journeys	2
Lobby Government for greater public support	2
Cheaper than equivalent train tickets	2
More stable free wifi / charging ports	2
Improved image of bus travel	2
Cheaper off-peak travel	2
Franchising	2
Route overhaul	2
Community engagement about quality of service	2
Armed Forces discount	2

Appendix 4: Any other comments

Other comments	No. of respondents
Increase bus frequencies	63
Increased rural frequency	32
Overall more reliable service	26
More frequent off-peak services	23
Improve the frequency of the D1 service	14
Real time information about bus times	14
Greater consideration of the needs of people in rural areas.	13
Pensioners to be able to use concessionary pass before 9:30am	12
Stop reducing service frequencies	9
Prioritising longer journeys to cover more stops	7
Measures to disincentivise driving	6
Faresaver is inadequate	6
Greater connectivity at major transport hubs	6
Easier accessible bus stops	6
Poor quality of the Salisbury Red	5
Improve the quality of the buses	5
£2 single fare should become permanent	5
Financial support to bus companies	4
More frequent R6 service	4
Buses are a necessity to people who rely on them	4
Better public transport to new developments	4
Ensuring buses are clean and pleasant	4
Council take greater control of bus service provision	4
Newer buses in Swindon	4
Quicker bus journeys	4
Scrap DRT - it doesn't work for elderly or disabled, with nowhere to wait	4
Greater cooperation between counties on bus service provision	4
Introduce park and rides separate from standard services	3
Lack of seating and Castle Street bus stop	3
Shuttle bus between Salisbury station and city centre	3
Remove Fisherton street cycle lane	3
Greater evening bus frequencies in and out of Bath	3
Nationalise the service	3
Service from town centre to Stonehenge for tourists	3
Lack of cycle routes in Royal Wootton Bassett	2
Add a north-south trainline	2
Keep the number 94 bus	2
Poor quality of R4 and R12 services	2
Increase the frequency of the 44	2

Wiltshire Council

Cabinet

6 February 2024

Subject: **Wiltshire Design Guide - Final Draft for Adoption as a Supplementary Planning Document (SPD)**

Cabinet Member: **Cllr Nick Botterill - Cabinet Member for Finance, Development Management and Strategic Planning**

Key Decision: **Key**

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.

The Design Guide is structured around the '10 characteristics of good design' as described in the National Design Guide, focusing on local priorities and qualities for Wiltshire.

The Design Guide is intended to be adopted as a Supplementary Planning Document (SPD). As such 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 14th 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 8th January 2024 which reviewed the revised draft WDG.

Subject to Cabinet endorsement the final version of the Wiltshire Design Guide (**Appendix 2**) will be considered for adoption as a supplementary planning document by Council on 20th February 2024.

Proposal

That Cabinet:

- 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. Approve the referral of the final version of the WDG (**Appendix 2**) to Council on 20th February 2024 for adoption as a supplementary planning document.
- iv. Subject to approval of Council, 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.

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

Cabinet

6 February 2024

Subject: Wiltshire Design Guide - Final Draft for Adoption as a Supplementary Planning Document (SPD)

Cabinet Member: Cllr Nick Botterill - Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Key

Purpose of Report

To:

- (i) Provide Cabinet 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 Cabinet endorses the amended WDG as set out in **Appendix 2**.
- (iii) Recommends to Council that they formally adopt the amended WDG (**Appendix 2**) as a supplementary planning document.
- (iv) Subject to approval of Council, 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

1. 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.
2. 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.
3. 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.

4. 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

5. In the Housing White Paper in 2017¹ the Government concluded that *“Good design is fundamental to creating healthy and attractive places...”* Subsequently, in 2019 the Government produced The National Design Guide² (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.”*
6. 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.”*
7. 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.
8. 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.”*
9. 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.
10. 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.
11. 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.

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/590464/Fixing_our_broken_housing_market_-_print_ready_version.pdf

²https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/962113/National_design_guide.pdf

- 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 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.

12. 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 8th January 2024.

13. 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.

Main Considerations

14. 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.

15. 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).

16. 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

17. 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 3rd 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.

18. 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.

19. 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.

20. 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.

21. The Consultation Report at **Appendix 1** clarifies how the consultation was undertaken and provides a summary of the main issues raised.

22. 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**).

23. 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:

24. 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:

25. 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.
26. 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:

27. 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.
28. 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’.
29. Thought that expectations related to garden sizes that sought to provide householders with some privacy and space to grown your own food, potentially conflicts with higher density developments expectations.
30. Suggested that as the WDG is guidance, in most instances the word ‘must,’ should be avoided.
31. Suggested more flexibility was needed in relation to housing mixed tenure and self-build home expectations.
32. 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:

33. 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

34. In accordance with legislative process³, 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.

35. 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:

36. 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

³ The Town and Country Planning (Local Planning) (England) Regulations 2012, Regulation 12

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.

- The image of “Military Camp Westdown, Salisbury Plain” as a key landmark in south (SIC) Wiltshire has been removed.

Consultants and local interest groups:

37. 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.
38. Relevant references to British Standards, that provide a further level of detail to the expectation, have been added as suggested.

Developers:

39. 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.
40. 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:

41. 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.
42. 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

43. 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.
44. 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.
45. 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

46. The Environment Select Committee (ESC) considered the draft Design Guide at a meeting on 14 March 2023. The ESC welcomed the Draft Design Guide and suggested some minor amendments of wording which have, where appropriate, been incorporated alongside other changes.
47. The Chair for ESC was provided with a briefing setting out the changes at a meeting in January 2024.

Safeguarding Implications

48. 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

49. 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.

50. 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

51. It is considered that there are no procurement implications associated with the proposal.

Equalities Impact of the Proposal

52. 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

53. 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.

54. 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

55. 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

56. 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

57. None identified.

Financial Implications

58. The proposal is to create a guidance document which supplements Core Policy 57 and as such there are no direct financial implication.

Legal Implications

59. 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.

60. 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.

61. 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.

62. 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.

63. 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.

64. 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

65. 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

66. 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.

67. 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.

68. 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

Report Author:

Lynn Trigwell, Head of Climate and Environment, lynn.trigwell@wiltshire.gov.uk
01225 718479

19 January 2024

Appendices

Appendix 1: Wiltshire Design Guide Consultation Statement

Appendix 2: Design Guide - Adoption draft

Background Papers

[Draft Wiltshire Design Guide SPD for public consultation - Cabinet 2nd May 2023](#)

This page is intentionally left blank

**Consultation Statement on the
Wiltshire Design Guide
Supplementary Planning Document (Draft
for consultation, July 2023)**

January 2024

Contents

1. Overview of the preparation of the Wiltshire Design Guide Supplementary Planning Document	4
2. Consultation Methodology	5
3. Representations	7
4. Draft Wiltshire Design Guide - Supplementary Planning Document - summary of main issues raised through representations.....	11
5. Draft Wiltshire Design Guide Supplementary Planning Document – Proposed changes from 2023 consultation.....	16
Appendix A - List of Consultation Responses.....	69
Appendix B – Press advert and insertion into the Town and Parish Newsletter	116
Appendix C - Letter sent by email or post.....	122
Appendix D - Wiltshire Council Website	124
Appendix E – Notice of consultation Poster:.....	125

1. Overview of the preparation of the Wiltshire Design Guide Supplementary Planning Document

- 1.1. Between 3rd July 2023 and 14th 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)¹ 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 19th 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)² and the Planning Practice Guidance (PPG)³. This has included the 'prescribed bodies' and neighbouring local planning authorities, as required by the general duty to cooperate requirement.

¹ Wiltshire Statement of Community involvement can be found on the following link:

<http://www.wiltshire.gov.uk/statementofcommunityinvolvement.htm>

² <https://www.gov.uk/guidance/national-planning-policy-framework>

³ <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.

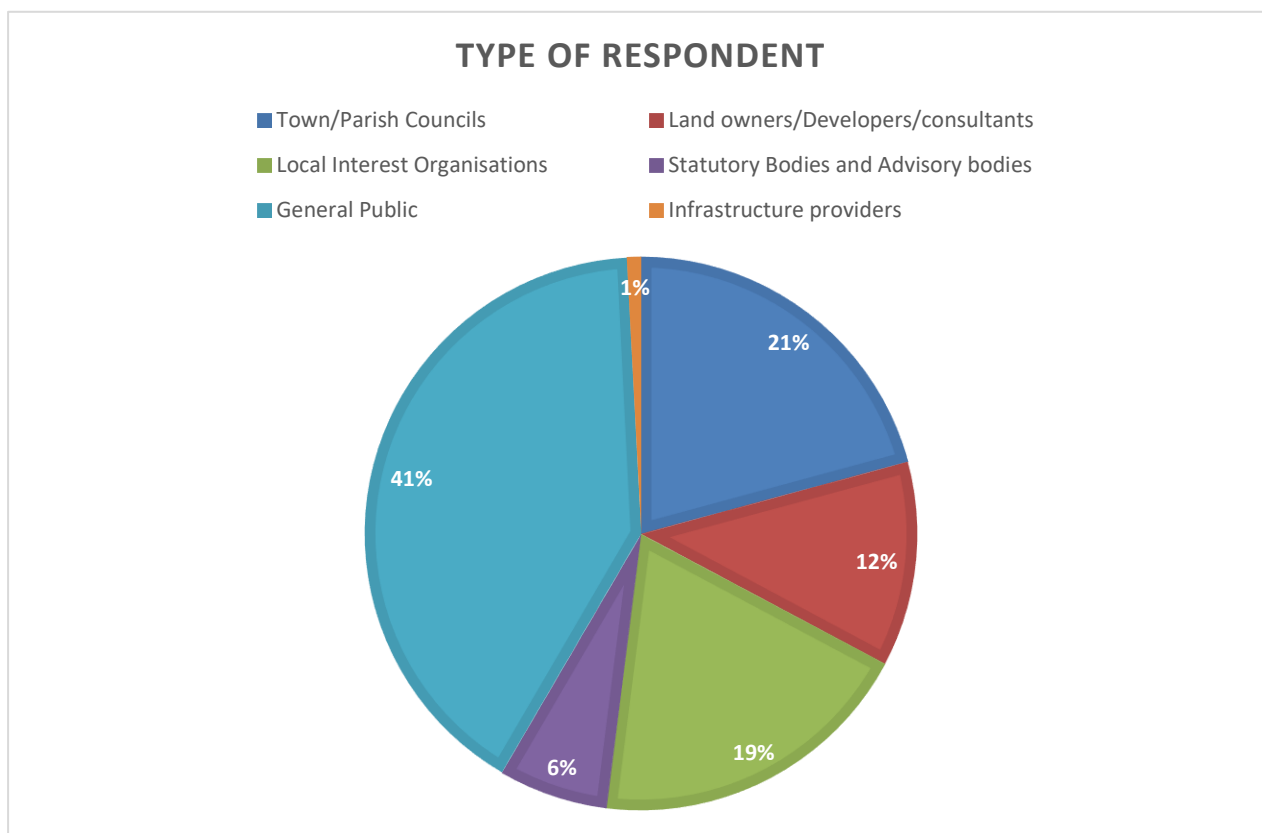


Figure 1 Number of representations by category of respondent

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.

Amesbury Town Council

- 3.19. 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: <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>
1.1. 4th paragraph	Text amended. New sentence: <i>CP57 also sets out expectations which applicants must give regard to when designing development proposals.</i>
1.1. 5th paragraph	Text amended. New text: <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>
1.1. 6th paragraph	Spelling amended: recognized changed to recognised
1.1. 7th paragraph	Spelling amended of mixed - use (from mixed use) . Sentence added: <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>
1.1. 8th paragraph	Text amended. New Text: <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>

1.2. 5th paragraph	Text amended to exclude the words 'to the trained eye'. New text: <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>
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: <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>
1.2. 13th paragraph	Text added. New sentence: <i>On chalk geologies, clunch (a traditional building material consisting of local chalky clay and stone) is found in cottages and perimeter walls.</i>
1.2. 15th paragraph	Text amended. New text: <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>
1.2. 15th paragraph	Text removed: 'on the fringes of the market towns' New text: <i>Over the last 20 years the majority of growth has been focused on greenfield sites.</i>
1.2. 15th paragraph	Text removed: 'which can sometimes be detrimental to the viability of local facilities.' New text: <i>Elsewhere growth has been more restricted, with opportunities for new homes often restricted to either brownfield or smaller infill sites.</i>
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: <i>This guide identifies best practice in urban design which singularly or collectively can lead to good health and wellbeing outcomes.</i>
1.3. 2nd paragraph	Spelling of 'built' amended.
1.3. 3rd paragraph	Word 'can' added, spelling of contributes amended to fit in sentence correctly: <i>A strong community can also contribute enormously to a sense of personal wellbeing</i>
1.3. 4th paragraph	Word 'must' replaced with ' <i>will</i> '
1.3. 4th paragraph	New text added: <i>These aspirations are reflected in CP57 and in other Core Strategy policies including CP50 and CP51.</i>

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: 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.
1.3. 6th paragraph	Word 'must' replaced with ' need to '
1.3. 7th paragraph	New text added: ' at the very outset of the design process '. New sentence: 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.
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: 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.
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: 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.
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: 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.
2.2. Heading	Text amended: Text removed: 'must be submitted ' New text: 2.2 Process: design information expected for all major projects.
2.2.1	Text amended - all 'must's in the first paragraph replaced with ' should ' and ' needs to '.
2.2.1.	Text amended: 2.2.1 'Where required, a' removed. New text: A Design and Access Statement (DAS) needs to explain the design principles and concepts that have been applied to the development.

2.2.3.	Text amended: New text: 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.
2.2.8.	Text amended: 'must' replaced with ' should ', spelling change, 'agree' replaced with ' consider '. New text: 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:
3. 6th paragraph	Text added. New text: A Neighbourhood Plan will also inform this, see Appendix A
3.1.3.	Text added: New text: '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.'
Image caption: Informal categorisation of Wiltshire's geographic area.	New text added: 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.
3.1.5.	Change to reflect new AONB name change National Landscape. New sentence: '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.'
3.1.5.	Addition of word 'cream' to sentence. New sentence: '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). '
3.1.9.	Amended text to reflect AONB name change: 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.
3.1.10.	Word change: 'cast' replaced with ' natural '. New text: Focal buildings are often in natural stone.
3.1.10.	New text added: 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.
3.1.12.	Text amended to reflect name change: New text: 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.

3.1.14.	AONB replaced with National Landscape. Word added to end of sentence to read as 'Cranborne Chase National Landscape.'
3.1.15.	New text added: Another distinctive feature of south Wiltshire are the chalk streams, which are of international importance.
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: 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.	New text added: 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.
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: 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.
3.2.8.	New text added: 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 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.
3.3.1.	and where appropriate' used to replace 'potentially'. New text: 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, potentially becoming distinctive in its own right.
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: Refer to Conservation Area guides, Neighbourhood Plans and Village Design Statements if available, to understand the communities' preferences for character.

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: 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.
3.3.5.	Text amended: 'must' replaced with ' should '.
4.1.1.	Text amended: 'New buildings and layouts should integrate seamlessly with the landscape. This means' removed. New text: 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. 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.
4.1.6.	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: 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.
4.2.3.	Text added. 'or larger developments to areas where there is a strong historic fabric ' New text: 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.
4.2.5.	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 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.
4.2.9.	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: 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.

4.3.4	Word 'be' removed.
4.3.5. Caption of image	Amended, Warminster removed and replaced with, Pewsey
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: 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".
4.4.3.	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. Where appropriate, consider utilising 2.5 and 3 storey homes for larger households, rather than 1 or 2 storeys with larger floor plans.
4.4.6.	Text amended: New Text: 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.	Abbreviation (POS) 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 should .

4.5.3.	Text amended: The matter should not be conditioned. New text: <i>These details need to be incorporated thoughtfully at an early stage and therefore should not be conditioned.</i>
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 ' passing '.
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: <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>
4.5.7.	word 'additional' removed.
4.5.8.	Text amended: New text: 4.5.8 <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>
4.5.9.	Text amended: New text: <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>
4.5.10	Word 'must' replaced with ' should '.
4.5.12	Word 'must' replaced with ' should '.
4.5.15.	Word 'must' replaced with ' should '.
4.5.15.	Word 'discreet' added to text. New text: <i>Therefore, a discreet bin collection point should be provided on the inside edge of the plot.</i>
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: <i>The bin collection point should not obstruct car or pedestrian movement in the public realm.</i>
4.5.16.	Text amended: <i>Detailed requirements and guidance for waste and recycling including carry/wheel distance, capacity, size & 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.</i>

4.5.17	New text: <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>
5. Movement.	additional sentence added to introductory text at 5: <i>Sport England's Active Design Guidance also offers useful information about planning and designing places to encourage and facilitate active travel and recreation.</i>
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: <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>
5.1.2	Words 'must' replaced with ' <i>should</i> '.
5.1.4	Text added: <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>
5.1.4.	New links added: <i>Wiltshire Local Transport Plan</i> <i>Making transport accessible for passengers and pedestrians</i>
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: <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>
5.1.8.	Amended text: words removed: only be used where unavoidable and. New text: <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>
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: <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>
5.1.10. and 5.1.11	Text removed. Part of 5.1.11 text added to end 5.1.9.: <i>...avoid blocking access points into future development land with private drives and private parking.</i>
underneath 5.1.11	Insert here: <i>Photo of Hitachi at White Horse Business Park island junction</i>

New 5.1.11	New text: <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>
5.2.1.	Text amended. Text removed: In well-designed larger schemes, New text: <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>
5.2.2.	Word 'must' replaced with <i>should</i>
5.2.3.	Word 'must' replaced with <i>should</i> .
5.2.3.	Text amended: New text: <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>
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: <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>
5.2.6.	Text added: Thus, street tree planting should be anticipated, and sufficient space allowed for in Outline applications. New paragraph: <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>
5.2.8.	Words rearranged to support legibility. New text reads: <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>
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 <i>'should'</i> .
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 <i>'should'</i> .

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: 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.
5.3.3.	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 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.	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: 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.
5.3.6.	Spelling amendment of focussing to ' focusing '.
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 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.	Word 'must' replaced with ' needs to '
5.4.1.	Word 'must' replaced with ' should '.
5.4.2.	Word 'must' replaced with ' needs to '
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: 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.

5.4.6.	<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: <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></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: <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></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: <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></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: <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></p>
5.4.11.	<p>Word 'must' replaced with '<i>should</i>'.</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: <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></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: 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.
5.4.16.	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: 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.
5.5.2.	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: 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.
5.5.3.	New Text: 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 Secured by Design. Front garden storage facilities that can accommodate larger cycles such as cargo bikes should also be considered.
5.5.5.	Text added: 'downward facing', and 'and limit light pollution' new text reads: 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.
5.5.6.	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: 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.	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: 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.
5.6.1.	Word 'must' replaced with ' should '.
5.6.2.	Word 'must' replaced with ' should '.
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 (www.gov.uk) New text reads: 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. New para added: 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.
6.1.1.	Text amended: word mandates replaced with states. Word GBI added to first sentence. New text reads: 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.	Word 'must' replaced with ' should '.
6.2.1.	Text amended: 6.2.1 Plant more woodland to store carbon and reduce flood risk. New text: 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.
6.2.4.	Text added: 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.	<p>Text amended to 6.2.3: New text 6.2.5 reads: <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></p> <p>New text at 6.2.6: <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></p>
6.2.8.	<p>Text 6.2.5 amended: <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></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: <i>Investigate the feasibility of creating green roofs to all flat roofed buildings from domestic garages to office and industrial buildings.</i></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: <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></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: <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 Fields in Trust website</i></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 <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></p>

6.3.6.	Rewording of text: New text reads: <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>
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: <i>Be aware of requirements for dark skies and corridors, such as in Protected Landscapes such as National Landscapes and nature reserves.</i>
6.4.6.	Word 'must' replaced with ' <i>should</i> '.
6.5.1.	Word 'must' replaced with ' <i>should</i> '.
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: <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>
6.6.3.	Amended text: Drystone walls, traditionally laid, could be considered where appropriate, as these increase habitat opportunities. New text: <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>
6.6.4.	Amended text: Where appropriate, deadwood should be incorporated into new woodlands and as features in open spaces. New text: <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>
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: <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>
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: <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>

6.6.7.	New text added: <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>
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: <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>
6.7.2.	Word ‘types’ replaced with ‘ <i>species</i> ’.
6.8.2.	Words added to text: landscape, may be required. New text reads: <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>
6.8.3.	Text removed: In addition.
6.8.4.	New text added: and heritage features. New text reads: <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>
7, second paragraph	Text and link added: The National Design Guide, Sport England's Active Design Guide also contains a lot of useful information about planning and designing spaces to encourage active recreation.
7.1.1.	Word ‘must’ replaced with ‘ <i>should</i> ’. Text removed: and/or the Fields in Trust Guidance.
7.1.2.	New text: <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>

7.1.3.	New text: <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>
7.1.4.	New text: <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>
7.1.5.	New text: <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>
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: <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>
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: <i>To create a shared sense of ownership new public open space should be centrally located.</i>
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: <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>
7.1.11.	Text amended: The enclosures of substations and such like must be detailed to enhance the character of the area. New text: <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>

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: <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>
7.1.13.	Word 'must' replaced with ' <i>need to</i> '.
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: <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>
7.2.4.	Word 'must' replaced with ' <i>should</i> '.
7.2.7.	Text amended/ removed: Proposals should include appropriate shading for seating to protect users from the summer sun. New text reads: <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>
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: <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>
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: <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>
7.3.3.	Word 'must' replaced with ' <i>needs to</i> '.
7.3.5.	Text added: and the local town or parish councils. New text reads: <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>

8. White outlined box.	Text amended. New text: 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.
8.1.4.	Word 'must' replaced with ' should '.
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: 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.
8.1.8.	Text amended: School pitches and leisure provision should be designed to provide shared facilities for communities to use. New text: School pitches and leisure provision should be designed to provide shared facilities for organised clubs, groups and the community to use.
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 Town and Country Planning Association
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: 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.	Text added: This could be a temporary or mobile building or even the show home within phase 1 of the development. New text reads: 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. 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: 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.
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: New Homes should comply with Nationally Described Space Standards to ensure that they are fit for purpose.

9.1.3.	<p>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 7.5m² and/or it doesn't meet the minimum width requirement.</p> <p>New text: <i>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.</i></p>
9.1.5.	word 'must' replaced with ' should '.
9.1.7	<p>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.</p> <p>New text: <i>All new development should give careful consideration to creating safe places and conform with Wiltshire Council adopted policies and Local Plan requirements.</i></p>
9.1.8.	<p>New text: <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></p>
9.1.9.	<p>New text: <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></p>
9.1.10.	<p>New text: <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></p>
9.1.11.	<p>New text: <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></p>
9.1.12.	<p>New text: <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></p>

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: 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.	Text amended: In apartments, communal access corridors and stairways should receive plenty of natural light via windows and glazed front doors. New text: 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.
9.1.11.	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 ' should '.
9.2.2.	Rewording of text: Text removed: or 50sqm, whichever is greater, and; New text: Minimum garden areas for all houses should be equivalent to the footprint of the house.
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: 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.	Reworded text: New text reads: 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.
9.2.6.	Text added: new text: 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.	Rewording of text. New text reads: <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 5m² 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>
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: <i>Guidance on minimum standards table. However Site specific constraints will need to be factored in.</i>
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 ' 5 sqm '.
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: <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>
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 ' should '.
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: <i>Between private rear gardens, boundaries should provide adequate visual privacy, plot security and some noise attenuation.</i>

9.3.9.	Text added. New text reads: 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. '
10.1.	Text added under heading: 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
10.1.2.	Rewording of text: New text: 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.
10.1.3.	Word 'Climate' added to text. New text reads: 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:
10. 1 Energy efficiency and micro-generation	New introduction text: 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:
Points under Energy efficiency and micro-generation	All words 'use' changed to 'using'
Fifth point under Energy efficiency and micro-generation	Text amended: 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.
New point added to Energy efficiency and micro-generation	New text added: Use the most effective form of loft insulation.
10. 2 Transport	New introductory text: 2. Designs should:
New point added to Transport	New Text: Reducing the need to travel by ensuring – all new homes and businesses are equipped with high quality, high speed broadband.

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: Provide convenient storage and access for multiple bicycles and charging points for electric bicycles and scooters.
10. 3 Waste and Recycling	Word 'must' replaced with ' should '.
10.4 Adaption and Nature Based Solutions	New introductory text: Designs should:
10.4 second point.	Word 'isolated' added to text. New text reads: Link new green spaces via a green infrastructure (GI) network (i.e. avoid 'islands' of isolated green space)
10.4. Third point	Text amended: Provide rainwater harvesting for any building or space with water needs. New text: 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.
10.2.1 Expectation: Follow the energy hierarchy.	Word 'must' replaced with ' are expected to '
10.2.3.	Text amended: On north-south roads, detached units could provide greater flexibility for maximizing solar gain. New text: 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.	Text amended: Standardised architectural designs should not be mechanically plotted across a site without accounting for the orientation of the plot. New Text: 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.	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: 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.

10.2.6.	Rewording: New text reads: <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>
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: <i>A 'fabric first' approach to reducing the energy requirements of the building is encouraged for minimising energy demand for heating and cooling.</i>
10.3.2.	Word 'carbon' replaced with ' energy '
10.3.5.	Rewording of text: New text reads: <i>Alongside consideration of the appropriateness of the character of the material consider the whole-life carbon footprint of selected materials.</i>
10.4.2.	Word must replaced with should., word obvious replaced with nature-based. New text reads: <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>
10.4.3.	Word 'must' replaced with ' should '
11. Lifespan and Legacy	...and Legacy removed from heading.
11.1.	Text added to introductory paragraph: New text reads: <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>
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: <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>
11.1.5.	Words 'must' replaced with ' should ' and ' needs to '.

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: <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>
11.3.2.	Word 'essential' replaced with ' <i>important</i> '.
11.3.3.	Text added: and the local parish or town council . New text reads: <i>Involve the local community and the local parish or town council in the naming of new street names.</i>
11.3.5.	Text amended: Engage the council's arts officer early on to discuss the public art strategy. New text: <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>
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: <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>
Appendices: Appendix A. First bullet point	Words 'and local detail' added to text. Text reads: <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>
Appendices: Appendix A. Third bullet point	Error, my changed to ' <i>by</i> '. Word ' <i>expects</i> ' 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 ' <i>non-residential</i> '.
Appendix B Table	Text under DAS required for validation, next to Full Planning: Spelling error corrected: non residential changed to ' <i>non-residential</i> '.
Appendix B Table	Text under DAS required for validation, next to Outline: Spelling error corrected: non residential changed to ' <i>non-residential</i> '
Appendix C Second paragraph Introductory text	Text amended: The next pages contain tables setting out information required. New text reads: <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>

Appendix C Table	Headings for table amended: Information required to enable effective urban design assessment. New text: Information that will help enable an effective urban design assessment. Next heading: Description of information expected and reason. New text: Description of information expected
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: 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.
Appendix C.4. Urban Design and Landscape Concept Plan	Text under 'Description of information expected' column: word 'as' added to text. New text reads: 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.
Appendix C.7. Site Layout/Planning Layout	Text under 'Description of information expected' column amended: New text reads: Site layout would show detailed design of the whole application site, generally at 1:500 scale and appropriately annotated
Appendix C. 8. Movement Parameter Plan	Text under 'Description of information expected' column amended: new text reads: Movement Parameter Plans - show convenient, legible (and continuous where appropriate) networks for all modes relating to block structure and development scale.
Appendix C. 9. Density Scale and Massing Parameter Plan.	Text under 'Description of information expected' column amended: new text reads: 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.
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: 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

Appendix C.30. Lighting Plan.	Text under 'Description of information expected' amended: New text reads: <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>
Appendix C. New point added: 33. Accommodating Wildlife.	Text under 'Description of information expected', new text: <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>
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: <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>
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: <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>
Appendix D Form, fifth bullet point.	Words must be replaced with ' <i>should</i> '.
Appendix D Windows. First bullet point.	Word must be replaced with ' <i>should</i> '.
Appendix D Details. First bullet point.	words stone/render added to text. New text reads: <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>
Appendix E Various Neighbourhood Plans and Village Design Statements:	New text added: <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>

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: www.gov.uk/guidance/neighbourhood-planning	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. ascanopies 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 & explained in detail at an early point & throughout the document. A much clearer message is needed to developers & 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 & 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: https://sjees.nl/nieuws/10-brabantse-fietsiconen-die-je-gezien-moethebben/20860	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 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 –</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 afterfrom 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 and returned to 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

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
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

More information and the online survey will be available on the Wiltshire Council website at: 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, 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

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

For political comment:

Conservatives: Nick Botterill nick.botterill@wiltshire.gov.uk

Liberal Democrats: Ian Thorn ian.thorn@wiltshire.gov.uk

Labour: Ricky Rogers ricky.rogers@wiltshire.gov.uk

Independent: Ernie Clark 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 3rd July 2023 **via the** Wiltshire Council website at:

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 3rd July – 30th July.

Comments can be made:

- Online via the Council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By emailing 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 or telephone 01249 706 798.

Yours sincerely

Sarah Valdus
Environment Director
Wiltshire Council

70

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:

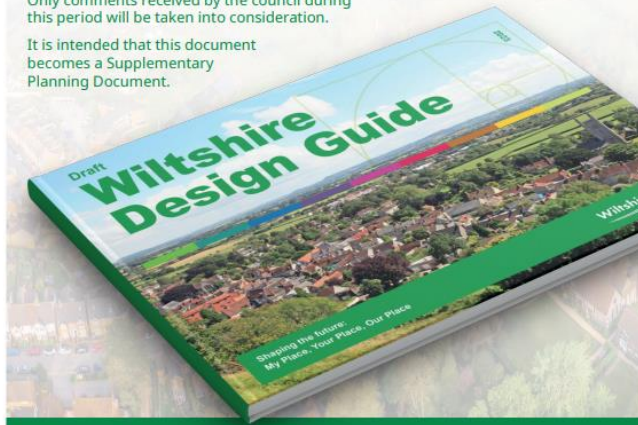
Draft Wiltshire Design Guide **PUBLIC CONSULTATION**

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

Wiltshire Council

This page is intentionally left blank

Wiltshire Design Guide

2023

Page 551

Shaping the future:
My Place, Your Place, Our Place

Wiltshire Council

Contents

Front cover image kindly supplied by
Mere-©-www.visitwiltshire.co.uk



1.0	The Vision	4
2.0	Context	14
3.0	Identity	18
4.0	Built Form	26
5.0	Movement	38
6.0	Nature	50
7.0	Public Space	60
8.0	Uses	66
9.0	Homes and Buildings	70
10.0	Resources	78
11.0	Lifespan	84

Appendix A – Neighbourhood Planning	88
Appendix B - Requirement for a Design & Access Statement	90
Appendix C – Recommended Design Information	93
Appendix D – Design Guidance for Householder extensions	99
Appendix E – Local information on context	101

Version: 8
Version date: 15/12/2023
Comment: Final Report

This document has been prepared and checked in accordance with ISO 9001:2015

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](#).

Page 553
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.

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.

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.

Page 555

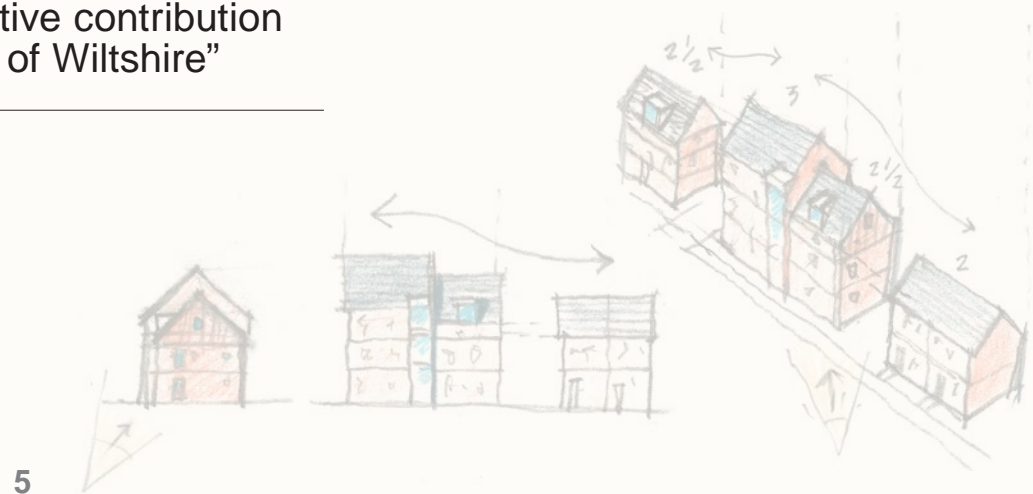
It is a Supplementary Planning Document (SPD) and expands upon the current Core Policy 57 “Ensuring high quality design and place shaping” in the [Wiltshire Core Strategy](#).



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”

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.





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



Open Government Licence (nationalarchives.gov.uk)

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 557
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.

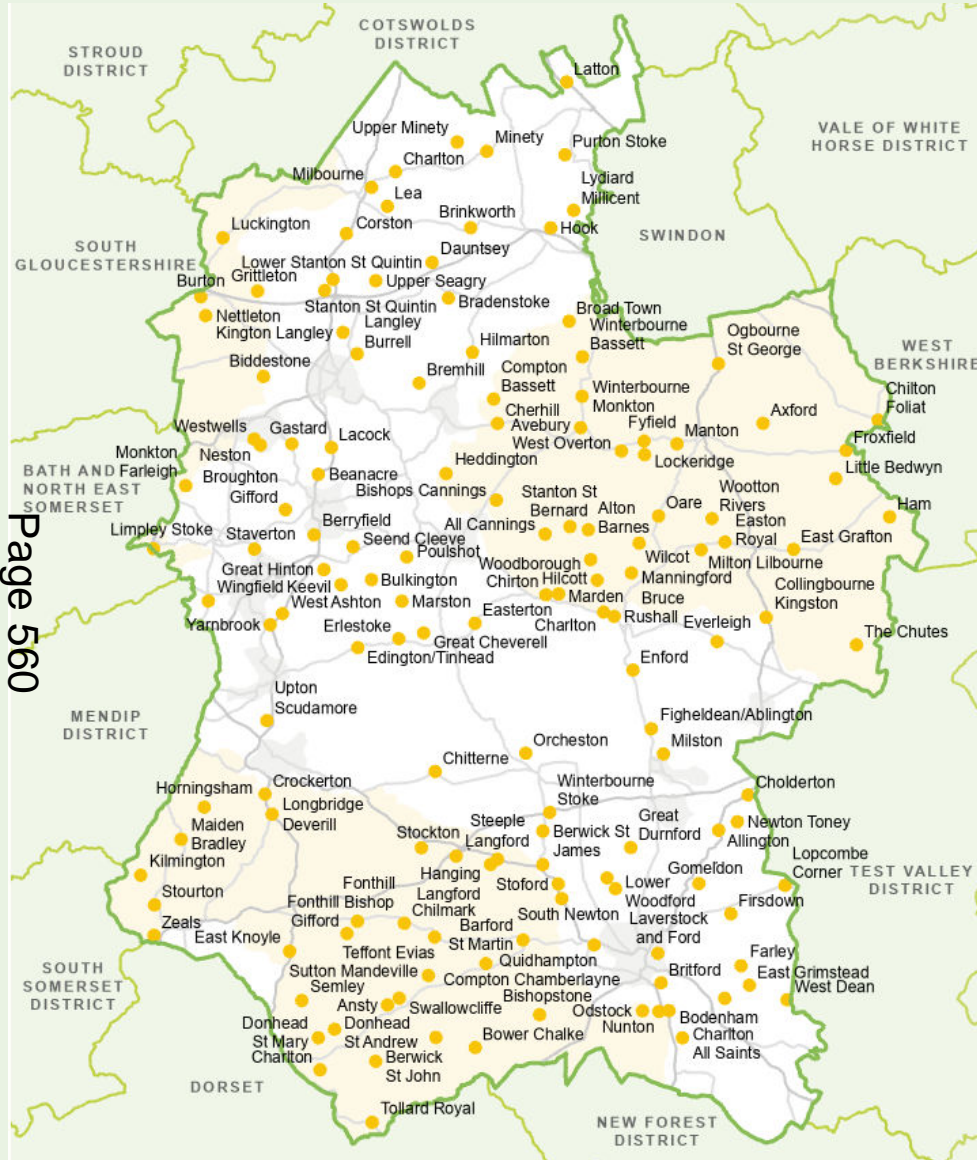
Thousands of years of changes in social organisation and land ownership are visible in the landscapes of Wiltshire; in the patterns created for example by hedges, walls and tracks linking settlements. Monuments have played their part in anchoring communities into their landscape, the most famous of which 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.



Page 560

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.

Page 561 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.

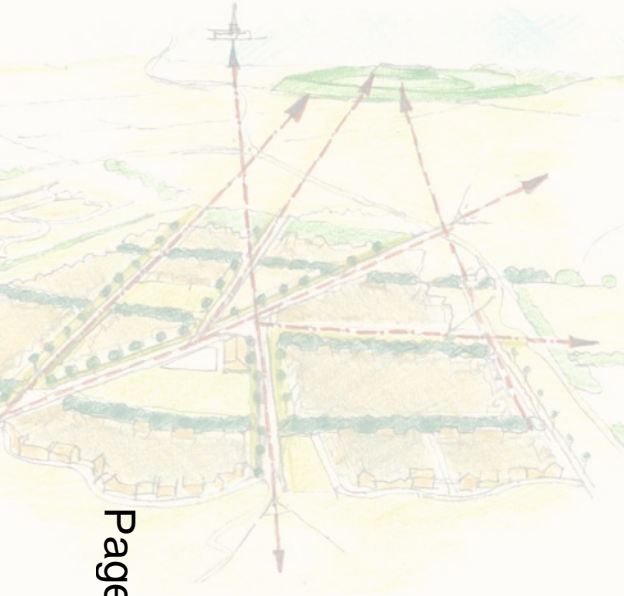
2.0

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



Page 565

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.



Westbury White Horse and Bratton Camp (site of an Iron Age hillfort)

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.

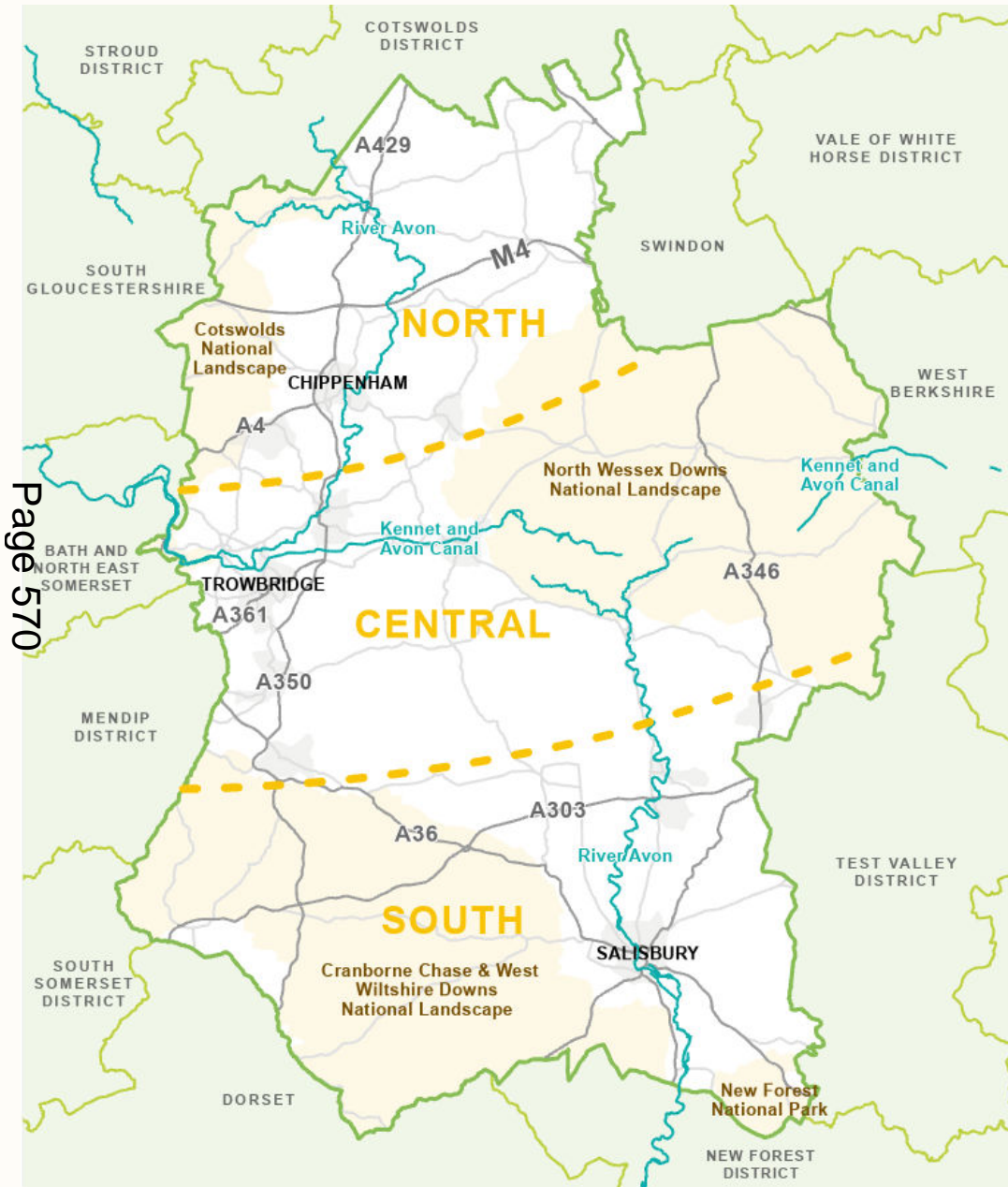
With regard to specific settlements and sites, the Council expects applicants to demonstrate their understanding of these areas’ identity (e.g. within a context or character analysis) and demonstrate how this would inform their proposals. A Neighbourhood Plan will also inform this, see **Appendix A**.

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.



Page 570

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

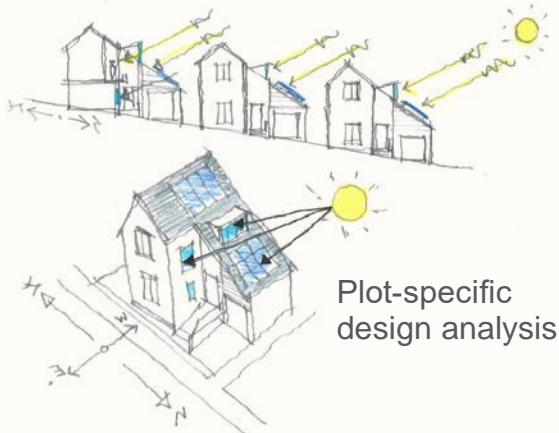
Built form is the three-dimensional pattern or arrangement of development blocks, streets, buildings and open spaces. Together they create the built environment and contribute to its character and sense of place.

Page 577

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

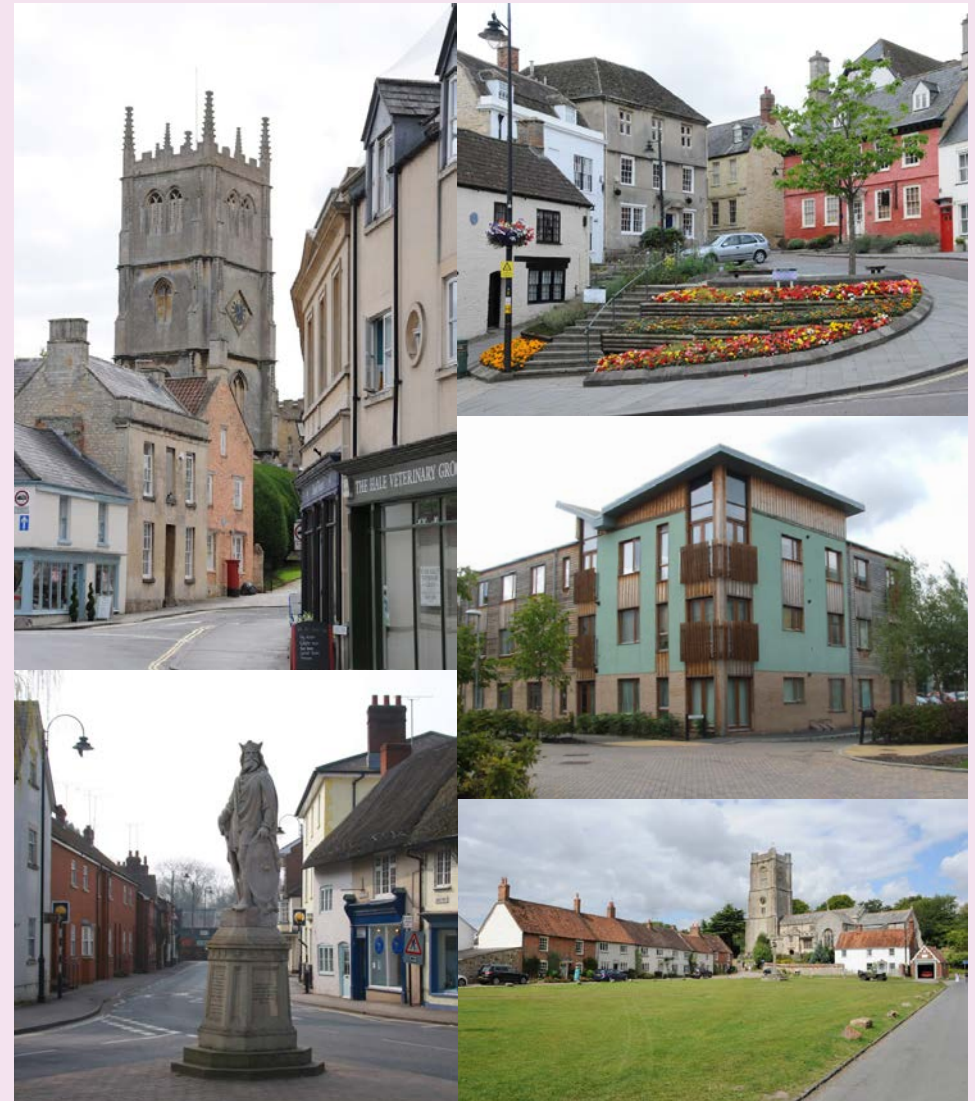
4.3.1 Destinations provide opportunities for people to meet, share experiences and come together as a community. By bringing existing and new together, destinations become a place for everyone.

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

Page 581



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.

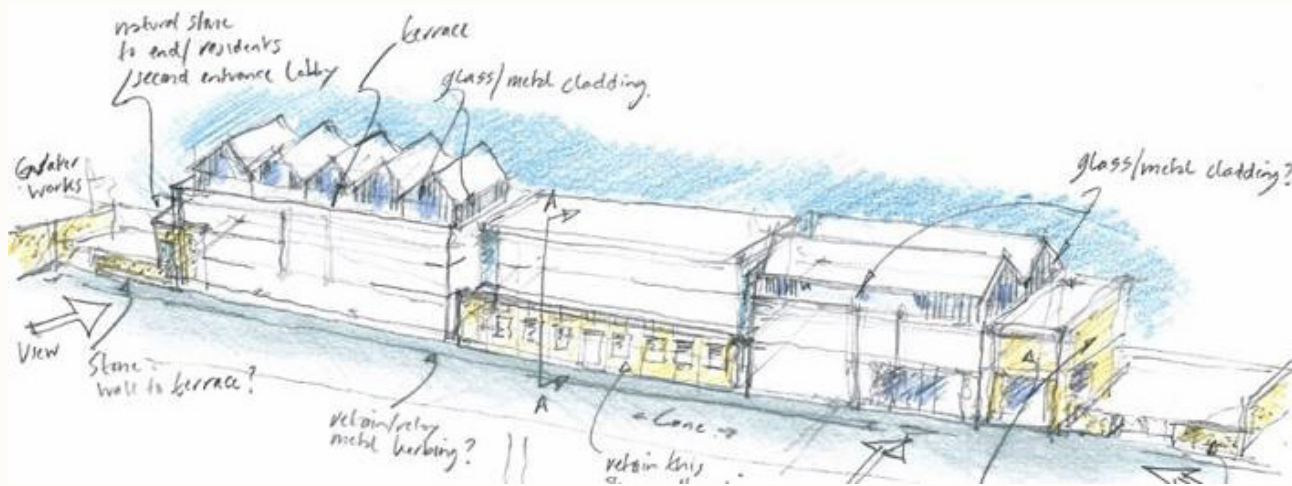
4.5.15 Bins and containers left out for collection should not reduce the usable width of the footway to less than 1.5m, nor obstruct vehicles or pedestrian movement within shared spaces (where there are no footpaths). Therefore a discreet bin collection point should be provided on the inside edge of 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.

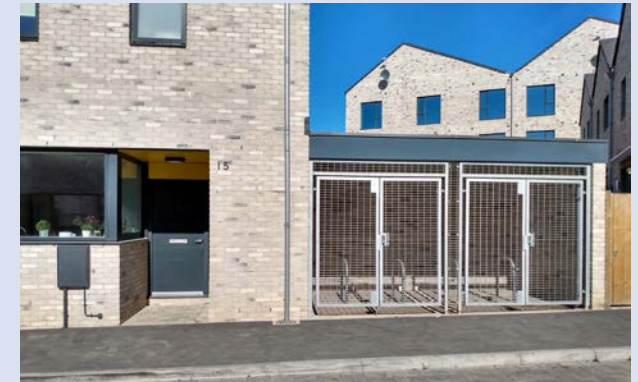
5.5.3 Cycle parking should be considered within secure storage facilities to the front of dwellings, designed to complement the style of the dwelling and be in accordance



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

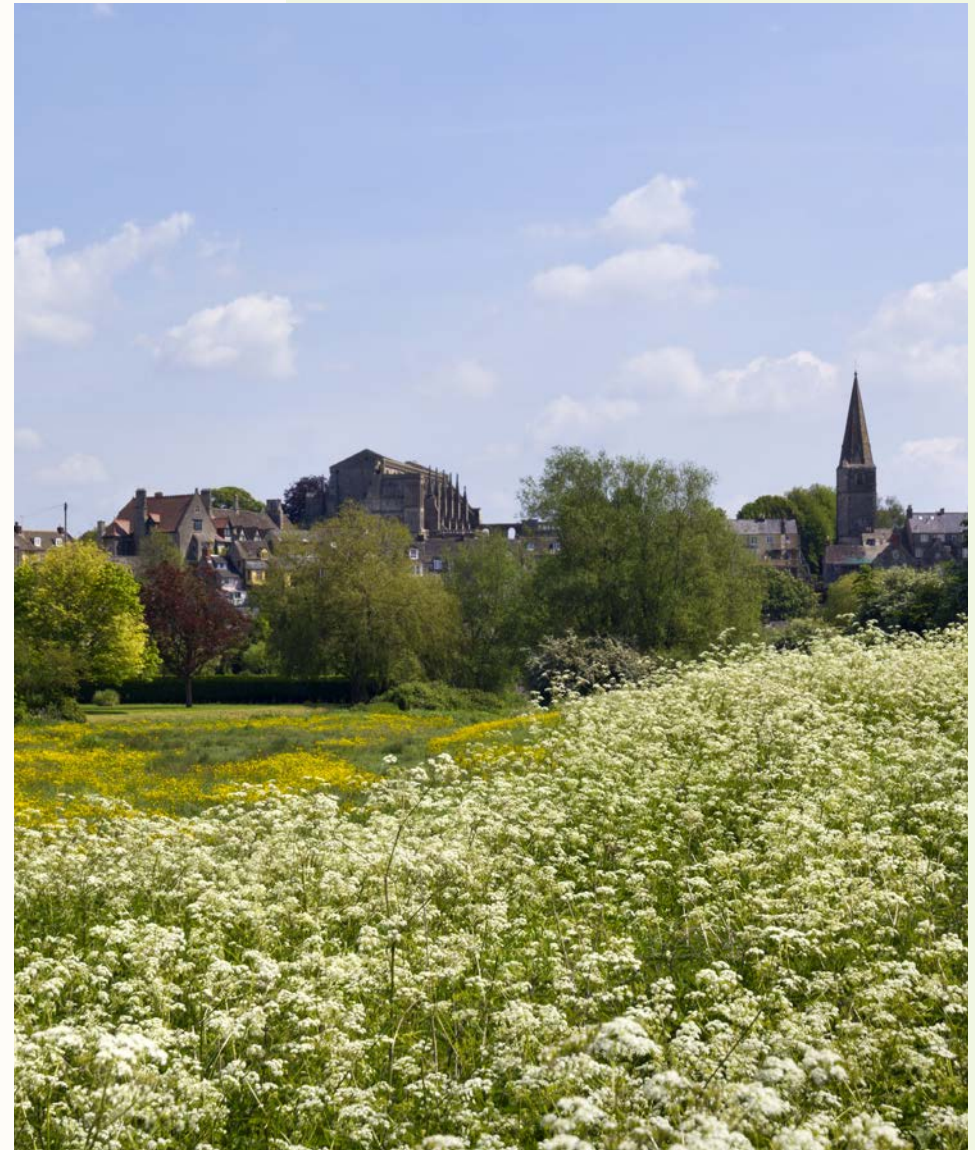
Wiltshire Council has adopted the following Climate Strategy Objective: “Efficient and environmentally sensitive use of land, providing for the needs of an increasing population and nature: food production, renewable energy generation, housing and transport, alongside woodland creation and nature recovery”

Page 601

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.

Page 611

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

Page 617

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

Page 621

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 or 50sqm, whichever is greater, and;

- 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 or 50sqm, whichever is larger	Equal footprint of dwelling or 50sqm, whichever is larger	Equal footprint of dwelling or 50sqm, whichever is larger
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 ² for 2 people + 1sqm per additional occupant	Not applicable	Not applicable	Not applicable
Private communal space, where no public open space within 480m	5m ² 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 CO₂ 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:

Page 630

- 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

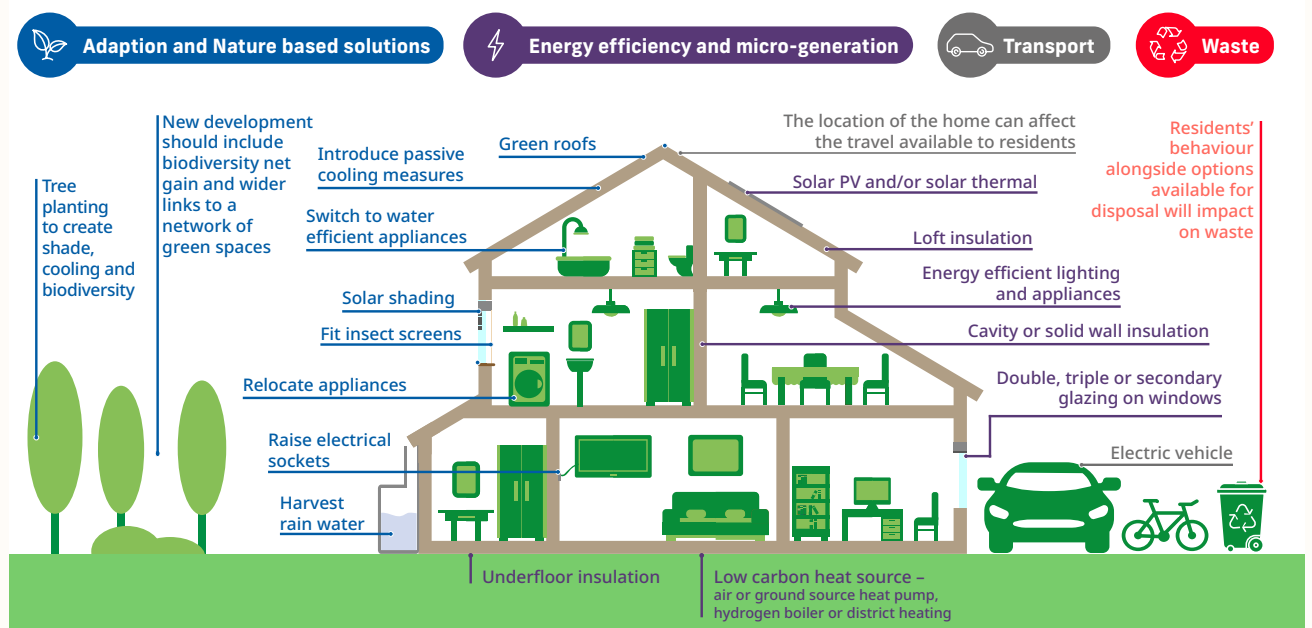


Image from Wiltshire Council Climate Strategy 2022

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.

Page 635

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 https://www.wiltshire.gov.uk/planning-submit-planning-application	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](#)

Page 62

This page intentionally blank

Wiltshire Design Guide

2023

Page 654

This document was published by Wiltshire Council
For further information please visit the following website:
www.wiltshire.gov.uk

The document has been
produced by LDA Design

L D A D E S I G N

www.lda-design.co.uk/

Page 8,10,1, 20 -Contains Ordnance
Survey material by permission of
Ordnance Survey on behalf of the
Controller of Her Majesty's Stationery
Office © Crown Copyright, All rights
reserved. 2022 Reference number
0100031673. OS Open data / ©
Natural England.

All material within this document is copyright Wiltshire Council except
where indicated or credited otherwise and may not be used, copied,
or reproduced without permission. All rights reserved.

Wiltshire Council

Wiltshire Council

Cabinet

6 February 2024

Subject: Revised Nutrient Neutrality Strategy

Cabinet Member: Cllr Nick Botterill - Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Key

Executive Summary

Approval is sought to update the council's strategic approach to securing phosphorus neutral development in the catchment area of the River Avon (Hampshire) Special Area of Conservation (SAC).

The River Avon (Hampshire) is an internationally important wildlife site protected by law. For planning applications that could adversely affect the SAC (in this case where it would lead to a further decline in water quality through phosphorus entering the River Avon via sewerage treatment works), appropriate assessments must be carried out by Wiltshire Council in line with the Conservation of Habitats and Species (England and Wales) Regulations 2017 (as amended) (the Habitats Regulations). To enable such applications to be approved and appropriate assessments concluded favourably, it must be certain that phosphorus neutral development will be delivered. Appropriate Assessments are required at every planning decision stage – outline, full, reserved matters and discharge of condition stage.

In January 2021, the approval of the [interim strategic approach](#) allowed planned applications to continue to be permitted in the catchment, following a 9-month moratorium. This was always an interim approach to be reviewed by the Council and Natural England as evidence and legislation / policy changed.

Following recent changes to guidance and legislation including; the Levelling Up and Regeneration Act 2023 and a statement from the Minister of State, Lee Rowley MP, on 19 December relating to nutrient neutrality, it is necessary for the Council's interim nutrient neutrality approach to be updated.

The Government's announcement in December 2023 confirmed that the Council has been awarded up to £9.8m for capital projects via the Local Nutrient Mitigation Fund to help pump-prime nutrient neutrality interventions in the River Avon (Hampshire) catchment. This capital fund will also be supported with revenue funding to help deliver the mitigation projects. This grant has been awarded on behalf of all local authorities in the catchment and helps the council to continue to work proactively and strategically in the catchment to deliver mitigation projects that may be able to help some applicants.

The conditions of the grant are that it must be replenished to deliver more mitigation projects in the catchment and continue to help support, where possible, the delivery of development in the catchment. It is proposed that developer contributions via planning obligations are sought for planning applications that are able to use the Council-led scheme. Fees and charges for this are subject to approval by Council on 20 February 2024 as part of the annual budget setting process.

The Council-led scheme is one option that development can potentially use to achieve phosphorus neutrality. It will form part of the solution to achieving phosphorus neutral development in the catchment. Other options such as securing mitigation through private providers, as well as delivery of bespoke solutions on-site, where possible, can also be progressed by developers.

The revised strategy comes into effect immediately for all residential and overnight development seeking outline, full, reserved matters and discharge of conditions approval in the Hampshire Avon catchment (referred to as “qualifying development”).

One way that the Council will look to deliver nutrient interventions in the catchment using the capital grant awarded, is to upgrade domestic sewage systems by replacing septic tanks with more efficient package treatment plants. A Local Development Order allowing wider ‘permitted development’ entitlements beyond those specified in the Town and Country Planning (General Permitted Development) Order may be used to help streamline the planning process for these upgrades and would support the efficient delivery of mitigation projects.

The recent changes to legislation also help to stop pollution at source. This will reduce the long-term nutrient burden that needs to be delivered. The Levelling-up and Regeneration Act 2023 creates a new duty on water companies to upgrade wastewater treatment works (WwTW) by 1 April 2030, in catchments of Habitats Sites identified by the Secretary of State as being in an unfavourable condition due to nutrient pollution. This duty will be in effect from 26 January 2024. These upgrades will significantly reduce nutrient loads from WwTW in designated catchments, while also reducing the average costs of nutrient mitigation for developers. However, until these upgrades are completed in 2030, the high levels of mitigation will still need to be found and delivered. Also, some WwTWs in the catchment will be exempted from these upgrades.

The Council awaits more detail on these upgrades and, once available, this evidence will further inform the Council’s evolving nutrient neutrality strategy.

Proposals

That Cabinet

- I. Confirms that the Council will, until such time as the responsibility falls to others, continue to deliver a Council-led strategic approach (as set out in (ii and iii)) to secure in perpetuity measures to ensure qualifying development is phosphorus neutral in the catchment for the River Avon (Hampshire) Special Area of Conservation.
- II. Agrees that developer contributions via planning obligations will be sought from developers wishing to use the Council-led scheme where mitigation is available.
- III. Agrees that in accordance with the requirements of the Habitats Regulations and case law the revised strategic approach applies to all housing and overnight accommodation (and other qualifying development) in the River Avon SAC catchment seeking outline, full, reserved matters and discharge of condition approval.
- IV. Delegates authority for the Corporate Director of Place in consultation with the Cabinet Member for Finance, Development Management and Strategic Planning approval to:
 - a. oversee delivery of this strategic approach including approving any policy/process documents needed to support implementation of the revised strategy.
 - b. accept the Local Nutrient Mitigation Fund grant as lead authority for the Hampshire Avon catchment.
 - c. spend of the Local Nutrient Mitigation Fund and delivery of nutrient interventions in line with grant conditions.
 - d. oversee and approve the preparation and public consultation of a Local Development Order (LDO) to replace septic tanks with package treatment plants.

Reason for Proposals

To demonstrate the council's commitment to the delivery of a revised strategic solution to secure phosphorus neutral development.

Terrence Herbert
Chief Executive

Subject: Revised Nutrient Neutrality Strategy

Cabinet Member: Cllr Nick Botterill - Cabinet Member for Finance, Development Management and Strategic Planning

Key Decision: Key

Purpose of Report

1. The purpose of this report is to:
 - (i) To update Members on recent Government announcements and changes to legislation in relation to nutrient neutrality.
 - (ii) Agree to update the council's strategic approach to securing phosphorus neutral development in the catchment area of the River Avon (Hampshire) Special Area of Conservation to support delivery of development, particularly new homes.

Relevance to the Council's Business Plan

2. The Business Plan 2022-2023 'Sustainable Environment' seeks to improve and protect biodiversity and to promote and encourage sustainable sympathetic development. Delivery of new homes where they are needed through implementation of the Wiltshire Core Strategy and Local Plan Review in a way to ensure a 'Thriving Economy'.

Background

3. The council as Local Planning Authority is required under the Conservation of Habitats and Species (England and Wales) Regulations 2017 (as amended) (the Habitats Regulations) to ensure that any adverse impacts arising from development can be mitigated to avoid harm to internationally important nature conservation sites, which are protected by law. This requirement applies at all stages of both plan-making and decision-taking.
4. Ecologists use 'Appropriate Assessment' to test whether proposals meet the requirements in the Habitats Regulations. It is unlawful for the council to permit planning applications unless these assessments can be concluded favourably. The council as competent authority under the Habitats Regulations, must consult Natural England and have regard to their advice in preparing assessments.
5. In 2018, a Memorandum of Understanding was signed between Wiltshire Council, New Forest District Council, New Forest National Park Authority, Natural England, Wessex Water and the Environment Agency. The signatories agreed to deploy a range of measures to ensure development between March 2018 and March 2026 will be phosphorus neutral. It was originally envisaged that the entire load would be offset by a performance commitment (under the Delivery Incentive - ODI) which was being sought by Wessex Water through the water company Price Review (PR19).

Although Ofwat agreed the principle of the ODI, it did not consider it should be funded entirely by water customers. As a result, third parties need to provide for offsetting for developments to be able to proceed.

6. This work was superseded in March 2020 when Natural England formally advised affected LPAs that all development that provides new overnight accommodation must achieve phosphorus neutrality prior to occupation. Following this, and a 9-month moratorium of housing growth, Wiltshire Council set up an interim strategic solution to address the phosphorus neutrality requirement.
7. In [January 2021](#) Cabinet confirmed the council's strategic approach to help to secure phosphorus neutral development in the catchment area of the River Avon and agreed to ring fence and commit an initial sum of money from the Community Infrastructure Levy strategic fund to start the delivery of mitigation measures to help secure phosphorus neutrality development in the period up to 2026.
8. In August 2023, government reforms were announced to make a targeted and specific change to the law so that housing development could proceed in areas currently affected by nutrient neutrality. However, the proposed necessary amendments to the Levelling Up and Regeneration Bill did not receive sufficient support in the House of Lords and were not added to the Bill. The Government has advised that in the near term, it is important that planning decision-making continues in areas affected based on current legal framework.
9. The Government's announcement in December 2023 confirmed that the council has been awarded, as lead authority for the Hampshire Avon catchment, up to £9.8m for capital projects via the Local Nutrient Mitigation Fund to help pump-prime nutrient neutrality interventions in the catchment. This capital fund will also be supported with revenue funding to help deliver the mitigation projects. The condition of the funding is that it is replenished to deliver further mitigation to continue to support the delivery of growth. Developer contributions via planning obligations (section 106 legal agreements, section 111 agreements, Unilateral Undertakings) will be sought for planning applications able to use the council-led scheme.
10. The grant has been awarded on behalf of all the local authorities in the Hampshire Avon catchment – New Forest District Council, New Forest National Park Authority, Dorset Council, Bournemouth Christchurch and Poole Council, and Test Valley Borough Council– and will be used to deliver projects in all those areas. It will be used to pump prime the supply of mitigation projects in the catchments to help progress this revised strategy.
11. This revised approach comes into effect immediately and is led by the supply of mitigation projects in the catchment and funded by developer contributions via planning obligations. Fees and charges related to this will be considered as part of the annual budget setting process and will be subject to approval by Council on 20th February 2024. It will apply to all housing and overnight tourism accommodation (and other qualifying development) in the River Avon SAC catchment seeking outline, full, reserved matters and discharge of condition approval. The council-led scheme will only be available in parts of the catchment where there is a sufficient supply of mitigation projects.
12. The council-led scheme is one option that development can potentially use to help achieve phosphorus neutrality. It will form part of the solution to achieving phosphorus neutral development in the catchment. Other options such as securing mitigation through private providers, as well as delivery of bespoke solutions on-site where possible can also be progressed by developers.

Main Considerations for the Council

13. Until such time as alternative solutions are found to improve water quality in the River Avon SAC and the responsibility falls to others (for example increased phosphorus stripping at source from sewage treatment works or greater controls exerted over farming to prevent phosphorus entering the watercourses) planning decisions will need to ensure qualifying developments are phosphorus neutral.
14. The recent changes to legislation help to stop pollution at source and reducing the long-term nutrient burden that needs to be delivered. The Levelling-up and Regeneration Act 2023 creates a new duty on water companies to upgrade wastewater treatment works (WwTW) by 1 April 2030, in catchments of Habitats Sites identified by the Secretary of State as being in an unfavourable condition due to nutrient pollution. This duty will be in effect from 26 January 2024.
15. These upgrades will significantly reduce nutrient loads from WwTW in designated catchments, while also reducing the average costs of nutrient mitigation for developers. However, until these upgrades are completed in 2030, the high levels of mitigation will still need to be found and delivered. Also, some WwTWs in the catchment will be exempted from these upgrades. The council awaits more detail on these upgrades and, once available, this evidence will further inform the council's evolving nutrient neutrality strategy.
16. The council is committed to enabling a delivery programme in all parts of the catchment. A portfolio of projects will be progressed which includes council-owned sewage upgrades, householder sewage upgrades and first-time sewerage, wetlands, woodland planting and water efficiency measures.
17. To help streamline the delivery of nutrient interventions in the catchment, a Local Development Order may be progressed for the replacement of septic tanks with more efficient package treatment plants. A Local Development Order allows wider 'permitted development' entitlements beyond those specified in the Town and Country Planning (General Permitted Development) Order and will be subject to public consultation. This report seeks delegated authority to oversee and approve the progression of a Local Development Order for these projects to streamline the approval process.
18. The council-led scheme is one potential option that development can potentially use to achieve phosphorus neutrality. All developers would still have the option to find bespoke mitigation projects or to purchase credits from a 3rd party (rather than purchasing from the council-led scheme or where credits in that locality are not available within the council-led scheme) Facilitating a private market of mitigation solutions helps to increase supply available to developers.
19. A policy document that details a clear approach for decision-making in the allocation of available capacity will be put in place. This will recognise the role of on-site and 3rd party mitigation solutions in providing mitigation, alongside the council-led scheme.

Overview and Scrutiny Engagement

20. A briefing with the Environment Select Committee chairs was undertaken on 7 December 2023. Future monitoring and evaluation reporting will be presented to the Environment Select Committee.

Safeguarding Implications

21. There are no safeguarding implications associated with the proposal.

Public Health Implications

22. There are no direct public and health wellbeing implications associated with the proposals. However, the ability to secure provision of housing while protecting the integrity of wildlife sites helps meet the needs of a growing population in a sustainable way supporting the well-being of communities.

Procurement Implications

23. Procurement will be undertaken in line with corporate procedures.

Equalities Impact of the Proposal

24. There are no equalities impact implications in relation to the proposal.

Environmental and Climate Change Considerations

25. The proposal will ensure that there are no adverse effects from phosphorus on the integrity of internationally important wildlife sites. Land secured for phosphate strategic mitigation may also be used to meet other local and central government objectives unrelated to phosphorus e.g. securing biodiversity net gain, natural flood management, carbon sequestration or public open space to avoid recreational pressures on other wildlife areas.

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

26. The council would not be able to accept the Local Nutrient Mitigation Fund grant if there is not a mechanism for it to be replenished. The grant also allows the council to pump priming mitigation projects across the catchment to increase the supply of options and meet the demand for housing delivery. No other funding pots are available for pump priming nutrient interventions.

27. Without the required level of certainty that mitigation projects can be found and funded, the council, as Local Planning Authority, will not be able to approve planning permissions within the River Avon SAC catchment, nor move forward with the Local Plan Review.

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

28. A financially sustainable solution is required to replenish the Local Nutrient Mitigation Fund grant and continue to support development within the catchment area. The proposed changes to the approach may lead to delays dealing with planning applications, especially if there are challenges relating to viability. In this situation, there would be a reputational risk for the council. These impacts could be mitigated through effective negotiation with developers and through agreeing on-site mitigation.

29. A policy document that details a clear approach for decision-making in the allocation of available mitigation will be in place to minimise reputational impact. Information will also be provided on the council's website including explanation videos to help with the process. Template agreements will be progressed to make the system as streamlined as possible.

30. The council is also working with partners to help increase the availability of private mitigation solutions in the catchment to supplement the council-led delivery. If supply for council-led projects in some of the areas take time to come forward, developers can opt for bespoke mitigation solutions or private mitigation providers where available.

Financial Implications

31. The acceptance of the Local Nutrient Mitigation Fund grant will have financial implications for the council. The fund will be added to the capital programme. This report seeks approval for delegated authority to oversee and approve the grant acceptance and spend in line with grant conditions. The governance arrangements between the relevant local authorities will be progressed.
32. Staff resource costs to deliver the projects for the scheme were initially covered by CIL but since January 2023 a Department for Levelling Up, Housing and Communities grant is being used to fund an officer until January 2026. The new Local Nutrient Mitigation Fund grant includes revenue funding and this will be used on an interim basis until this is fully covered by charges associated with the council-led scheme.
33. The financial risk of repayment of developer contributions via planning obligations applies in accordance with the usual provisions of a planning obligation if the payments are not allocated within the reasonable period (usually 10 years).

Legal Implications

34. The Conservation of Habitats and Species (England and Wales) Regulations 2017, referred to as the 'Habitats Regulations' place significant responsibilities on the council as competent authority for the protection of ecology. Regulation 63 requires competent authorities to undertake an 'Appropriate Assessment' before granting an authorisation for planning permission if it is likely to have a significant effect on a site protected under the Habitats Regulations.
35. In *CG Fry & Son Ltd v Secretary of State and Somerset Council* [2023] EWHC 1622 the Court held that the requirements imposed under Regulation 63 of the Habitat Regulations 2017 to ascertain that the proposal will not adversely affect the integrity of the site apply whenever the competent authority gives "*any consent, permission or other authorisation for a plan or project*" and it is the whole project that is to be assessed. Therefore, Nutrient Neutrality Requirements apply at all stages of the Planning Process and must be assessed by the Council throughout the life of the development.
36. In accordance with the Habitats Regulations, all development proposals which could have a likely significant effect on the integrity of the River Avon catchment must demonstrate that the project can mitigate these impacts. This is demonstrated through phosphorus neutrality. Before the planning permission can be granted the mitigation measures necessary to prevent a development impacting on the River Avon catchment must be secured. Planning obligations under s106 Town and Country Planning Act 1990 will be used for developers to enter the strategic scheme.
37. The purchase of the phosphorus credits will be secured through planning obligations pursuant to Section 106 Town and Country Planning Act 1990. The council, as competent authority, will be required to ensure that the mitigation projects are maintained and monitored in perpetuity to ensure that phosphorus neutral

development is delivered.

38. The acceptance of the Local Nutrient Mitigation Fund capital grant will have legal implications. The grant has been awarded on behalf of all the local authorities in the Hampshire Avon catchment – New Forest District Council, New Forest National Park Authority, Dorset Council, Bournemouth, Christchurch and Poole Council, and Test Valley Borough Council– and will deliver projects to support delivery of housing in all those areas. Governance arrangements between the local authorities will need to be progressed to enable the delivery of mitigation projects in a different local planning authority area to where the planning application is permitted. This work has progressed on specific schemes to date through section 106 agreements of the Town and Country Planning Act 1990 and agreements pursuant to Section 33 of the Local Government (Miscellaneous Provisions) Act 1982.

Workforce Implications

39. The council has been awarded revenue funding to set up the capital programme and this will be used to cover resources on an interim basis until this is fully covered by charges associated with the council-led scheme.

Options Considered

40. One option considered would be for the fund to be replenished by CiL funding; but given the other competing demands on this and that most other authorities use, developer contributions via planning obligations, this is the most appropriate option.

Conclusions

41. Until such time as the responsibility falls to others, new development in the Hampshire Avon catchment will need to be phosphorus neutral. This paper sets out the details of a revised strategic approach, which is led by mitigation supply and funded by developer contributions via planning obligations (section 106 legal agreements, section 111 agreements, Unilateral Undertakings).

Parvis Khansari
Corporate Director - Place

Report Authors: Rachel Jones, Ecology Manager, Lynn Trigwell Head of Natural and Historic Environment

10 January 2023

Background Papers

Cabinet Paper 5 January 2021 - Allocation of Community Infrastructure Levy Funding to manage phosphates in the River Avon Special Area of Conservation

Strategic Appropriate Assessment for developments in Wiltshire occurring in the River Avon SAC catchment, 16 March 2023

Ministerial Letter – Nutrient Neutrality and Local Nutrient Mitigation Fund update – 19 December 20

This page is intentionally left blank

Wiltshire Council

Cabinet

6 February 2024

Subject: Proposed closure of Shalbourne C of E Primary School

Cabinet Member: Cllr Laura Mayes – Cabinet Member for Children’s Services, Education and Skills

Key Decision: Key

Executive Summary

Shalbourne C of E Primary School is located in the village of Shalbourne in north-east Wiltshire. The school has voluntary controlled status and is maintained by Wiltshire Council. The total number of children on roll as at the May 2023 school census was 30. However, by the start of the Autumn Term 2023 this number had reduced to 7 pupils. Whilst the school has always been small, the gradual decline in pupil numbers followed by a recent significant reduction in pupils has made the school both financially and academically vulnerable.

Wiltshire Council widely consulted on the proposal to close Shalbourne C of E School between 20 September 2023 and 20 October 2023. The responses were presented to the Cabinet Member for Children’s Services, Education and Skills in late October 2023 and an Individual Cabinet Member Delegated Decision was taken to proceed with the publication of a statutory notice to formally propose closure of the school with effect from 30 April 2024.

The notice was published on the 16 November 2023 with responses sought until 14 December 2023. No representations were received to this formal consultation.

This report presents the background to the proposed closure, the implications for the pupils and local community and the consultation responses received.

Proposal

Cabinet is asked to approve the proposal to close (without modification) Shalbourne C of E Primary School with effect from 30 April 2024.

Reason for Proposal

With pupil numbers now so low, with slim prospects of recovery, Shalbourne C of E Primary School is both financially and academically vulnerable, therefore closure is considered the only viable option.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

6 February 2024

Subject: Proposed closure of Shalbourne C of E Primary School

Cabinet Member: Cllr Laura Mayes – Cabinet Member for Children’s Services, Education and Skills

Key Decision: Key

Purpose of Report

1. The purpose of this report is to provide Cabinet Members with all the relevant information to make an informed decision on the closure proposal for Shalbourne C of E Primary School.

Relevance to the Council’s Business Plan

2. The Local Authority has a statutory duty to ensure effective school organisation and sufficient school places are provided across the Council area.

Main considerations for the Council

3. By September 2023 the number of pupils on roll at the school had reduced to 7 pupils and there are now no pupils remaining at the school. Whilst Shalbourne C of E Primary School has always been small, the gradual decline in pupil numbers followed by a recent significant reduction in pupils has made the school both financially and academically vulnerable.
4. Section 15 of the Education and Inspections Act requires a Local Authority to publish statutory proposals where it is proposing to close a maintained school. Section 16 of the Act requires the Local Authority to consult such people as they feel to be appropriate and to have regard to guidance published by the Secretary of State before publishing such proposals. The Local Authority has a duty to consider any representations received as a result of that notice, before making a determination to approve or reject the proposal.
5. The Council, with the agreement of Salisbury Diocesan Board of Education, published a statutory notice and accompanying ‘Full Proposal’, proposing the closure of the school with effect from the 30 April 2024. In accordance with the guidance published by the Secretary of State, the consultation responses received need to be considered by Cabinet and a decision needs to be made whether to approve or reject the proposal.
6. As Shalbourne C of E Primary School is designated as a rural school under the Designation of Rural Primary Schools (England) Order 2022 therefore as required by the Section 15(4) of the Education and Inspections Act 2006 (as amended by the Education Act 2011) the Council must consider certain factors such as the impact on the local community, all of the required elements were included within the Full Proposal and are included in this report for consideration.

Background

7. Shalbourne C of E Primary School is located in the village of Shalbourne in north-east Wiltshire. The school has voluntary controlled status and is maintained by Wiltshire Council. The school currently has a published admissions number of 8, meaning that can admit up to 8 pupils into the reception class each year.

The total number of children on roll as at the May 2023 school census was 30. The numbers in each year group are shown in the table below.

Year	Reception	1	2	3	4	5	6
Number on roll	1	6	4	5	4	5	5

However, since May, a number of the children formerly on roll have now either relocated elsewhere or moved to other local schools. As the start of the Autumn term there were 7 children on roll, as shown below.

Year	Reception	1	2	3	4	5	6
Number on roll	1	1	2	1	1	0	1

Over the past few years, the number of children on roll at the school recorded in the October census has been as follows:

Year (October Census)	Number of Pupils on Roll
2014	49
2015	56
2016	54
2017	47
2018	41
2019	38
2020	32
2021	32
2022	31
2023	5

8. Based on a Published Admission Number of 8 pupils per year, the school has a capacity for 56 pupils. Over the last 10 years the highest number of pupils attending the school was 56 in October 2015. Numbers have been declining since that time and were 5 by October 2023. Based on the overall capacity of the school (56), the rate of surplus places has varied from 0% 2015 (lowest) to 91% in 2023 (highest).

Whilst the school has always been small, the gradual decline followed by the recent significant reduction in pupils has made the school both financially and academically vulnerable.

9. The headings and issues described below are those required by statutory regulations as set out in the DfE guidance "Opening and closing maintained schools : Statutory guidance for proposers and decision makers", in addition to those required by

Section 15(4) of the Education and Inspections Act 2006 (as amended by the Education Act 2011) regarding the closure of a designated rural school.

Rural Primary Schools

10. Shalbourne C of E Primary School plays an important role in the community, especially as it is in a rural setting. The impact on the community of a school closure cannot be underestimated but this has to be balanced against the educational and financial sustainability of the school.

Wiltshire Council recognises the government's presumption against the closure of village schools, and will only bring forward proposals to close a rural school where it can be demonstrated that one or more of the following criteria are met:

- 1) ***There is only very limited demand for places at the school from children living within the designated area.***
- 2) ***Surplus places at the school exceed 25%.***
- 3) Standards are low and there is little confidence in the likelihood of improvement.
- 4) Recruitment of a head teacher has not proved possible.
- 5) The necessary improvements to the school accommodation are either not possible or not cost effective.
- 6) ***The school has a deficit budget without realistic prospects of recovery.***

In the present circumstances, Shalbourne C of E Primary School meets the first and second criteria and is projected to meet the sixth criteria for closure in the list above.

11. Shalbourne C of E Primary school is funded using the Wiltshire funding formula (in accordance with the national funding formula) which allocates money based upon the number of pupils on roll alongside a fixed level of funding.

The school is funded for 2023-24 financial year based upon the 31 pupils it had on roll as at October 2022, which gives a total school budget of £301,000. Given the drop in pupil numbers to 5 pupils by October 2023, the school budget for the 2024-25 financial year is estimated to be around £205,000. The school is projecting an in-year budget deficit for each of the next 5 years and based upon the drop in pupil numbers, fall into a cumulative deficit during the 2024-25 financial year.

There are a number of fixed costs faced by all schools such as;

- Employing a head teacher
- Compliance testing
- Health and safety requirements
- Maintaining school premises
- Finance, Administration and HR costs

In order for a school to manage its financial position, a pupil base of only 5 pupils will make the school financially unviable.

12. In looking at the educational provision, with a very small cohort then there is a question as to whether this is in the best interests of the children. Socially, with such limited numbers there is a concern around the limited opportunities to mix with peers and to have enough interaction with others at key transition points. Further, with

pupils from across the whole primary age range in what would need to be a single class moving forwards, this provides a high level of challenge in the ability of the school to deliver the National Curriculum given the breadth of age range. In this scenario, there is also the impact on staff to consider with teachers needing to take on significant responsibility across a number of areas that would be a concern from a workload perspective.

13. Academisation was considered during the last academic year but ultimately a suitable academy trust, with approval from the Regional Director (DfE), was not identified. With pupil numbers now so low, with slim prospects of recovery, it is extremely unlikely that academisation would be approved on grounds of viability. Given the low numbers of pupils, continuing to run education provision from the site as part of a federation with another school would still not be financially viable.
14. Where children are entitled to free home to school transport, this will be provided by Wiltshire Council. Please see the section on travel and transport below. The cost to the Council is anticipated to be a maximum of £5k per annum.
15. Shalbourne C of Primary School was last inspected by Ofsted in November 2022 and the outcome was that it continued to be a 'Good' school. The nearest Wiltshire school to Shalbourne C of E Primary School is Great Bedwyn C of E School (3.4 miles) which has yet to be inspected following academisation but was previously rated 'Outstanding'. The next nearest school is St Katherine's C of E Primary School (5.9 miles) which is a 'Good' school, followed by Burbage Primary School (6.4 miles) which is also a 'Good' school. In neighbouring West Berkshire Local Authority, Hungerford Primary School (3.8 miles) is also rated 'Good'. The small increase in pupil numbers at these other schools as a result of the closure of Shalbourne C of E Primary School is not expected to negatively impact on their educational standards but will aid the continued viability of these other schools.

Displaced Pupils

16. At the time of writing there are no pupils remaining on roll at Shalbourne C of E Primary School. All former pupils have been offered places at alternative schools in accordance with parental preference.
17. A review of area health authority data which provides the number of 0-4 year olds living in the school's catchment area shows very low numbers of pre-school aged children. On average there are currently 4 children per cohort aged 0-4 living in the catchment area. In addition, parental preference for admission to the school has been low in recent years.
18. As at October 2023, the closest Wiltshire schools in the surrounding area had the following numbers on roll and available places:

School	Number on Roll (Yr R to Y6)	Capacity (PAN x 7)	Notionally Available Places
Great Bedwyn C of E Primary	194	210	16
Burbage Primary School	158	203	45
St Katharine's Primary School	97	105	8

In addition to the above, there are primary schools over the border in West Berkshire and Hampshire that had surplus places as at October 2023.

19. If the decision is made to close Shalbourne C of E Primary School, the schools catchment area will need to be allocated to an alternative school. The closest school to Shalbourne C of E Primary School is Great Bedwyn C of E School at approximately 3.4 miles away. Therefore, it seems most sensible to allocate the catchment area to Great Bedwyn C of E School. Great Bedwyn C of E School, like Shalbourne C of E Primary School, also lies with the secondary catchment area of Marlborough St John's Academy so there would be no change to the designated secondary school for the area.

Excalibur will consult on this proposed change to the Great Bedwyn C of E School catchment area as part of their Admissions Arrangements for 2025. Their Admissions Arrangements for 2024 have already been determined, however, the Council will work with Excalibur to ensure that no Shalbourne resident pupils will be disadvantaged in the interim period.

20. It is important to note that Great Bedwyn C of E School has a published admissions number of 30, meaning that it can admit up to 30 pupils per year group. On average there are currently 18 children per cohort aged 0-4 living in the school's catchment area. Therefore, for future admissions into reception, the school has sufficient places for both the children already resident in its catchment area, plus those children resident in the current Shalbourne catchment area.

Impact on the Community

21. Shalbourne C of E Primary School plays an important role in the community, especially as it is in a rural setting. The impact on the community of a school closure cannot be underestimated but this has to be balanced against the educational and financial sustainability of the school.

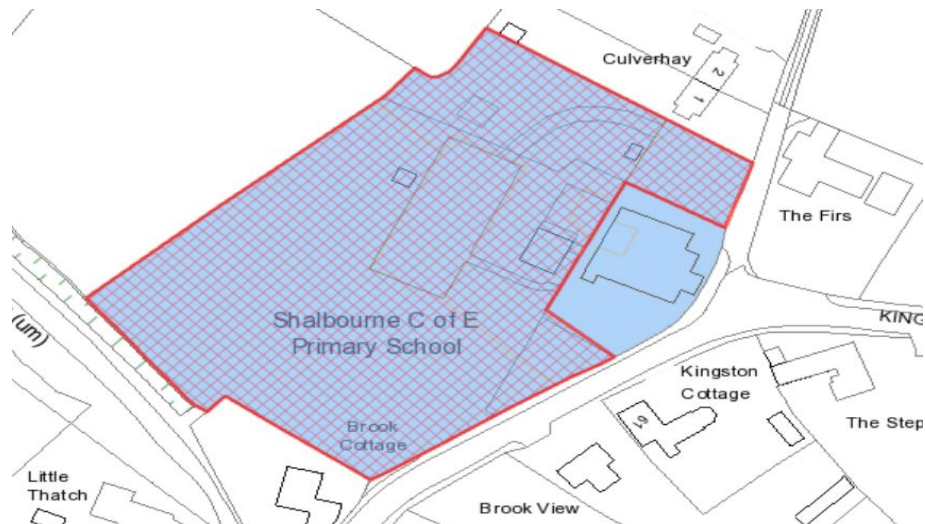
Shalbourne C of E Primary School currently has a low level of demand, as reflected in the existing number on roll. Closure would, however, be a restriction on potential future local children who may wish to access this specific school. In September 2022 and September 2023, only 1 child was admitted into reception each year. This reflects the low number of children living within the catchment area and parental preference for the school being low in recent years.

Given the level of surplus places in other local schools, the closure of Shalbourne C of E Primary School would not impinge on the Council's duty to provide appropriate

statutory education for all residents who require it. All pupils would have continued access to alternative Ofsted rated 'good' or 'outstanding' local provision. Additionally, existing pupils, at Shalbourne C of E Primary School, would be given access to a more sustainable school as a result of this proposal.

22. It is recognised that those living in Shalbourne village would no longer have a school they can walk to. Further information on travel and transport is given below.

23. A plan showing the ownership of the school site is below.



The pale blue area containing the school building is held by the Salisbury Diocesan Board of Education (SDBE) as trustees on an Educational Land Trust, dated 31st May 1873. Via this trust the then Marquis of Ailesbury gave this site to effectively the Church in England to be used as a Church of England School only in perpetuity. However if the area ceases to be used for the purpose of a Church of England School, under the School Sites Act 1841 and Reverter of Sites Act 1987, the trustees must sell the site and the net proceeds of sale be returned to the descendants of the Marquis of Ailesbury who set up the trust in 1873. The trustees have to follow the legal requirements of the Acts and cannot allow the site to be used for any other purpose than a Church of England School.

The remainder of the site, outlined in red, is in the ownership of Wiltshire Council. Part of this land is the school playing field which is protected as such by Section 77 of the School Standards and Framework Act 1998. The future use of the school site is a separate matter from the proposed closure, and consideration will be given to other potential uses of the site in due course.

The school is not currently used by the community for any activities e.g. evening lettings.

Balance of Denominational Provision

24. Shalbourne C of E Primary School is a Church of England School. The two nearest schools in Wiltshire, Great Bedwyn and St Katherine's, are also both Church of England Schools so there remains a good balance of denominational provision in the area.

Travel and Transport

25. The distances to nearby schools are as follows:

School	Type	Distance
Great Bedwyn C of E School	Church of England, Academy	3.4 miles
Hungerford Primary School (West Berkshire)	Community School	3.8 miles
Inkpen Primary School (Hampshire)	Community School	4 miles
St Katherine's C of E Primary	Church of England, Academy	5.9 miles
Burbage Primary School	Academy	6.4 miles

26. All children are entitled to free home to school transport if they attend the nearest school to their home address and they:

- are of statutory school age
- live more than two miles away by the shortest walking route for those under 8-years old or more than three miles for those over 8 years old
- live under two miles away but all walking routes are considered unsafe

Free transport would be provided for all those living in the current Shalbourne school catchment area to the next nearest school with an available place, in accordance with the policy outlined above.

Historically it has only been those children resident in Shalbourne village itself that have been able to safely walk to school. For the remainder of the catchment area it is not possible to safely walk to the school and free transport has historically been provided to the school for those pupils. The number of additional car journeys as a result of this proposal will therefore be minimal.

Consultation

27. Wiltshire Council widely consulted on the proposal to close Shalbourne C of E School between 20 September 2023 and 20 October 2023. This included the circulation of a consultation document to a number of stakeholders as listed below.

- Parents of current pupils
- Parents of children not yet of school age in the designated area of the school
- Staff
- Unions
- Governors
- Salisbury Diocesan Board of Education
- West Berkshire and Hampshire Local Authorities
- The Local Wiltshire Councillor

- The Local M.P.
- Wiltshire School Transport Manager
- Heads and Chairs of Governors of nearby primary and secondary schools
- Excalibur Academies Trust
- Nearby pre-schools and nurseries
- Shalbourne Parish Council

Three consecutive consultation events were also held with parents, staff and all other stakeholders who wished to attend on the 5 October 2023. One parent attended the parent's session, and a conversation was held specific to the family circumstances. A presentation was given by HR to staff at the staff session, where staff were also supported by a member of the GMB Union. The final session was attended by a small number of local residents and Governors and the notes from this meeting are attached in Appendix A.

28. Six written responses were also received. The first was from a local resident who supported the proposed closure and the proposed re-allocation of the catchment area to Great Bedwyn C of E School.

The second was from West Berkshire Local Authority, who advised that they had considered the sufficiency of places in the area and on both sides of the border and concluded "We have sufficient places to accommodate demand from our catchment pupils and sufficient schools remain to offer families a choice. The proposed closure is therefore unlikely to have an impact on our families or our place planning".

The third response was from Salisbury Diocesan Board of Education, confirming that they supported the proposed closure given the low demand for places and the resultant effect on the educational and financial viability of the school.

The fourth response was from Excalibur Academy Trust stating that they supported the suggestion of the move of catchment area for Shalbourne CofE Primary School to Great Bedwyn C of E School.

The fifth consultation response was from Shalbourne Parish Council who requested that a lessons learnt investigation be carried out into the precipitous decline in pupil numbers to prevent a similar situation arising again, and to request liaison with the village regarding the future of the school site in due course.

The final consultation response was a response from the Governors of the school. This said that they reluctantly agreed to the proposed closure of the school and the reallocation of the catchment area to Great Bedwyn C of E School. The Governors expressed great sadness that the closure of the school had been proposed, and also frustration that they had not been able to convert to an academy. The response concluded "The school has, for generations, provided a uniquely caring, nurturing environment in which children have flourished. The latest OFSTED inspection found the school to be 'Good'. As governors, we recognise that the current situation, with so few pupils on roll, is unsustainable – both financially and, most importantly, in terms of the welfare of the current pupils. And it is the welfare of the pupils and staff and parents at this difficult and upsetting time that remains our highest priority."

No consultation responses were received from parents who currently had children in the school, nor other schools/pre-schools in the area.

29. Following consideration of the consultation responses an Individual Cabinet Member Delegated Decision was taken by the Cabinet Member for Children, Education and Skills to publish a statutory notice to formally propose the closure of the school. The notice was published on the 16 November 2023 with responses sought until 14 December 2023. No representations were received to this formal consultation.

Overview and Scrutiny Engagement

30. Not applicable.

Safeguarding Implications

31. When a decision is taken to close a school, it is of utmost importance that the children currently attending the school are allocated an alternative school place. In this case, all parents have already submitted school applications and secured alternative places for their children, no children remain on the roll of the school.

As mentioned above, free transport would be provided for all those living in the current Shalbourne school catchment area to the next nearest school with an available place, in accordance with the policy outlined above.

Public Health Implications

32. As mentioned above, there are concerns that such a small school currently limits the social interaction for pupils. Attending an alternative school with more pupils would create an increased opportunity for pupils to participate in team sports, thereby promoting healthy behaviours. It is, however, noted that for those who live in Shalbourne village itself there would no longer be a school that they can walk to.

Procurement Implications

33. Since this proposal relates to the closure of Shalbourne C of E school, there are no direct corporate procurement implications. Indirect corporate procurement implications may include the requirement for new home to school transport routes.

Equalities Impact of the Proposal

34. The Local Authority recognises that the closure of a small school will impact on children who will be required to move schools, those families that have chosen the school because of its small size and families who have opted for a faith education (Church of England). However, there are now no pupils remaining on roll.

Several of the alternative local schools are also Church of England schools, including the closest school which is Great Bedwyn C of E School. The local authority has a moral and legal duty to ensure pupils receive a good standard of education and as explained above, with a significantly reduced budget the school's ability to deliver the national curriculum would be negatively impacted if the school remained open. The small number of pupils on roll would also limit pupil's opportunity for social interaction.

Environmental and Climate Change Considerations

35. In the eventuality that Shalbourne C of E Primary School remained open, the environmental impact of the school would be expected to remain high compared to other schools. This is based on the fact that the school operates with a large surplus of capacity.

A very small number of pupils living within the school's catchment area can safely walk to school at present. These children will need to be transported to neighbouring schools, increasing the need for car journeys.

Workforce Implications

36. The school is not financially sustainable using the current staffing model both now and in the future, therefore, informal consultations with staff have commenced around redundancy. If the school closes, redundancy payments can be made for staff with qualifying service.

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

37. If the decision is not taken, then the school will continue to operate with extremely low numbers on roll. Given the drop in pupil numbers, the school budget for the 2024-25 financial year is estimated to be around £205,000. The school is therefore projecting an in-year budget deficit for each of the next 5 years and based upon the drop in pupil numbers, would fall into a cumulative deficit during the 2024-25 financial year. The school is therefore not financially sustainable.

38. Given the financial position above, the school would need to reduce to just one class. This provides a high level of challenge in the ability of the school to deliver the National Curriculum given the breadth of age range. The quality of provision at the school would therefore be difficult to sustain.

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

39. There is a risk that places could not be found locally for children living in the current Shalbourne catchment area. However, this is very unlikely given the surplus places remaining in the alternative schools as mentioned above.

40. There is a risk that transport costs will increase for those that have previously been able to walk to Shalbourne C of E Primary School. The costs are likely to be limited given that there are only a small number of children resident in Shalbourne and that eligibility for transport is limited to only those that attend the next nearest school with an available place.

Financial Implications

41. Should the decision be taken to close Shalbourne C of E Primary School, there will be redundancy costs associated with this decision. There will also be ongoing transport costs of approximately £5k per annum. These costs need to be seen in the context of a projected school budget deficit from 2024/25.

Legal Implications

42. Section 15 of the Education and Inspections Act requires a Local Authority to publish statutory proposals where it is proposing to close a maintained school. Section 16 of the Act requires the Local Authority to consult such people as they feel to be appropriate and to have regard to guidance published by the Secretary of State before publishing such proposals. The Council has a duty to consider any representations received as a result of that notice, before making a determination to approve or reject the proposal.

When exercising functions under these regulations regard must be had to guidance published by the Department for Education (DfE), "Opening and Closing Maintained Schools, Statutory Guidance for Proposers and Decision Makers (Jan 2023), which sets out the procedure to be followed. In addition, as this is a designated rural school, attention needs to be paid to the considerations set out at page 24 of the guidance, *Rural schools and the presumption against closure*.

A copy of these statutory guidance documents can be found at: [Opening and closing maintained schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/111111/opening-and-closing-maintained-schools). All of the required considerations have been included within this report.

In accordance with the guidance, the consultation responses need to be considered and a final decision on the proposal to close the school needs to be made by Cabinet. If closure is approved, then the school would legally close on 30 April 2024.

When making a decision, the decision maker can:

- reject the proposal;
- approve the proposal without modification;
- approve the proposal with such modifications as they think desirable; or
- approve the proposal, with or without modification, subject to certain conditions (such as the granting of planning permission) being met.

Options Considered

43. Academisation was considered during the last academic year but ultimately a suitable academy trust, with approval from the Regional Director (DfE), was not identified. With no pupils now on roll, with slim prospects of recovery, it is extremely unlikely that academisation would be approved on grounds of viability.

As Shalbourne School is both financially and academically vulnerable, closure is the considered to be only viable option.

Conclusions

44.

- 1) Pupil numbers have been low and have recently significantly declined, with no pupils remaining on roll. With such low numbers of children living in the school catchment area and low parental preference for the school, there is no realistic prospect of recovery.
- 2) The school is projecting an in-year budget deficit for each of the next 5 years and based upon the drop in pupil numbers, will fall into a cumulative deficit during the 2024-25 financial year.

- 3) Socially, with such limited numbers there is a concern around the limited opportunities to mix with peers. Further, with pupils from across the whole primary age range in what would need to be a single class moving forwards, this provides a high level of challenge in the ability of the school to deliver the National Curriculum given the breadth of age range.
- 4) Considering the above, the only viable option is to close the school.
- 5) Sufficient pupil places are available at other local schools which are rated Ofsted Good or Outstanding.

Proposal

45. To approve the closure (without modification) of Shalbourne C of E Primary School with effect from 30 April 2024.

Richard Hanks (Director - Education & Skills)

Report Author: Clara Davies, Schools Building and Places Planning Coordinator,
clara.davies@wiltshire.gov.uk,

6 February 2024

Appendices

Appendix A – Notes from the consultation meetings held on 5 October 2023

Appendix B – Statutory Notice published on 16 November 2023

Background Papers

None

This page is intentionally left blank

Public meeting at Shalbourne School, Thursday 5th October 2023 5.00p.m.

Present: Sara Slade (SS), Katie Turner, 4 members of the Governing Body, 4 members of the public and Andrew Best (AB), Clara Davies (CD), Jenny Rowe (JR) & Samantha Tudgay representing Wiltshire Council

The meeting took the form of an informal question and answer session:

Question 1) Speaker has a long history with the village, children & grandchildren attended the school. The school is a big part of the village community and has been for many years, very sad to learn of its closure and the speed with which this has happened. What are the reasons behind this?

AB & CD gave a brief history of the events of the last few months – 3 members of staff retired earlier this year, many children left during the summer term and others throughout the summer holidays which dramatically reduced the number of pupils in the school to only 5 at present. There was also only 1 application made to Reception in 2022 & 2023 which is indicative of the lack of parental preference for the school in recent years; a lack of children being born in the catchment area which is unsustainable going forward due to the lack of academic and social benefits long term; transition from such a small school to secondary very daunting and difficult for children etc. All of these factors influenced the need for consultation on the school's future.

Question 2) Parents have already been told school is closing so why is Wiltshire Council consulting on closure if the decision has already been made?

SS – The situation was discussed with parents in order that they may make an informed decision on their childrens' education given the drop in pupil numbers and the subsequent impact on learning, friendship groups, transition to large secondary school etc.

AB – The Council has to take account of children's needs and options Educationally as the school now has so few children. It is also necessary in order to protect staff too.

CD – The DfE set out a statutory, legal process for school closures which has to be followed, informal and formal consultation must take place prior to a final decision.

Question 3) Regarding the decline in birth numbers going forward – is this situation limited to Shalbourne or does it also apply to Wiltshire as a whole/nationally?

CD – This situation is reflected nationally as the decline in birth numbers has been seen over the last ten years or so. There were 3 in-catchment children living in Shalbourne this year but only one application for a reception place. Low in-catchment numbers coupled with the low percentage of those children actually applying for a place at Shalbourne unfortunately makes the school unsustainable going forward as larger year groups are also feeding out at Yr6. There is also a lot of very good schools across the area, including private provision, which gives parents a wide choice locally.

Question 4) What is the future of the school site?

CD – No decisions on the future of the site have been made, we are currently focussed on the education of the children and their future.

JR – Explained the school buildings are leased by the Marquis of Ailesbury to SDBE with a reverter clause to the Marquis and his descendants. The building can only be used as a CE School and would therefore need to be sold by the Marquis or his family if it is not retained as such. Wiltshire Council

own the playing field and, should it become surplus, then the surplus property procedure would apply and the public would have the opportunity to comment at that stage.

Question 5) Is this a 'done deal'?

AB – The Council has a duty regarding the education and the best interests of children involved and, sadly, low numbers of children inevitably leads to a reduction in staff and subsequent recruitment issues. The school therefore becomes vulnerable and, unfortunately, a strong case for closure becomes inevitable.

Question 6) The Foundation Governor explained that Shalbourne has traditionally been a very nurturing school with a family feeling which has always supported the children. He is aware that some children who have already moved are struggling having gone from a *school* of 30 into a *class* of 30. Would it be possible to continue the school as a specific, unique small school catering perhaps for SEN children, nursery aged children?

AB – Pragmatically this is not an option although it is a great idea.

CD – This is what Shalbourne has been offering but unfortunately still only received one application into reception in 2022 & 2023 so sadly not a popular choice with parents. There are other small schools available in the area, but larger schools can also offer a family atmosphere so this not always relative to size.

The Foundation Governor continued saying he wished to highlight the excellent meeting held at the school regarding the retirements earlier this year where Katie and Vicki had outlined some great ideas for future provision at Shalbourne. However, there were more Governors than parents in attendance at this meeting so these ideas could not be put into practice as then the 'mass exodus' started.

AB – Agreed, it would've been great to have had the chance to implement Vicki, Sara & Katie's plans so the Governors frustrations are shared by the LA.

At the end of the meeting, another member of the public arrived and asked whether site security would be put in place if the school closes. CD and JR agreed that fences would be installed at the front of the site for prevent vehicular access.

Meeting closed 5.30p.m.

STATUTORY NOTICE

Wiltshire Council Statutory Notice on the proposed closure of Shalbourne C of E Primary School, Kingston Road, Shalbourne, Wiltshire, SN8 3QH.

Notice is given in accordance with section 15(1) of the Education and Inspections Act 2006 (as amended by the Education Act 2011) and Regulation 12(1) of the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 that Wiltshire Council intends to discontinue Shalbourne C of E Primary School, Kingston Road, Shalbourne, Wiltshire, SN8 3QH on 30 April 2024 which is a voluntary controlled school.

The proposal also includes revised school catchment area arrangements that would apply, in the event of closure, from 1 September 2025.

Shalbourne C of E Primary School is designated as a rural under the Designation of Rural Primary Schools (England) Order 2022 therefore as required by the Section 15(4) of the Education and Inspections Act 2006 (as amended by the Education Act 2011) the Local Authority confirms that it has made the appropriate considerations.

Based on a Published Admission Number of eight per year, the school has a capacity for 56 pupils. However, pupil numbers at the school have been declining for several years with a recent significant drop to 5 pupils as at October 2023. As a result of the declining number of children on roll, the financial and educational viability of the school is now in question, with a projected deficit budget and no realistic prospects of recovery.

All children attending Shalbourne C of E Primary School at the time of closure will be offered places at alternative schools in the area.

Access to copies of the full proposals

This Notice is a brief extract of the full related proposals, which are available to view on the Shalbourne C of E Primary school website at www.shalbourne.wilts.sch.uk or on the Council's website at www.wiltshire.gov.uk/council-democracy-consultations. A copy can also be requested by emailing SchoolOrganisation@Wiltshire.gov.uk or upon request from the school.

Comments on, or objections to, the proposals

Any person or organisation may object to, or comment on, the above proposal by sending them via email to: SchoolOrganisation@Wiltshire.gov.uk or by post to School Buildings and Places Team, Wiltshire Council (ref: Shalbourne), County Hall, Trowbridge, BA14 8JN within 4 weeks of the date of publication of this Notice, namely by 5pm on 14 December 2023.

All statutory consultation requirements relating to these proposals have been complied with.

Signed:



**Joanna Madeley for and on behalf of Perry Holmes
Solicitor to the Council**

PUBLICATION DATE: 16 November 2023

This page is intentionally left blank

Wiltshire Council

Cabinet

6 February 2024

Subject: School Admissions Policies 2025-2026

Cabinet Member: Cllr Laura Mayes – Cabinet Member for Children, Education and Skills

Key Decision: Non-key

Executive Summary

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

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

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

There is also a legal requirement to have these policies in place.

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

Proposal(s)

Cabinet is asked to approve the appended schemes which will become the determined Admissions Policy for Wiltshire for 2025/26.

Reason for Proposal(s)

It is a legal requirement to have these policies in place.

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

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

6 February 2024

Subject: School Admissions Policies 2025-2026

Cabinet Member: Cllr Laura Mayes – Cabinet Member for Children, Education and Skills

Key Decision: Non-key

Purpose of Report

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

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

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

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

Relevance to the Council's Business Plan

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

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

Background

The purpose of co-ordinated arrangements is to make the application process simpler for parents by ensuring that each child gets one offer for one school place.

This requires the School Admissions Team to work with colleagues in Academies, Foundation and Aided schools in Wiltshire and other local authorities.

The co-ordinated process is accepted by schools and the scheme does not need substantial revision. The proposed schemes are substantially the same as those currently being used. All four schemes have been drafted in line with The School Admissions Code which came into force on 1 September 2021.

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

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

Main Considerations for the Council

The proposed co-ordinated schemes and admission arrangements have been sent out for consultation to all relevant stakeholders including pre-schools / nurseries, schools, and Dioceses; they have also been placed on the Council's website for parents and the public to view as well as being sent to neighbouring authorities. The consultation began in November and ended in January 2024.

We received three responses to the consultation. The first related to an academy admissions policy. We therefore directed the parent directly to the academy to discuss their proposal.

The second was from Princecroft Primary school requesting that out of catchment siblings are given priority over in catchment children. They referred to one other school which does temporarily have this arrangement. It should be noted however that this was put in place at the other school, as the school's catchment area expanded and this change may have disadvantaged families with children already on roll. No changes have been made for Princecroft catchments area.

The Council's admissions policy has long been based on the principle 'local schools for local children' and it is for this reason that this change will not be implemented as requested.

The third response was from a parent who requested that we amend the over-subscription criteria to include 'elder siblings of younger previously looked after children'.

At present our policy gives equal priority to siblings whether or not the child / sibling is previously looked after. This is in line with the School Admissions Code.

The sibling criteria is only implemented when one child is on roll at the preferred school, which then means siblings have a higher priority. In this instance the parent is requesting that we give a higher priority to the elder child who is not previously looked after, solely because they have a younger sibling that is previously looked after.

This change has not been made to our policy as the code is clear in that priority is given to looked after children and previously looked after children and not their siblings.

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

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

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

- Secondary Deadline 31 October 2024
- Primary Deadline 15 January 2025
- Secondary Notification Date 1 March 2025
- Primary Notification Date 16 April 2025

The co-ordinated schemes include the provision to co-ordinate all admissions to all schools for the main years of entry. The main years of entry are Reception, Year 3 (Junior) and Year 7. In line with the School Admissions Code, there is no longer the requirement for In Year applications to be co-ordinated within county or cross border. In the attached schemes, however, it is proposed that all In Year applications continue to be made directly to Wiltshire Council for places at Wiltshire schools. This is so that we can monitor which children are potentially out of the school system for safeguarding purposes. We do however currently have 18 schools which have opted out of in year co-ordination for this academic year as it is not a legal requirement to co-ordinate in year applications. These schools are still required to inform the LA of all applications that are received as well as the outcome. Should the school not be able to offer a place and if the child is a Wiltshire resident, the LA will make an alternative offer to ensure that the child is not without a school place.

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

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

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

The proposed co-ordinated schemes and admission arrangements have all been drafted in accordance with the requirements of the School Admissions Code which came in to force on 1 September 2021.

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

Following the period of consultation and once determined by Cabinet, the schemes and admission arrangements will be circulated to all schools in Wiltshire and to our nine neighbouring local authorities and published on the Council website. They will be implemented from September 2024 when the process of admitting children to the intake year in 2025 begins.

Overview and Scrutiny Engagement

Not applicable

Safeguarding Implications

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

As above, we do have some schools which have opted out of in year co-ordination due to there being no legal requirement to co-ordinate in year applications. These schools are still required to inform the LA of all applications that are received as well as the outcome. Should the school not be able to offer a place and if the child is a Wiltshire resident, the LA will make an alternative offer to ensure that the child is not without a school place.

Public Health Implications

Education is known to directly impact health and wellbeing in terms of life expectancy, morbidity and health behaviours, and it can play a potentially significant role in reducing health inequalities and shaping life opportunities. It is, therefore, important to have processes in place (as described above) to ensure all children resident in Wiltshire have a school place.

Procurement Implications

There are no procurement implications directly arising from this report.

Equalities Impact of the Proposal

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

Over 99% of applications for September 2023 intakes were received electronically.

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

Environmental and Climate Change Considerations

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

Should the Admissions Team not be able to offer a place at a child's designated school and the child lives further than the statutory safe walking distance for the child's age, then free transport would be provided to the next nearest school with available places. The percentage of children this currently applies to in Wiltshire is 1%.

Workforce Implications

There are no workforce implications.

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

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

The Office of the Schools Adjudicator has a monitoring role to play in regards to admission arrangements. It is the statutory responsibility of admission authorities to ensure that these are in place by 28 February 2024.

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

There is a small risk that confusion or challenge may occur over the 2025/26 proposed arrangements, however, this is mitigated as the changes in the proposed 2025/26 schemes have been kept to a minimum.

Financial Implications

The budget to support the staffing and the co-ordination of admissions is funded from the Dedicated Schools Grant (DSG) received by the Local Authority. In line with current school funding arrangements, the funding for admission arrangements will continue to form part of the Central Schools Services Block of the DSG for 2024-25 and is therefore determined by Schools Forum as part of the consideration of the overall central schools block. This is finalised at the January 2024 meeting of the Forum and ratified by Council at their February 2024 meeting. There are no plans currently to increase or, decrease the Admissions budget.

Legal Implications

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

which came into force on the 1st September 2021.

Options Considered

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

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

Conclusions

Cabinet is asked to approve the appended schemes which will become the determined Admissions Policy for Wiltshire for 2025/26.

Helean Hughes and Richard Hanks (Directors - Education & Skills)

Report Author: Debbie Clare, Admissions Co Ordinator,
debbie.clare@wiltshire.gov.uk, Tel: 01225 713010

Date of report

Appendices –

- a) Appendix A - Proposed Scheme for the Co-ordination of Secondary Admissions 2025/26
- b) Appendix B - Proposed Scheme for the Co-ordination of Primary Admissions 2025/26
- c) Appendix C -Proposed Admission Arrangements for Voluntary Controlled & Community Secondary Schools 2025/26
- d) Appendix D -Proposed Admission Arrangements for Voluntary Controlled & Community Primary Schools 2025/26

Background Papers

SECONDARY

Proposed Co-ordinated Scheme for Secondary School Admissions for 2025/26

Proposed Co-ordinated Admissions Scheme for secondary school admissions for year 2025/26

Introduction

1. This scheme for co-ordinated admissions is pursuant to section (89b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools within the LA area. It applies to all secondary schools in Wiltshire with effect from September 2025 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “primary school”, “secondary education” and “secondary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation, (F) or voluntary aided (VA) school or academy (A) school.

“Academy” means a state funded, non-fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly and hereafter referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to an F or VA school or UTC (University Technical College) means the governing body of that school/college and in relation to an Academy it is the governing body / academy trust.

“the specified year” means the school year beginning September 2025;

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of secondary education that is received before the deadline of 31 October 2024.

“Second and third round application” means any application for a place in the first year of secondary education that is received after the deadline of 31 October 2024.

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number (PAN).

The application round for entry into YR7 – 2025 opens on 1 September 2024. The deadline date for applications to be submitted is midnight on 31 October 2024. The home address given for the child must be the address where the child is resident as of the deadline date.

Raising of participation age

Government legislation states that young people have to stay in education or training until their 18th birthday. This will usually be at secondary school until the academic year in which they are 16 (some students may transfer to Further Education or a University Technical College at 14). Students can then choose from one of the following options post-16; full-time education, such as school or college; an apprenticeship; employment or volunteering alongside part-time education or accredited training. It is compulsory that they participate in education or training until their 18th birthday. The only exception is early achievement of level 3 qualifications for example if they take A level exams in year 12.

General information

3. Parents will be able to make an online application. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2024 up until the deadline of 31 October 2024.
4. There will be a standard application form known as the Secondary Common Application Form (SCAF). This form must be used to apply for the admission of pupils, into the first year of secondary education in the specified year, unless an online application has been submitted.
5. The SCAF must be used as a means of expressing one or more preferences by the parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
6. The LA will make arrangements to ensure
 - a. the SCAF is accompanied by written guidance notes
 - b. that copies are available on request from the LA
 - c. that an electronic version of the form is available for parents to make an online application.
7. The SCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order and give reasons for their preferences. Preferred schools may be state funded schools inside or outside Wiltshire. They will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which the SCAF must be returned. They will also confirm that;
 - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b. if a place cannot be offered at any one of their preferred schools, and the child is living within Wiltshire, a place at an alternative school will be allocated.

8. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude enable decisions to be made in accordance with the scheme's timescale as set out in the back of this policy.
9. The governing body of an Academy (A), Foundation (F), or Voluntary Aided (VA) School, can ask parents who have expressed a preference for their school on the SCAF, to provide additional information on a supplementary form, but only if the additional information is required in order to apply their oversubscription criteria to the application.
10. Where a school receives a supplementary form, it will not be regarded as a valid application unless the parent has also completed a SCAF which expressed a preference for that school. The SCAF or an online application must have been returned to the LA by the deadline date.
11. The deadline date for applications is **31 October 2024**. All completed SCAFs are to be returned directly to the LA by the deadline date. Any SCAFs which are incorrectly returned to schools, must be forwarded to the LA to be submitted by the deadline. Forms returned to schools and not received by the LA by 31 October 2024 will be treated as late applications.
12. The LA will send out an acknowledgement of receipt for each SCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement with 15 school days of posting their paper application.

Address

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

For YR 7 September 2025 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2024. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 16 December 2024.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned

to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

Designated Area (if applicable)

14. A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where the child is ordinarily resident with their parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

In the case of children from the boating community (Boaters) proof of mooring will be required. Those without a permanent mooring, must provide details/proof of their sorting office, post office/poste restante address and this will be used for admissions criteria and allocation purposes.

Applicants will only be considered from the address as of the deadline date (for applications into YR7, unless proof of future address is provided) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

If there is a tie-break situation, then the criteria of the relevant admissions authority will be applied.

Shared Parental Responsibility

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

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

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

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

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Applications for children of UK Service Personnel (UK Armed Forces)

16. Applications for children of service personnel with a confirmed posting to the county, will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admissions round.
17. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.
18. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and this is currently rented out, then this address can be considered providing a signed letter from the Commanding Officer or a formal notice to terminate the rental agreement is received stating the future address.
19. The LA will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address, then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
20. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) has been formally offered a place at the school which has been accepted. The sibling link will not apply if the child on roll is in Yr11, YR12 or YR13 for VC & C's schools. Parents should view individual admissions policies for VA, F and A schools for information about sibling priority/YR11, YR12 and YR13 pupils. Their position on any waiting list will be set accordingly.

Applications for a Child from overseas (Not UK Armed Forces)

21. All applications for a child from overseas will be considered in accordance with the relevant legislation at the time of application.
22. Applications on behalf of a child currently living outside the UK will be considered, but until the child is resident in the UK, their home address outside the UK, will be considered as being their place of residence. Exceptions to this would be instances where the child of a parent(s) returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK or if an exchange of contract or signed tenancy is received to support the application. Proof of the future UK residency will be required.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

Selection test for Grammar Schools

23. Where a selection test of any kind is part of the school's admission arrangements, the admission authority is required to allow the child to sit the entrance exam and inform parents of the outcome prior to preferences being made.

The Application Process

First Round Applications for Secondary YR7 2025 Intake (applications submitted by the deadline of 31 October 2024)

24. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF :-
 - a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
25. The process by which the LA will allocate places is explained at paragraphs 27-37.
26. **31 October 2024 - closing date for all applications to be submitted to the School Admissions Team at County Hall. Applications submitted by this date will be classed as first round/on time applications.**
27. **By 15 November 2024** where parents have nominated a secondary school outside the LA area, the LA will notify the relevant LA.
28. **By 22 November 2024** the LA will notify all A, F and VA schools of every preference that has been expressed for that school.
29. **16 December 2024: Exceptional circumstances deadline.**

Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 31 October 2024.

 - a. where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move, this must have been completed with an exchange of contracts before 16 December 2024).

- b. a move into Wiltshire from outside the county after the deadline date but before 16 December 2024. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement of a minimum of six months) must be provided before 16 December 2024.
- c. service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 16 December 2024.

Documentary evidence should be provided with the application (or at the latest by 16 December 2024) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

30. **By 6 January 2025** the LA will provide a final list to all admissions authorities of every preference that has been expressed for their school(s) including those considered as exceptional as outlined in paragraph 29 and those residents in other LA areas.
31. **By 13 January 2025** all A, F and VA schools must have considered all the preferences for their school and provided the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
32. The LA will then match this ranked list against all other ranked lists and:
 - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Where the child is not eligible for a place at any of the nominated schools and they live in Wiltshire, a place will be allocated at the next nearest school to the home address with available places.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
33. **By 3 February 2025** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
34. **By 28 February 2025** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
35. On **3 March 2025 (National Offer Date)** offers will be despatched to all parents who submitted an application form by 31 October 2024 offering a place at one school.
36. These offer letters and emails will give the following information:
 - a. the name of the school at which a place is offered;
 - b. the reason why the child is not being offered a place at any of the other schools nominated on the SCAF;
 - c. information about their statutory right of appeal against any decision to refuse places at other preferred schools;

37. **17 March 2025** the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 17 March 2025, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Second Round Applications for Secondary YR 7, 2025 Intake (applications received between 1 November 2024 and 07 March 2025)

38. Second round applications, i.e. those received between 1 November 2024 and 7 March 2025 (except those covered by paragraph 29) for the YR 7 Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

Additional applications:

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of the later application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.

The LA will contact all Foundation, Aided Schools and Academies named as a preference on the application form, to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within a safe statutory walking distance from their home address.

39. **21 March 2025** details of second round applications received between the 1 November 2024 and 7 March 2025 to be sent to, Academies, Foundation and Voluntary Aided Schools.
40. **28 March 2025** Academies, Foundation and Voluntary Aided Schools to provide the LA with a ranked list of second round applications.

On receipt the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
 - LA to send schools a list of late applicants being offered a place on 26 April 2025.
41. **25 April 2025** the LA will send out the second round offers to schools for applications received between 1 November 2024 and 7 March 2025.
42. **9 May 2025** is the last date for second round offers to be accepted by parents. Parents should complete the slip attached to the decision letter and return it to the Local Authority to confirm if they wish to accept or decline the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 09 May 2025, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Third Round Applications for Secondary YR 7, 2025 Intake (applications received after 7 March 2025)

43. Third round applications, i.e. those received after 7 March 2025 for the YR7 Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of the later application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is

an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within the safe statutory walking distance from their home address.

44. Applications received after the 7 March 2025 will be considered in date order of receipt and will be looked at after 16 May 2025 (i.e. once the second round of applications have been processed).
45. Any applications received by the LA after 7 March 2025 will be dealt with as soon as possible with allocations to a single school being made and offer letters sent out from the LA as soon as is practicably possible.

Parents should return the acceptance slip attached to the letter to the LA to inform them if they are accepting or declining the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by date stated in the letter, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

46. Any applications received by any school should be forwarded to the LA within five days of receipt.

Applications for Secondary YR7, 2025 Intake (applications received after 24 July 2025 – end of term)

47. Any applications received by the LA after 24 July 2025 will be forwarded to the school within two school days of receipt at which time the process for in year applications will apply.

Right of Appeal – Main round applications

48. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

First round appeals

For applications received from 1 September 2024 – 31 October 2024 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 31 March 2025.

Second round appeals

For applications received from 1 November 2024 – 7 March 2025 and for offers made on 25 April 2025, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 7 March 2025 and for offers made as soon as possible after 16 May 2025, appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual school's admissions policy or on the schools website.

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

Admitting in area children above Published Admissions Number (PAN)

49. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. It must be noted we cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
50. The LA has the responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit local children to their designated school because this does not incorporate any additional transport costs which would be required, were an alternative school to be allocated.
51. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route to it is unsafe or there may not be available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
52. It may not always be possible to find a space at the designated school if this is already oversubscribed. If a school is oversubscribed, then Looked After Children will be given the highest priority on any waiting list. Following this in area children will be given priority on any waiting list over out of area children at all VC & C schools. If the designated area school is unable to accommodate any more children within the year group, then the LA will allocate an alternative school which will be the next nearest school which has places available.
53. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child.

In-Year Transfer Applications for year groups other than Yr7 Secondary 2025 intake

Details of where to submit an application for your preferred school can be found on the Wiltshire Council website.

All applications received by Wiltshire Council via post or online will be date stamped on the date they are received by the school admissions team, unless the application is received over the weekend in these cases the form will be stamped as being received on the next working day.

For in-year transfer applications co-ordinated by Wiltshire Council, the following process applies.

54. The LA will make available copies of the 'Finding a School Place Guide' online and hard copies on request from County Hall.
55. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire. Applications should be completed online.
56. Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly for details on how to apply.
57. Should any Wiltshire school receive an in-year application form expressing a preference for that school, the form should be forwarded to the LA within two school days of receipt. This will only be applicable if the LA co-ordinates in year applications for the school.
58. Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within three school days of receipt. The school is then required to advise the LA if a place can be offered within two school days or receipt.
59. For any Academy, F or VA school who is part of the in year co-ordination process, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within two school days of the date of which the information was received by the school.
60. In all cases, a decision letter will be sent out by the Local Authority within 15 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
61. If an application has been passed on to a selective school, it is recognised that such a school will not be able to make a response to the LA until after the result of an appropriate selection test has been received. The selective school will inform the LA of the outcome of the application as soon as practicable after the result of any selection test is known. A decision letter will be sent out by the LA and will provide information, if appropriate about the statutory right of appeal.
62. The Local Authority will maintain waiting lists for all year groups for VC & C schools, however the parent must confirm if they wish their child's name to be placed on the waiting list. This will not happen automatically.
63. The school/academy will maintain waiting lists for all year groups for A, F & VA schools and parents should contact the directly to place their child's name on the waiting list.

If an own admission authority school does not wish the LA to co-ordinate its in year, applications, the admission authority must officially confirm this to the LA by 31 August each year. It will then be the responsibility of that admissions authority to ensure that applications are processed in line with the School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application, along with the decision, to the LA within two school

days.

Where a school has opted in to the in-year co-ordination process, then all places offered at one of these schools must be taken up within 28 working days of the date stated on the initial application form, unless the school has an alternative timescale for this on their website. If the place has not been taken up within 28 working days, then the offer could be withdrawn.

Right of Appeal for In-Year Transfer Applications

64. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Applications for transfer at a future date

Applications for transfer at a future date

65. Applications for transfer for VC and C schools as well as any Voluntary Aided, Foundation school or Academy that have opted in to the In Year Co-ordination Scheme (these are schools which are available for selection on the Parent Portal) can be submitted eight weeks in advance of the required admissions date.
66. Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the school's own admissions policy.

Sixth Form Admissions

67. Parents or students wishing to enrol for sixth form courses should contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

Proof of address

68. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system, the LA may ask parents to provide proof of the new address. Acceptable proof of address includes:
- A formal exchange of contracts, a signed solicitor's letter or email stating contracts have been exchanged and specifying a completion date.
 - A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If

parents are not living there, the applications will be investigated and the allocated place may be withdrawn. The parent will then have the statutory right of appeal.

In-Year Fair Access Protocol

69. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In-Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Early or Delayed Transfer

70. a. Early transfer

Children may only transfer early to a secondary school in exceptional circumstances such as if they have previously been educated out of cohort or if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. All requests will involve consultation with the current school, the school to which the child wishes to transfer to. It would also be the case that the Local Authority's professional adviser would be involved with any decision making. In addition to this, there must be clear evidence from the child's current primary school confirming that the child is exceeding age related expectations and that it would be detrimental for the child to remain in the current setting. As with any request for admission out of cohort, clear evidence will need to be provided as to why this would be in the child's best interest.

b. Delayed transfer

All requests must be submitted to the Local Authority by 31 October in the year in which the child would have chronologically transferred to secondary school.

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing, The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties, will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, the current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser, consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

If a child is currently on a roll at a school and a delayed entry is submitted and cannot be agreed, then no alternative school will be offered.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in-year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

Right of Appeal for the Admission of children outside their normal age group

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry, they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers. Where the school is its own admissions authority, parents can complain using the school's complaints procedure.

Appendix: 1 (2025/26)

Timetable for Secondary Co-ordination (Wiltshire)

31 October 2024:	Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.
15 November 2024:	Details of applications which include preferences for school in other LAs to be sent to those LAs.
22 November 2024:	Details of applications to be sent to F, VA schools, Academies of all first round applicants.
16 December 2024:	Last date for any exceptional applications to be considered.
6 January 2025:	Final list sent out from LA to all admission authorities, including all applications which have been considered as falling under the exceptional circumstances criteria.
13 January 2025:	Academies, Foundation and VA schools to provide the LA with ranked list of all first round applications. Between 16 January and 1 February, the LA will match the ranked list of all the schools and allocate places.
3 February 2025:	The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
28 February 2025:	By this date the LA will provide schools with details of those children to be offered places at the school.
3 March 2025:	Notification letters for first round applicants will be despatched and sent to parents.
7 March 2025:	Deadline for second round applications
17 March 2025:	Last date for first round offers to be accepted by parents. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.
21 March 2025:	Details of second round applications received after deadline and before 7 March to be sent to Academies, Foundation and VA schools.
28 March 2025:	Academies, Foundation and VA schools to provide the LA with ranked list of late applications.
25 April 2025:	LA to send all schools a list of second round applicants being offered a place.
25 April 2025:	Notification letters sent out by the LA for all second round applications received between the deadline 1 November 2024 and 7 March 2025.

- 09 May 2025: Last date for second round offers to be accepted by parents. Parents should confirm their acceptance or decline directly to the Local Authority.
- 16 May 2025: Applications received after the 7 March will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.

PRIMARY

**Proposed Co-ordinated Scheme for Primary School
Admissions for 2025/26**

Status: Proposed Primary Co-ordinated Scheme 2025/26

Proposed Co-ordinated Admissions Scheme for Primary & Junior schools within Wiltshire for year 2025/26

Introduction

1. This scheme for co-ordinated admissions is pursuant to section 89(b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to primary schools within the LA area. It applies to all primary schools in Wiltshire with effect from September 2025 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

Interpretation and Glossary

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “primary school”, “secondary education” and “secondary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation (F), voluntary aided (VA) or Academy (A) school.

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly, and hereafter, referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need.

“admission authority” in relation to a community (C) or voluntary controlled (VC) school means the LA and, in relation to an academy, foundation or voluntary aided school means the governing body / academy trust of that school;

“the specified year” means the school year beginning in September 2025.

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school;

“first round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received before the deadline of 15 January 2025.

“second or third round application” means any application for a place in the first year of primary or infant education or the first year of junior education that is received after the 15 January 2025.

“In – Year application” means any application for any other year group in the school up to and including Yr 6;

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number.

The application round for entry into Reception and Junior YR3 2025 opens on 1 September 2024. The deadline date for applications to be received is midnight on 15 January 2025. The home address given for the child must be the address where the child is resident as of the deadline date.

Starting School

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

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

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

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

General Information

4. Parents will be able to make an online application. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2024 up until the deadline of 15 January 2025.
5. There will be a standard form for applications known as the Primary Common Application form (PCAF) used for the admission of pupils into the first year of primary education in the specified year.
6. The PCAF must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
7. The LA will make arrangements to ensure
 - a. the PCAF is accompanied by written guidance notes
 - b. that copies are available on request from the LA
 - c. that an electronic version of the form is available for parents to make an online application.

8. The PCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order. Preferred schools may be state-funded schools inside or outside Wiltshire. They will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which the PCAF must be returned. They will also confirm that;
 - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or
 - b. if a place cannot be offered at any one of their preferred schools, and the child is living in Wiltshire, a place at an alternative school will be allocated.
9. Split Site Schools – where a school operates from separate bases and each base provides for the full primary age range (i.e. Both Key Stage 1 and Key Stage 2), the two sites will be treated as separate schools for admissions purposes, as they have their own discrete catchment area. This means that an application must name the site preferred. An applicant can use two preferences to name both sites.
10. The governing body of a Foundation (F) or Voluntary Aided school (VA) or an Academy (A) can ask parents who have expressed a preference for their school on the PCAF, to provide additional information on a supplementary form, but only if the additional information is required in order to apply their oversubscription criteria to the application.
11. Where a school receives a supplementary form, it will not be regarded as a valid application unless the parent has also completed a PCAF which expressed a preference for that school. The application must have been returned to the LA by the deadline date.
12. The closing date for applications is **15 January 2025**. All completed PCAFs are to be returned directly to the LA. Any PCAFs which are incorrectly returned to schools must be forwarded to the LA to be received by the deadline. Forms returned to schools and not received by the LA by 15 January 2025 will be treated as late applications.
13. The LA will send out an acknowledgement of receipt for each PCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement within 15 school days of posting their applications.

Address

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

For Yr R and Junior YR3 September 2025 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2025. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 7 February 2025.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually

resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in-year transfer applications the current address at the time of application will be used.

Designated Area (if applicable)

15. A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where the child is ordinarily resident with their parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area. Some addresses may fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

In the case of children from the boating community (Boaters) proof of mooring will be required. Those without a permanent mooring, must provide details/proof of their sorting office, post office/poste restante address and this will be used for admissions criteria and allocation purposes.

Applicants will only be considered from the address as of the deadline date (for applications into YR and YR3, unless proof of future address is provided) and this will be used to determine the child's priority for a school place. For in year transfer applications the current address at the time of application will be used.

If there is a tie-break situation, then the criteria of the relevant admissions authority will be applied.

Shared Parental Responsibility

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

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

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

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

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Applications for children of UK Service Personnel

(UK Armed Forces)

17. Applications for children of service personnel with a confirmed posting to the county will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admission round.
18. An official letter, such as a posting note or letter of support from the Commanding Officer should be sent to the LA as soon as possible. This should include the relocation date and the unit postal address or quartering area address.
19. Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received or a formal notice to terminate the rental agreement stating the future address. This should be received by the deadline / exceptional circumstances deadline.
20. The LA will not refuse a child of UK service personnel a school place because the family does not currently live in the area. It is also not permitted to reserve places for these children. If a place is not secured at the preferred school and the applicant has provided proof of a Wiltshire address, then an alternative place will be allocated. This will be at the next nearest school to the unit postal address or quartering address with available places.
21. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Parents should view individual admissions policies for VA, F and A schools for information about YR6 pupils. Their position on any waiting list will be set accordingly.
22. All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations.

Applications for a child from overseas (Not UK Armed Forces)

23. All applications for a child from overseas will be considered in accordance with the relevant legislation at the time of application.
24. Applications on behalf of a child currently living outside the UK will be considered, but until the child is resident in the UK, their home address outside the UK, will be considered as being their place of residence. Exceptions to this would be instances where the child of a parent(s) returning from foreign postings, such as UK service personnel and other crown servants who have been posted abroad on a fixed term contract and who are returning to live within the UK or if an exchange of contract or signed tenancy is received to support the application. Proof of the future UK residency will be required.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

The Application Process

First Round Applications for Reception and Junior YR3 - 2025 Intake (applications received before the deadline of 15 January 2025)

25. The LA will act as a clearing house for the allocation of places by the relevant admissions authorities in response to the PCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the PCAF where-
 - a. it is acting in its separate capacity as an admission authority, or
 - b. an applicant is eligible for a place at more than one school, or
 - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
26. The process by which the LA will allocate places is explained at paragraphs 28- 35.
27. **15 January 2025, closing date for all applications to be received by the School Admissions Team. Applications received by this date will be classed as first round applications.**
28. **7 February 2025: Exceptional circumstances deadline.**

Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 15 January 2025.

- where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move, this must have been completed with an exchange of contracts before 7 February 2025).
- a move into Wiltshire from outside the county after the deadline date but before 7 February 2025. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement of a minimum of six months) must be provided before 7 February 2025.
- service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 7 February 2025.

Documentary evidence should be provided with the application (or at the latest by 7 February 2025) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

29. **By 07 February 2025** where parents have nominated a primary school outside the LA area, the LA will notify the relevant LA.
30. **By 10 February 2025** the LA will notify all F and VA schools and Academies of every preference that has been expressed for that school.
31. **By 7 March 2025** all F and VA schools and Academies must have considered all of the preferences for their school and provide the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
32. The LA will then match this ranked list against all other ranked lists and:
 - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
 - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
 - Where the child is not eligible for a place at any of the nominated schools and they live in Wiltshire, a place will be allocated at the next nearest school to the home address with available places.
 - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
33. Where the child is not eligible for a place at any of the nominated schools and the child lives in Wiltshire, they will be allocated a place at a school. This will be their designated school if places are available or at another school (to which there would be an entitlement to free school transport if it were outside the statutory safe walking distance from the home). Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
34. **By 21 March 2025** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
35. **By 15 April 2025** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.

36. On **16 April 2025 (National Offer Date)** letters will be despatched to all parents who submitted an application by 15 January 2025 offering a place at one school.
37. These offer letters will give the following information:
- a. the name of the school at which a place is offered;
 - b. the reason why the child is not being offered a place at any of the other schools nominated on the PCAF;
 - c. information about their statutory right of appeal against any decisions to refuse places at other preferred schools;
38. **30 April 2025** is the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 30 April 2025, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Second Round Applications for Reception and Junior YR 3 2025 Intake (applications received between 16 January 2025 and 25 April 2025)

39. Second round applications, i.e. those received between 16 January 2025 and 25 April 2025 for the Reception Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary, will be prioritised using the oversubscription policy in place at the time.

Additional applications:

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.

Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if

possible, unless an alternative place is available within a safe statutory walking distance from their home address.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place.

40. By **7 May 2025** details of second round applications received between the 16 January 2025 and 25 April 2025 to be sent to Academies, Foundation and Voluntary Aided Schools.
41. By **13 May 2025** Academies, Foundation and Voluntary Aided Schools should provide the LA with a ranked list of second round applications.

On receipt, the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
- Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.

42. **By 23 May 2025** the LA will send out the second round offers for applications received between 16 January 2025 and 25 April 2025.
43. **06 June 2025** is the last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 6 June 2025, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Third Round Applications for Reception 2025 Intake (applications received after 25 April 2025)

44. Third round applications, i.e. those received after 25 April 2025 for the Reception Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary, will be prioritised using the oversubscription policy in place at the time.

Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.

During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that

application and that there is no guarantee of gaining a place at the preferred school named on the new application.

Parents can only hold one offer. Therefore, if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if a place is available, unless an alternative place is available within the safe statutory walking distance from their home address.

45. Applications received after the 25 April 2025 will be considered in date order of receipt and will be looked at after 27 June 2025 (i.e. once the second round of applications have been processed).
46. If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a reminder to the parent informing them that failure to respond could result in the offer of the place being withdrawn. Should the offer be withdrawn then it will then be the parent's responsibility to apply for an alternative school place.

Applications for Reception 2025 Intake (applications received after 24 July 2025 – end of term)

47. Any applications received by the LA after 24 July 2025 will be forwarded to the school within two school days of receipt at which time the process for in-year applications will apply.

Right of Appeal – main round applications

48. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

First round appeals

For applications received from 1 September 2024 – 15 January 2025 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 14 May 2025.

Second round appeals

For applications received from 16 January 2025 – 25 April 2025 and for offers made on 23 May 2023 appeals will be heard as soon as possible.

Third round appeals

For applications received after the 25 April 2025 and for offers made after 27 June 2025, appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual school's admissions policy or on the school's website.

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

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

Admitting in - area children above Published Admissions Number (PAN)

49. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. We cannot reserve places at any school, nor can we guarantee that a space will be available at the designated school. Having enough spaces in schools for local children is a service priority for the School Buildings and Places team.
50. The LA has responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit children to their designated school because this does not incorporate an additional transport cost which would be required were an alternative school be allocated.
51. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route is unsafe or there is no available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
52. It may not always be possible to find a space at the designated school if this is already oversubscribed. If a school is over-subscribed, then Looked After Children will be given the highest priority on any waiting list. Following this in area children will be given priority on any waiting list over out of area children at all VC & C schools. If the designated area school is unable to accommodate any more children within the year group, then the LA will allocate an alternative school which will be the next nearest school which has places available.
53. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child. All other entitlements will be dealt with by the Passenger Transport Team.

The In-year Transfer Application Process

Details of where to submit an application for your preferred school can be found on the Wiltshire Council website.

For in-year transfer applications co-ordinated by Wiltshire Council, the following process applies.

All applications received by post or the Parent Portal will be date stamped on the date they are received by the school admissions team, unless the application is received over the weekend in these cases the form will be stamped as being received on the next working day.

54. The LA will make available copies of the Admissions Guide and In year transfer form on request from County Hall.
55. All applicants who wish to apply for a school place must complete an application form, we recommend that this is completed online.
56. Should a parent living in Wiltshire wish to apply for a school in another authority; they must contact that authority directly for details on how to apply.
57. Should any Wiltshire school receive an in-year application form expressing a preference for that school the form should be forwarded to the LA within two school days of receipt.
58. Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within three school days of receipt. The school is then required to advise the LA if a place can be offered within two school days or receipt.
59. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and should advise the LA accordingly within two school days of the date of which the information was received by the school.
60. In all cases, Wiltshire Council will aim to send a decision letter or email out within 15 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.
61. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
62. The Local Authority will maintain waiting lists for all year groups for VC & C schools, however the parent must confirm if they wish their child's name to be placed on the waiting list. This will not happen automatically.
63. The school/academy will maintain waiting lists for all year groups for A, F & VA schools. Parents should contact these schools directly for details of how to place their child's name on the waiting list for these schools.
64. If an own admission authority school does not wish the LA to co-ordinate its in year, applications, the admission authority must officially confirm this to the LA by 31 August each year. It will then be the responsibility of that admissions authority to ensure that applications are processed in line with the School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application, along with the decision, to the LA within two school days.

Where a school has opted in to the in-year co-ordination process, then all places offered at one of these schools must be taken up within 28 working days of the date stated on the initial application form, unless the school has an alternative timescale for this on their website. If the place has not been taken up with 28 working days, then the offer could be withdrawn.

Applications for transfer at a future date

65. Applications for transfer for VC and C schools as well as any Voluntary Aided, Foundation school or Academy that has opted in to the In Year Co-ordination Scheme (these are schools which are available for selection on the Parent Portal) can be submitted eight weeks in advance of the required admissions date.
66. Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the school's own admissions policy.

Right of Appeal – In Year Transfer Applications

67. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

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

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

Proof of address

68. The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system, the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving to a new house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated, and the allocated place may be withdrawn. The application will then have the statutory right of appeal.

In year Fair Access Protocol

69. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. Further information on the In Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Early, deferred or delayed admission

70. a. **Early admission**

In order for any child to be considered for early entry, this would need to be fully supported by the preferred schools. In addition to this there must be clear evidence from the child's current pre-school or nursery confirming that the child is exceeding age related expectations and that it would be detrimental for the child to remain in the current setting until they reach statutory school age. Such cases are only agreed in exceptional circumstances. It would also be the case that the Local Authority's professional adviser would be involved with any decision making. Clear evidence must confirm that this is the child's best interest.

b. Deferred admission until later in the academic year

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

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

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

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year.

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

c. Delayed Admission

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.18, 2.19,2.20 which came into force on 1 September 2021:

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

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

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

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

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

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

All admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

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

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

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

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

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

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

If a child is currently on a roll at a school and a delayed entry is submitted and cannot be agreed, then no alternative school will be offered.

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in-year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

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

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

- 15 January 2025:** **Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.**
- 7 February 2025: Details of applications which include preferences for schools in other LAs to be sent to those LAs.
- 10 February 2025: Details of applications to be sent to F, VA schools and Academies of all first round applicants.
- 7 March 2025: F, VA schools and Academies to provide the LA with ranked lists of all first round applicants.
- Between 8 March and 20 March, the LA will match the ranked list from all schools and allocate places.
- 21 March 2025: The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
- 15 April 2025: By this date the LA will provide schools with details of those children to be offered places at the school.
- 16 April 2025:** **Notification letters despatched and sent to parents for all first round applicants. Online applicants also able to view the outcome online.**
- 25 April 2025: Deadline for second round applications.
- 30 April 2025: Deadline for parents to accept the place offered.
- 7 May 2025: Details of second round applications to be sent to F, VA schools and Academies of all second round applicants.
- 13 May 2025: F, VA schools and Academies to provide the LA with ranked lists of all second round applicants.
- 23 May 2025: **Notification letters despatched and sent to parents for all second round applicants.**
- 06 June 2025: Last date for second round offers to be accepted by parents. Parents should return their acceptance/decline slips back to the LA.
- 27 June 2025: Applications received after the 25 April will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.



**Proposed Admission Arrangements for Community and Voluntary
Controlled Secondary Schools for 2025/26**

Status: Proposed Admissions Arrangements 2025/26

PROPOSED SECONDARY ADMISSION ARRANGEMENTS

Wiltshire Council's proposed admission arrangements for admission to Voluntary Controlled and Community (VC and C) Secondary Schools for the 2025/26 academic year

1. General Information

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

Proposed arrangements for the co-ordination of secondary admissions are made within the co-ordinated admissions scheme 2025/26.

The application round for entry into Year 7 for September 2025 opens on 1 September 2024. The deadline date for applications to be received is midnight on 31 October 2024. The home address given for the child must be the address where the child is resident as of the deadline date.

a. Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where he or she is ordinarily resident with his or her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

In the case of children from the boating community (Boaters) proof of mooring will be required. Those without a permanent mooring, must provide details/proof of their sorting office, post office/poste restante address and this will be used for admissions criteria and allocation purposes.

b. Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Wiltshire Council will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference, the Local Authority (LA) will make an offer for the highest ranked preferred school possible with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Wiltshire, the LA will allocate a place. Allocations will be made after all expressed preferences have been considered. An alternative school may be allocated in cases where the designated school is full and the alternative school is within the safe statutory 3 mile walking distance and has places available or it is a school to which free home to school transport would be provided.

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

c. **Children with an education, health and care plan**

All children whose education, health and care plan that names a school, must be admitted.

d. **Published Admission Number**

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances. For example, a child living within a school's designated area and for whom no reasonable alternative school place is available, may be allocated a place at the designated school even if this exceeds the PAN. In this circumstance, reasonable is defined as a school within the statutory three mile safe walking distance from the child's home address or a school to which free home to school transport would be provided.

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

e. **Address**

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

For YR 7 September entry, the address used to determine priority of school for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2024. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 16 December 2024.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date or exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child's priority of a school place.

For in year transfer applications the current address at the time of application will be used.

f. **Shared Parental Responsibility**

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

order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

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

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

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

g. Multiple Births

The LA will endeavour to place siblings (e.g. twins, triplets etc) in the same school. If necessary schools will be required to admit over PAN to accommodate such children.

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

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

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

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and this is currently rented out, then this address can be considered providing a signed letter from the Commanding Officer or a formal notice to terminate the rental agreement is received stating the future address.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

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

Children will be considered as siblings, if any brother or sister (including step siblings living at the same address) has been formally offered a place at the school which has been accepted. The sibling link will not apply if the child on roll is in Yr11, YR12 or YR13 for VC & C's schools.

2. Early or Delayed Transfer

a. Early transfer

Children may only transfer early to a secondary school in exceptional circumstances such as if they have previously been educated out of cohort or if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. All requests will involve consultation with the current school, the school to which the child wishes to transfer to. It would also be the case that the Local Authority's professional adviser would be involved with any decision making. In addition to this, there must be clear evidence from the child's current primary school confirming that the child is exceeding age related expectations and that it would be detrimental for the child to remain in the current setting. As with any request for admission out of cohort, clear evidence will need to be provided as to why this would be in the child's best interest.

b. Delayed transfer

All requests must be submitted to the Local Authority by 31 October, the year in which the child would have chronologically transferred to secondary school.

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing, The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties will continue in the lower year group unless it can be shown that it is in their best interests to re-join their chronological year group. To enable the child to transfer back to their chronological year group then, a place must be available in the relevant year group.

The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser consider it in the child's best interest to re-join the chronological year group. An application for delayed transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

3. Deadline – applications received by the deadline date of 31 October 2024 will be considered as first round applications

The closing date for main round applications (i.e. applications for entry into Secondary Yr7 2025) is 31 October 2024.

All applications received after the deadline of 31 October 2024, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined. Applications may be considered as being received on time if they meet the exceptional circumstances criteria as detailed in the Co-ordinated Admissions Scheme 2025/26.

4. **Oversubscription Criteria for Voluntary Controlled and Community Schools**

Where a secondary school is over-subscribed, places are allocated to children in order of the ranked criteria listed below:

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

The definition of Looked After Children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Proof will be required and must be submitted by the deadline date.

b. **Vulnerable Children**

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

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

c. **Designated Area Siblings and Shared Area Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 11, 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category.

d. **Other Children from the Designated Area or Shared Area**

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

e. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in years 11, 12 or 13 at the school as of the deadline date. Step, half and foster siblings are also included in this category.

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

A child is considered under this criterion:

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

If applicants wish to be considered under this criterion, then a letter or email from the Headteacher confirming the paragraph i) or ii) applies to the applicant must be provided at the time of application.

h. **Other children**

Children to whom none of the above criteria apply.

If the school is oversubscribed within any of the above categories, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

Tie Break

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

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

5. **Waiting Lists for all year groups**

Waiting lists for VC & C Schools will be maintained for all year groups. Parents must request that their child is added to the waiting list, children will not automatically be added to them. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

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

Waiting lists for all year groups will close on the last day of the summer term in July 2026.

Parents may submit a fresh application for the next academic year group which will be submitted 8 weeks in advance of the required date.

Places that become available will not be offered to pupils who are not on the waiting list. If a child is offered a place from the waiting list for any VC or C school, then the place must be accepted or declined within 10 working days of the date of offer. The child must start at the school within date specified in the letter.

Notes:

- Once added, names will only be removed from a waiting list, if a written request is

received or if the offer of a place that becomes available is declined.

- Registration of interest on a school's pre-admission list will not be considered as an application for a school place.
- Except for Service Families, children will be considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement of a minimum of six months.
- Except for Service Families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

6. Applications for Secondary Yr7 Intake – applications received after 31 October 2024

Applications received between the 1 November 2024 and 7 March 2025 will be treated as second round applications.

Applications received after the 7 March 2025 will be treated as third round applications.

7. Appeal Process – Main round applications

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority.

The deadline dates for lodging appeals for the main round entry is:

First round appeals

For applications received from 1 September 2024 – 31 October 2024 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 31 March 2025.

Second round appeals

For applications received from 1 November 2024 – 7 March 2025 and for offers made on 25 April 2025, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 7 March 2025 and for offers made after 16 May 2025, appeals will be heard as soon as possible.

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

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

8. In Year Transfer Applications for year groups other than Secondary Yr7 2025 Intake

Applications received after the 25 July 2025 for the year of entry and any applications received for other year groups are classed as transfer applications.

All applications will be considered together with any applications that have already been refused and the child's name will be placed on the waiting list accordingly.

Applications for transfer for VC and C schools can be submitted eight weeks in advance of the required admissions date.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school, then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days, the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed if supported by the LA's relevant professional adviser(s) and the school.

9. Appeals Procedure – In Year Transfer Applications

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

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

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should visit www.wiltshire.gov.uk or contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form.

Please note appeals are only heard in term time.

10. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system, the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

A formal exchange of contracts or a signed solicitor's letter or e-mail stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement of a minimum of 6 months.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the applications form. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

11. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol.

Further information on the In Year Fair Access Protocol including further criteria for referral, and a copy of the protocol, can be viewed at www.wiltshire.gov.uk

12. Sixth Form Admissions

Parents or students wishing to enrol for sixth form courses at Voluntary Controlled or Community Secondary Schools should contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

Published Admission Numbers (PAN's) for VC & C Schools

DfES	School	2025 PAN
4000	Abbeyfield School, Chippenham	180
4070	The Stonehenge School, Amesbury	224

Primary

**Proposed Admission Arrangements for Community and Voluntary
Controlled Primary Schools for 2025/26**

Status: Proposed Admissions Arrangements 2025/26

Proposed Primary Admission Arrangements

Wiltshire Council Proposed Admission Arrangements for Admissions to Voluntary Controlled (VC) and Community (C) Primary, Infant and Junior Schools for the 2025/26 Academic Year

1. General Information

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

Proposed arrangements for the co-ordination of primary admissions are drafted with the proposed co-ordinated admissions scheme 2025/26.

The application round for entry into Reception and Junior Year 3 2025, opens on 1 September 2024. The deadline date for applications to be received is midnight on 15 January 2025. The home address given for the child must be the address where the child is resident as of the deadline date.

a. Designated Area

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

In the case of children from the boating community (Boaters) proof of mooring will be required. Those without a permanent mooring, must provide details/proof of their sorting office, post office/poste restante address and this will be used for admissions criteria and allocation purposes.

b. Preferences

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

distance and has places available or it is a school to which free home to school transport would be provided.

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

c. **Children with an education, health and care plans**

All children whose education, health and care plan names a school must be admitted.

d. **Published Admission Number**

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

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

e. **Address**

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

For Yr R and Junior Yr 3 September 2025 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 15 January 2025. A future address from an applicant who is moving can be considered if the Local Authority receives evidence in the form of an exchange of contracts or a tenancy agreement of a minimum of six months by the 7 February 2025.

Where children spend time with parents at more than one address then the address given on the form should be the one at which they are normally and habitually resident, i.e. sleep at, for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Local Authority may request proof of the registered address, which must pre-date the application.

Future addresses from applicants who currently own a property that is unoccupied or rented out, for which they plan to return to, will not be used when allocating places, unless a formal notice to terminate the rental agreement has been received by the deadline date/ exceptional circumstances date. Such applications will be checked to confirm the applicants have returned to the property. If the applicant has not returned to the address, it will be considered a fraudulent application and the place will be

taken away, even if the child has already started school. If no proof is provided, the current address will be used to determine the child priority of a school place.

For in year transfer applications the current address at the time of application will be used.

f. Shared Parental Responsibility

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

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

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

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

g. Multiple Births

The LA will endeavour to place siblings born at the same time (eg. twins, triplets etc) in the same school. If necessary, schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.16 of the School Admissions Code 2021, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th or the 60th child admitted.

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

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

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

Until a fixed address is available, the unit postal address will be used and a school place allocated accordingly. For service personnel moving back to a property that they own and that is currently rented out, then this address can be considered provided a signed letter from the Commanding Officer is received stating the future address or a formal notice to terminate the rental agreement. This should be received by the deadline / exceptional circumstances deadline.

If there is a tie-break situation then the criteria of the relevant admissions authority will be applied.

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

Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr 6 for VC & C's schools. Their position on any waiting list will be set accordingly.

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

2. Starting School

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

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

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

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

3. Joint admission arrangements with pre-schools

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

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

Registration at any nursery or pre-school unit will not be considered as an application for a school place. Attending a nursery / pre-school does not guarantee any child a

place at a school. Applications can only be considered in line with the school's individual over-subscription criteria.

4. Early, deferred or delayed admission

a. Early admission

In order for any child to be considered for early entry, this would need to be fully supported by the preferred schools. In addition to this there must be clear evidence from the child's current pre-school or nursery confirming that the child is exceeding age related expectations and that it would be detrimental for the child to remain in the current setting until they reach statutory school age. Such cases are only agreed in exceptional circumstances. It would also be the case that the Local Authority's professional adviser would be involved with any decision making. Clear evidence must confirm that this is the child's best interest.

b. Deferred admission until later in the academic year

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

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

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

If the parent decides that they no longer wish to take up their child's place, they should inform the school and the Local Authority that the place is no longer required. The offer of a place will then be withdrawn and reallocated to the child who is top of the waiting list at that time. The parent must then submit a fresh application for a place in year one for the following academic year.

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

c. **Delayed Admission**

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 1 September 2021:

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

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

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

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

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

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

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

- the parent's views
- information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional

- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school

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

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

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

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

Applications for delayed entry to out of county schools

Parents who wish to apply for a main round delayed entry to an out of county school should submit the request to Wiltshire Council. Wiltshire Council will pass this on to the other Local Authority for consideration. Wiltshire Council will then inform the parent of the decision of the request.

Parents who wish to apply for a delayed entry as an in-year transfer should contact the Local Authority where the preferred school is situated for details of how to apply.

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

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

5. Deadline – applications received by the deadline date of midnight 15 January 2025 will be considered as first round applications

The closing date for main round applications (i.e. applications for entry into Reception year and year 3 - 2025) is 15 January 2025.

All applications received after the deadline of 15 January 2025, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

6. Oversubscription criteria for Voluntary Controlled and Community Schools

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

a. Looked After Children/Previously Looked After Children

The definition of Looked After Children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Proof will be required and must be submitted by the deadline date.

b. Vulnerable Children

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

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

c. Linked Infants School (this criterion applies to infant-to-junior YR3 applications only)

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

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

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant school) as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category. The sibling link does not apply to children who are on roll in YR6 and will not be attending once the child starts school.

e. **(For The Minster Primary School Warminster only) Out of area siblings**

Children who live outside of the schools designated area who already have a sibling on roll at the school before 1 September 2024. The definition of sibling is where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

This will not apply if the sibling is in YR6 and will not be on roll at the time of entry. Siblings not on roll by the 1 September will be classed as other siblings and considered under the criteria below.

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

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

f. **Other Siblings**

A child is considered under this criterion if a sibling is attending the school (or the linked junior school in the case of applications to an infant's school) at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category. The sibling link does not apply to children who are on roll in YR6 and will not be attending once the child starts school.

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

A child is considered to fall under this criterion

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

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

i. **Other Children**

Children to whom none of the above criteria apply.

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

Tie Break

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

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

7. Waiting lists for all year groups

Waiting lists for VC & C Schools will be maintained for all year groups. Parents must request that their child is added to the waiting list, children will not automatically be added to them. All applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

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

Waiting lists for all year groups will close on the last day of the summer term in July 2026.

Parents may submit a fresh application for the next academic year group which will be submitted 8 weeks in advance of the required date.

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

If a child is offered a place from the waiting list for any VC or C school, then the place must be accepted or declined within 10 working days of the date of offer. The child must start at the school within date specified in the letter.

Notes:

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

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

8. Applications for Reception and YR 3 Junior 2025 Intake – applications received after 15 January 2025

Applications received between the 16 January 2025 and 25 April 2025 will be treated as second round applications.

Applications received after the 25 April 2025 will be treated as third round applications.

9. Appeals Procedure – Main Round Applications

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

First round appeals

For applications received from 1 September 2024 – 15 January 2025 and for offers made on National Offer Date, appeals must be received by the Local Authority no later than 14 May 2025.

Second round appeals

For applications received from 16 January 2025 – 25 April 2025 and for offers made on 23 May 2025, appeals will be heard as soon as possible.

Third round appeals

For applications received after the 25 April 2025 and for offers made after 27 June 2025, appeals will be heard as soon as possible.

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

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

If a child is offered a place at appeal for a VC or C school, it must be taken up within 28 working days of the required admissions date stated on the original application form unless the child is not of statutory school age.

Please note appeals are only heard in term time.

10. In Year Transfer Applications for year groups other than Reception and YR 3 Junior 2025 Intake

Applications received after the 24 July 2025 for the year of entry and any applications received for other year groups are classed as in-year transfer applications.

All applications will be considered together with any applications that have already been refused.

Applications for transfer for VC and C schools will be considered no more than eight weeks in advance of the required admissions date.

Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within three school days of receipt. The school is then required to advise the LA if a place can be offered within two school days of receipt.

Applications for transfer at a future date

Applications for transfer for VC and C schools as well as any Voluntary Aided, Foundation school or Academy that has opted in to the In Year Co-ordination Scheme (these are schools which are available for selection on the Parent Portal) can be submitted eight weeks in advance of the required admissions date.

Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the school's own admissions policy.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one application for a particular school is received on the same date, places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If a child is offered a place at any VC or C school, then the place must be accepted or declined within 10 working days of the date of offer.

If a child is offered a place at any VC or C school and the parent(s)/guardian(s) accept the place, it must be taken up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days, the LA will then write to the parents informing them that the place has been withdrawn.

11. Appeals Procedure – In-Year Transfer Applications

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

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

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should visit www.wiltshire.gov.uk or contact the Customer Services Team (01225 713010) to obtain an appeals form which should be returned to the Democratic and Members Service team (D&M) at County Hall, Trowbridge. The clerk to the appeals panel will be provided by the D&M Service team.

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year and have a right of appeal if unsuccessful.

Where there have been material changes in circumstances in the same academic year and a repeat application is considered and again refused, the parents will have the right to a fresh appeal.

Please note appeals are only heard in term time.

12. Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the Local Authority's Council Tax system, the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes;

A formal exchange of contracts or a signed solicitor's letter or email stating contracts have been exchanged and specifying a completion date or a signed and dated tenancy agreement of a minimum of six months.

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. The LA reserves the right to check that parents are living in the address indicated on the application form. If parents are not living there, the application will be investigated and the allocated place may be withdrawn.

13. Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol.

Further information on the In Year Fair Access Protocol including further can be viewed at www.wiltshire.gov.uk

Published Admission Numbers (PANs)

The Local Authority is consulting on publishing a PAN lower than the net capacity of the school, for the following schools.

School Name	Agreed 2025 PAN
Charter Primary School	30
Sherston Primary School	15
Stratford- Sub-Castle	20

The Local Authority is currently consulting on the proposed closure of Shalbourne Primary School. If the closure is not agreed, then the PAN for Shalbourne will remain at 8 for September 2025.

Published Admission Numbers (PANs) for VC & C Schools

School	LA agreed
Bitham Brook Primary School	60
Bratton Primary School	30
Charter Primary School	30
Fynamore Primary School	60
Gomeldon Primary School	21
Harnham Infants School	90
Hilmarton Primary School	16
Holbrook Primary School	45
Horningsham Primary School	12
Kings Lodge School	60
Kiwi School	60
Luckington Community School	10
Mere School	45
Monkton Park Primary School	38
Neston Primary School	30

Newtown Community Primary School	30
Nursteed Community Primary School	30
Priestley Primary School	45
Princecroft Primary School	30
Ramsbury Primary School	30
Redland Primary School	45
Salisbury, Manor Fields Primary School	30
St. Paul's Primary School, Chippenham	41
Stanton St. Quintin Primary School	17
The Grove Primary School	60
Walwayne Court School	42
Westbury Infants School	90
Woodlands Primary School	30
Wootton Bassett Infants School	30
Ashton Keynes CE Primary School	30
Bellefield Primary & Nursery School, Trowbridge	45
Box CE Primary School	25
Brinkworth Earl Danby's CE Primary School	30
Broad Hinton CE Primary School	17
Broad Town CE Primary School	12
Christ Church CE Controlled Primary School	60
Churchfields, The Village School	25
Colerne CE Primary School	38
Collingbourne CE Primary School	17
Crudwell CE Primary School	18
Dinton CEVC Primary School	17
Durrington CE Cont. Junior School	58
Five Lanes Primary	12
Harnham CE Cont. Junior School, Salisbury	90
Hilperton CEVC Primary School	25
Holt VC Primary School	29
Hullavington CE School	21
Kington St. Michael CE Primary School	21
Lacock CE Primary School	12
Langley Fitzurse CE Primary School	16
Lea & Garsdon CE Primary School	30
Longford CE (VC) Primary School	12
Marlborough St. Mary's CEVC Primary School	60
Minety CE Primary School	20
Newton Tony CEVC Primary School	12
North Bradley CE Primary School	30
Oaksey CE Primary School	13
Preshute CE Primary School	30

Sambourne CEVC Primary School	21
Shalbourne CE Primary School	8 See above
Sherston CE Primary School	15
Southwick CE Primary School	30
St. Barnabas CE School, Market Lavington	15
St. John's CE Primary School, Tisbury	20
St. Mary's CE Primary School, Purton	60
St. Nicholas CEVC Primary School, Bromham	12
St. Sampson's CE Primary School	60
Staverton CEVC Primary School	30
Stratford sub Castle CEVC Primary School	20
Sutton Veny CEVC School	27
The Minster CE Primary School	30
Urchfont CE Primary School	16
Westbury CE Junior School	90
Westbury Leigh CE Primary School	45
Winterbourne Earls CE Primary School	30

This page is intentionally left blank

Wiltshire Council

Cabinet

6 February 2024

Subject: Wiltshire Council's Housing Board Annual Report

Cabinet Member: Cllr Phil Alford - Cabinet Member for Housing, Strategic Assets, and Asset Transfer

Key Decision: Non-Key

Executive Summary

The purpose of this report is to update Cabinet regarding the activities of Wiltshire Council's Housing Board (WCHB) between October 2022 and November 2023.

The primary role of the WCHB is to develop and approve the Housing Revenue Account (HRA) Business Plan and then to ensure that Plan is being implemented by the HRA Housing Management Service.

Throughout the year the WCHB is regularly updated about the HRA budget position, key performance indicators (KPIs), and other key activities and issues across the service. A key action in late 2023 has been the development of a new Housing Scorecard incorporating the most relevant and valuable KPIs to enhance the monitoring and management of service performance.

This Annual Report was presented to the WCHB at the AGM on 29 November 2023. It will be presented to the Environment Select Committee (ESC) on 11 January 2024.

WCHB is in its third cycle of 4 years, linked to the council's local electoral cycle; this cycle commenced after elections in May 2021 and will run until May 2025.

Proposal(s)

For Cabinet to:

- 1) Note this Annual Report.

Reason for Proposal(s)

WCHB Terms of Reference require an Annual Report to be presented to WCHB AGM and Cabinet.

Terence Herbert
Chief Executive

Wiltshire Council

Cabinet

6 February 2024

Subject: Wiltshire Council's Housing Board Annual Report

Cabinet Member: Cllr Phil Alford - Cabinet Member for Housing, Strategic Assets, and Asset Transfer

Key Decision: Non-Key

Purpose of Report

1. In accordance with the Terms of Reference for the board, to update Cabinet regarding the activities of Wiltshire Council's Housing Board (WCHB) between October 2022 and November 2023 and provide an overview of the activities and performance across the HRA service.

Relevance to the Council's Business Plan

2. This report supports the Business Plan 2022 to 2032, in particular our mission to ensure 'The people of Wiltshire are empowered to live full, healthy and enriched lives', 'Our communities continue to be beautiful and exciting places to live', 'Our local economy thrives and is supported by a skilled workforce' and 'We lead the way in how councils and counties mitigate the climate challenges ahead'. Additionally, the Housing Revenue Account (HRA) actions support: 'We have vibrant, well-connected communities', 'We ensure decisions are evidence-based', 'We live well together', 'We have the right housing', 'We take responsibility for the environment' and 'We are on the path to carbon neutral (net zero)', and more around supporting vulnerable customers and supporting the local economy.

Overview and Scrutiny Engagement

3. This report is for noting by Cabinet. It was presented to the WCHB at its meeting held on 29 November 2023 and to the Environment Select Committee (ESC) at its meeting held on 11 January 2024.

Background

4. The current WCHB was appointed between May and July 2021 following a recruitment process and interviews by the Cabinet Member for Housing and Senior Officers.
5. Since 2021 there have been several changes to board membership as a result of tenant members leaving or becoming ineligible following move out of council housing.
6. WCHB meets bi-monthly to consider all matters relating to the delivery of the HRA Business Plan and the activity of the Housing Management Service. The board considers

policy, performance, strategy, and high-level operational issues relating to the delivery of that service.

Overview of Key Achievements over the past 12 months

Community Support

7. Continuing Actions

- Officers continued working remotely with more movement back toward office work including 2 Housing Board meetings now being held in-person each year.
- Repairs continued with backlogs cleared and new repairs reported during 2022/23 in total were 17,971.
- Enhanced Tenancy Sustainment support secured over £816,844 in additional income for tenants.

8. Resident Engagement

- 11 full Estate Inspections with improved outcomes.
- Scrutiny returned to in-person meetings.
- Return to in-person engagement as well as continued online sessions.
- New Resident Engagement Plan 2024-2027 agreed by the Housing Board.
- 14 Small Improvement Bids delivered.
- 60 Community Club and Sheltered Scheme meetings held.
- 3 x live cookery training sessions + an online cookery course delivered.

9. Service Reorganisation

The Housing Management Service was reorganised with the customer-facing activity delivered on an area basis enhancing tenant/officer relationships, increasing local knowledge and familiarity with issues, and creating a sense of local ownership for staff.

Planned Investment in Homes

10. Planned Maintenance Programmes

The majority of the planned maintenance works are delivered across a range of works contracts. All of these were re-procured in 2023 with new contracts starting in October. The new number of contracts increased with a previous single contract for fabric works being split into 5 separate lots, encouraging smaller and more specialist providers to bid for the works. These contracts have been mobilised and new work programmes have been agreed.

11. Housing Energy Efficiency Programme (HEEP)

Progress has continued with the works to improve the energy performance, reduce costs for tenants, and reduce carbon emissions from across all properties in the HRA. Work has focused on those properties with the greatest potential increase in energy efficiency, and our current stock with air source heat pumps installed. Work included retrofit assessments, pre-works Energy Performance Certificates (EPC's), and preparing works programmes for our partnership contractors. The council continues to receive positive feedback from tenants who have benefited from HEEP works.

The key achievement this period was the completion of two model properties in the same street in Bemerton Heath. Each has been fully refurbished with identical insulation, fixtures and fittings including solar panels and electric vehicle charging points, but with different heating systems. One house uses an Air Source Heat Pump, the other is heated by infra-red panels. We will be working with the tenants to monitor performance and cost from each system.

12. Council House Build Programme

Profiled programme expenditure:

Phase	HRA Business Plan No. of Units	Current position – December 2023	HRA Business Plan approved figures	Current position – December 2023
2	28	28	£5,773,788	£5,803,102
3.1	91	94	£21,950,972	£24,939,152
3.2	98	98	£20,446,014	£31,016,875
3.3	100	102	£20,000,000	£30,829,676
3.4	100	99	£20,000,000	£39,701,603

The above revised costs are, as a result of:

- Increase in house prices since the birth of the programme some 4 years ago, this has driven up costs of market acquisitions and s106 acquisitions which are purchased at a discounted market led rate. (Peaked at approximately 14%.)
- Increased build cost has been attributed to meeting higher environmental standards and achieving zero carbon on new build homes. i.e., the new standards have seen approximately £14k increase per property for increased specification of fabric/materials and technology. (Peaking at approximately 15%.)
- In addition to the increased standards, the cost of delivering homes using MMC solutions currently comes at a premium.
- Development of New Build Sheltered Schemes is costly, they are often developed over a large footprints with wide corridors and communal space, increasing costs to the project and reducing revenue opportunity. Further additional costs within the Sheltered Projects are decanting/home loss payments and moving costs.
- Inflation still remains high, price increases are likely to occur as business margin price levels to recover losses suffered as a result of the pandemic, and ongoing conflicts. (Peaking at approximately 12%.)
- Even though materials cost increases have stabilised, there is no evidence of costs falling.
- Fluctuating labour costs are increasing/have increased due to the shortage of skilled labour.
- With materials still at historically high levels and labour costs on the increase, we explore the challenges the industry continues to face.

Note: the current position has not been agreed by the Housing Board or by Cabinet, a paper will follow later in the new year proposing agreement and which will set out the position further. The paper will be developed to make the Cabinet aware of the increased costs, and seek approval to increase the total programme budget in line with the costs. In total, all current projects within the programme, still sit within the agreed £195m parameter.

Breakdown of Programme by delivery type, in phases.

a) Update on previously approved phases:

Activity	Phase 3.1	Phase 3.2	Phase 3.3	Phase 3.4
Year started	2020	2021	2022	2023
Market Acquisitions	18no	6no	34no**	13no
S106 New Build Acquisitions	24no*	28no	0	0no
Land Led Modern Methods of Construction (MMC) New Build – Zero Carbon in use	52no	18no	45no	26no
New sheltered homes	0	40no	20no (up to)	60no (up to)
Development agreement acquisitions - (additionality)	0	7no	0	0
Phase Total	94no	99no	99no	99no
Current Total of Completions and Occupations at time of writing	48no	22no	29no	0no
Average cost per home at time of writing	£265,258	£312,180	£311,410	£401,026
Fully committed	Yes	Yes	Yes	Yes

* Phase 3.1 S106 New Build Acquisitions - 6no Zero Carbon in use

** Phase 3.3 Market Acquisitions - 30no x LAHF for Afghan and Ukrainian Refugees

b) New Build/s106 Acquisition occupied homes within the above phases to date has received an average of 80% satisfaction rate from residents. This is gauged from satisfaction surveys having occupied their home for at least 6 months.

c) Introduction on new/forthcoming phases:

Activity	Phase 3.5	Phase 3.6	Phase 3.7
Year started	2024	2025	2026
Market Acquisitions	9no	16no	0
S106 New Build Acquisitions	20no	0	0
Land Led Modern Methods of Construction (MMC) New Build – Zero Carbon in use	48no	3no	0
New sheltered homes	26no (up to)	0no	0

Development agreement acquisitions - (additionality)	0	0	0
Phase Total	103no	19no	0
Current Total of Completions and Occupations at time of writing	0	0	0
Average cost per home at time of writing	£331,338	£274,106	0
Fully committed	Yes	No	No

d) With Phases 3.1-3.4 fully committed:

- Phase 3.5 includes homes being purchased for Homes England's SHAP (Single Homeless Accommodation Programme).
- Phase 3.6 includes home being purchased using Homes for Ukraine funding, 13no.

e) Phase 3.6 has scope for additional housing numbers as new opportunities arise and when it reaches 100 homes, phase 3.7 will open.

f) The opportunities currently being explored for Phases 3.6 include s106/development agreement opportunities at Devizes and Chippenham and regular strategic buy back requests, mainly across southern and central Wiltshire. Land Led WC opportunities are engaged with as they are submitted to the Residential Development Team.

The phase has scope for additional housing numbers to be added now to this stage as new opportunities arise, when this stage reaches 100 homes, **phase 3.7** will open.

g) It is possible, both new build and purchasing sites can fall in and out of the programme, or deliver less units as due diligence on each takes place.

h) There are currently 505 homes within the Phase 3 (1000 homes programme). 96 homes have been delivered to date, leaving 409 within the current pipeline. 174 of the 505 homes have been acquired either by means of purchase or s106 acquisition.

i) The original programme intention was to see a 70/30 split in favour of new build.

MMC 3 Year procurement process

a) This year we have entered contract via the Southwest Procurement Alliance Framework for a 3-year MMC partner (Rollalong) to deliver up to 1,000 new homes manufactured for Wiltshire Council and Magna Housing Association.

b) The collaboration with Magna Housing will enable WC to achieve a more competitive manufacturing price than contracting alone.

- c) The tender included a fixed price guarantee for any orders placed before the end of March 2023, this was triggered by the ordering of the first 83 WC homes, across 3 sites.
- d) By working together, it is possible to save costs on design and we are sharing good practice and absorbing learning already achieved with neighbouring housing providers.

Programme Progress, headlines

- a) Works have started on site of two of the three MMC Pilot sites at, Corsley and Durrington, Rowde will now follow shortly. Work is now underway for the units to be completed in the factory and the ground works contractor is on site at Durrington and Corsley preparing for the delivery of the homes.
- b) Work continues with the NHS to purchase land from them in Devizes that will see 33 affordable homes delivered, planning permission is soon to be granted following approval of the Outline application which is subject to a s106 agreement.
- c) The Lower Park Farm application in Devizes for 33 units is ready for re-submission on confirmation that the land will be allocated as designated housing land, following the conclusion of the Devizes Neighbourhood Plan consultation.
- d) The Planning Application at Bartlett House in Ludgershall has been submitted for 18 general needs affordable homes, the outcome of the application is awaited, expected early in the new year.
- e) Further Planning Applications are being worked on in the design process at Salisbury, Netheravon (subject to land purchase with the MOD), Trowbridge, Upavon and Rowde.
- f) S106 acquisition sites are entering contract negotiations stage at Trowbridge and Semington which will see the delivery of 20 new zero carbon homes.
- g) Work also continues at two sites in Mere, Corsham, and Melksham to progress new older persons accommodation within these towns.
- h) 2 homes have completed with 5 further homes in conveyance for the SHAP programme – Single Homes Accommodation Programme and are expected to be ready for occupation by March 2024. These are part funded by Homes England.
- i) To date in 2023/24, we have seen the completion of 26 homes for the LAHF programme – Local Authority Housing Fund for Ukrainian and Afghan Refugees, also part funded by Homes England and 5 x general needs properties in Salisbury. 5 x further purchases have also completed with a mix of SHAP – Single Homeless Accommodation Programme (2no), 2 x General Needs and 1 x Temporary Accommodation home.

- j) The remainder of the year is to see 41 further homes complete which are a mix of open market purchasing, land led MMC construction, development agreement acquisition and s106 acquisition.

13. Service Performance

- a) The service is replacing its Key Performance Indicator(s) document with a Housing Scorecard which was first presented to the Housing Board in draft in November 2023. The scorecard will continue to be developed with input from the Board.
- b) The Housing Revenue Account (HRA) previously carried out a STAR Survey every 2 years to understand our residents' views about our services. In 2023 the STAR survey was replaced with the Regulator of Social Housing (RSH) Tenant Satisfaction Measures (TSM) survey. This approach involves surveying one-half of our tenants each year, with the pattern repeated every 2 years.

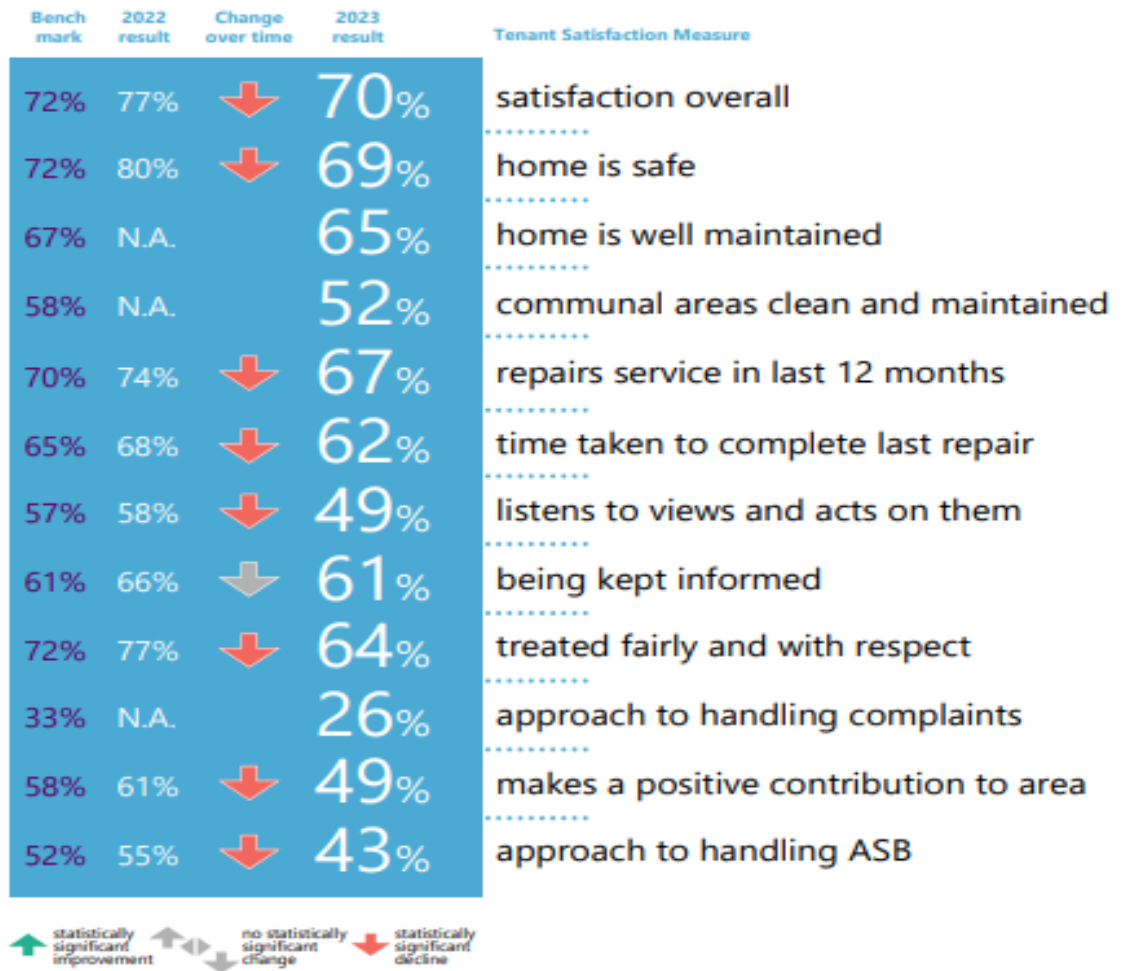
A computer-generated random sample of 2,562 households were invited to take part in the survey, which is a half census. All tenants with a valid email address on QL were sent an invitation to complete the survey via online form. After 2 weeks, tenants who had not completed via online form were sent a paper copy by post with a freepost return envelope.

As with the STAR survey, the service takes the results of the TSM and the information it provides about the tenants' views of our service and generates an improvement action plan to address the areas of concern. The service has reviewed the results of the TSM survey and for each measure has produced an action plan. The sector is understood to have seen a 5% downturn across the board. ARP Research's evidence is understood to suggest an 8% decrease across the board.

The survey will be repeated in July 2024 to the remaining households that were not surveyed this time in order to gain a full census survey.

The questions are benchmarked against ARP Research's (research partner) client database of completed TSM compliant surveys. For the overall satisfaction score this includes 14 landlords, amongst which 7 are local authorities and 3 are ALMOs.

The Executive Summary is replicated below (TSM Survey 2023, page 2):



Report outcomes were presented to the Housing Board. The Housing Board agreed to note the contents of the cover report and the full Tenant Satisfaction Measures (TSMs) report that was attached to it. The Housing Board were asked to comment on and have input into the action plans which were appended to the paper presented to the Housing Board.

c) iHousing portal

i) More residents are signed up to use our digital option.

Former iHousing	New iHousing		
to November 2020	October 2021	14 November 2022	27 October 2023
900	1,900	2,467	2,576
Approximate registered users which included inactive and never used accounts.	Approximate registered users which is growing daily, especially when we send mass email blasts, we also email new tenants after 1 week, 6 weeks and 4 months, if they have not registered. <u>Please Note:</u> for October 2023, the data is for accounts with a 'Ten[ancy] Status' ('iHousing		

	Registered User' report) marked as 'Current'; it excludes 'Former' (870) and blank / unknown (89).
--	--

- ii) More efficient and positive outcomes for customers.
- d) Resident Engagement Plan
 - i) A new Resident Engagement Plan was due to be introduced for 2024 onwards.
 - ii) Outcomes continued to be delivered, benefitting residents and their families throughout the last year.
 - iii) The Housing Board agreed to introduce a new Resident Engagement Plan at its meeting held on 29 November 2023.

14. Upcoming areas of work

- a) Upcoming areas of work for the Sub-Committees may include:
 - i) Development and Investment ('Place')
 - a. Housing Energy Efficiency Programme (HEEP)
 - b. Council House Build Programme
 - c. Sheltered Housing Refurbishments
 - d. Sheltered Housing Review
 - ii) Finance and Policy ('Pounds')
 - a. Housing Revenue Account (HRA) Business Plan – including budget setting and rent setting
 - iii) Performance and Risk ('People')
 - a. TSM Survey – Action Monitoring
 - b. Regular Risk Update
 - c. Housing Scorecard
 - d. Resident Engagement Plan
 - e. Implementing reforms coming from the Social Housing White Paper

Please Note: along with the main housing Board, all Sub-Committees would likely be involved with any matters coming from the Regulator of Social Housing and the Housing Ombudsman Service.

- b) Challenge and Change Group
 - i) Moved back to in-person working
 - ii) Key Performance Indicators (suggested by the Chairman of the Housing Board)
 - iii) Property Services Team, Voids and Notices of Promise (suggested by a Head of Service)
 - iv) Grounds Maintenance Team including what tenants want the service to develop into (suggested by a Head of Service)

c) Small Improvement Bid(s)

- i) 4 bids received for 2023/24 in phase 1
- ii) 10 bids received for 2023/24 in phase 2
- iii) Ongoing monies for future years

15. Priorities and Service Objectives

- a) Housing Energy Efficiency Programme (HEEP) – Climate Change
- b) Council Housing Build Programme
- c) Housing Board review and development

16. Membership and Attendance Record (October 2022 – November 2023)

WCHB Member	30/11	25/01	29/03	31/05	26/07	11/10	29/11	Total	2022
Councillor Phil Alford	✓	✓	✓	✓	✓	✓	✓	7 (100%)	7 (100%)
Rachael Arnott (Tenant Member)	✓	✓	✗	✓	✓	✗	✓	5 (71%)	6 (86%)
Jenny Bolwell (Tenant Member)	Not a member	✓	✗	✓	✗	✓	✓	4 (67%) Not a member for 1 meeting	Not a member
Councillor Richard Britton	✓	✓	✓	✓	✓	✓	✓	7 (100%)	7 (100%)
Cris David (Tenant Member)	✓	✓	✓	✓	✓	✗	✗	5 (71%)	6 (86%)
Kevin Ellis-Brush (Independent Member)	✓	✓	✓	✓	✓	✓	✗	6 (86%)	7 (100%)
Glenn Loftus (Independent Member)	✓	✓	✓	✓	✓	✗	✓	6 (86%)	6 (86%)
Simon Maggs (Independent Member)	✓	✓	✓	✓	✓	✓	✓	7 (100%)	7 (100%)
Councillor Ricky Rogers	✓	✓	✗	✓	✓	✓	✓	6 (86%)	6 (100%)

									Not a member for 1 meeting
--	--	--	--	--	--	--	--	--	----------------------------

17. Attendance relates to Board meetings only (that is, the figures exclude Away-Days, sub-committees, etcetera).

18. Sub-Committee Membership

19. Whilst all members are able to attend any or all of the sub-committees, membership of the sub-committees is as follows:

Housing Board member	Development and Investment ('Place')	Finance and Policy ('Pounds')	Performance and Risk ('People')
Councillor Phil Alford	x	✓	✓
Rachael Arnott	✓	x	✓
Jenny Bolwell	TBC	TBC	TBC
Councillor Richard Britton	x	✓	x
Cris David	✓	✓	✓
Kevin Ellis-Brush	x	✓	x
Glenn Loftus	✓	x	✓
Simon Maggs	✓	x	x
Councillor Ricky Rogers	TBC	TBC	TBC

Safeguarding Implications

20. There are no significant safeguarding implications associated with this report.

Public Health Implications

21. There are no significant public health implications associated with this report.

Procurement Implications

22. There are no significant corporate procurement implications associated with this report; although should the Board make recommendations regarding procurement of services to be delivered to residents, then this will become a consideration.

Equalities Impact of the Proposal

23. All Board members operate in and treat all residents in a fair and balanced manner, maintain their independence and make recommendations to Housing Management. Board members do not represent a particular area; they represent all council residents in the county of Wiltshire and make recommendations in the best interests of all council residents in Wiltshire. The service continually works toward Housing Board membership better reflecting council house residents, in respect of the protected characteristics of the Equalities Act.

Environmental and Climate Change Considerations

24. There are no significant environmental or climate change implications associated with this report. That is because the report is for noting not making a decision. Members may consider the HEEP programme discussed above and net-zero MMC housing in relation to environmental and climate change considerations.

Workforce Implications

25. There are no significant workforce implications associated with this report.

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

26. Wiltshire Council's Housing Board would fail to meet the requirements of its Terms of Reference, namely to provide an Annual Report to Cabinet.

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

27. Vacancies can occur from time-to-time; there is a risk that there may not be any applicants for vacant posts, however recent experience demonstrates that there was a wealth of applicants for member types (councillor, independent or tenant). We will continue with the same recruitment approach, where necessary.

Financial Implications

28. There are no significant financial implications associated with this report.

Legal Implications

29. There are no significant legal implications associated with this report.

Options Considered

30. A formal report to Cabinet is required. No alternative options were considered.

Conclusions

31. There is increasing evidence that Wiltshire Council's Housing Board is having a positive impact on the quality of service provision to residents and their families, has itself created

an additional opportunity for residents to engage with the service and shaped further engagement opportunities.

Proposal

32. For Cabinet to:

- 1) Note this Annual Report.

Reason for Proposal

33. Wiltshire Council's Housing Board's Terms of Reference require an Annual Report to be presented to Cabinet.

James Barrah (Director - Assets)

Report Author: Ian Seeckts, Governance and Scrutiny Officer,
ian.seeckts@wiltshire.gov.uk, Tel: 01722 434353

2 January 2024

Appendices

Appendix A – Annual Report to Tenants and Leaseholders 2022/23.

Background Papers

The following documents have been relied on in the preparation of this report: TSM [Tenant Satisfaction Measures] Survey 2023.

Annual Report for Tenants and Leaseholders 2022/2023

Welcome to this year's Annual Report for Tenants and Leaseholders

Another financial year has come to an end, and I am delighted that we are seeing service improvements across the board that matter to our residents and their families. As Chairman of the Housing Board, I see the Key Performance Indicators on a regular basis. All Board members have been delighted to see new tenants' general satisfaction levels tick up. In the first quarter of 2022/23, we saw this percentage measure in the low eighties, and by the end of the year we've succeeded in pushing it back up into the mid-nineties.

This has been achieved through a combination of residents and officers working together. We call this partnership working and, at the Board level, co-regulation.

On the repairs side, we are continuing to focus our efforts to ensure we drive improvements for you. We have had some difficulties in this area and in some of our planned works. But going forward you should see some great improvements as the challenges we have had around contractor partners is brought under control.

As a supporter of delivering energy efficient properties to our customers, I and the Board are fully behind our Housing Energy Efficiency Programme (HEEP). This project is investing millions of pounds in your homes, over several years. It means that you and your families should benefit from the latest technologies – from better insulation to solar panels, and many other things too.



Page 769

I am delighted to see the partnership working between residents and their families, and the council, which has benefitted everyone. And I am also pleased to see the volunteers that choose to engage with us and help deliver service improvements for everyone. Please look at the work of your Challenge and Change Group to see what they do for you too. Members are volunteer tenants and leaseholders who look at a narrow part of the service, compare it against what we say we will do, compare it against best practice, and then make recommendations for how we can make things even better.

Even more will be done for our residents and their families in the years ahead as I work closely with residents, the Housing Board, officers and my Portfolio Holder for Housing, Robert Yuill. I want to make sure that issues that are important to residents and their families are dealt with in a fair and balanced way and can be quickly fed back to the Cabinet. This direct line into the Cabinet will continue to make decision making even quicker. If you want to be involved in decision making, then you will be. Your voice is important to me. I want to make sure it is heard. If you want to let me know what is important to you, please feel free to contact me or even come over for a chat if you see me out and about.

I would like to thank all of you again for everything that you have done, as well as the officers. I know that we will all continue to work together as it is that spirit which created a terrific housing department in the first place. If you would like to come along (virtually using Microsoft Teams or we can let you know if we're holding one in-person) to a future Housing Board meeting, you would be very welcome. Your Resident Engagement Team can let you know about future dates for the Board, and they are also on our webpage (wiltshire.gov.uk/housing-resident-involvement).



Phil Alford
Wiltshire Councillor – Melksham Without North and Shurnhold
Cabinet Member for Housing, Strategic Assets and Asset Transfer



Some of our housing stock

What have we achieved this year?



We have helped our tenants secure over **£816,844** in additional income



46% of households are registered to use iHousing

17,971 new repairs reported



99.5% of properties have a valid gas safety certificate

1,633 STAR surveys returned



11 full estate inspections completed



53 right to buy applications received



5,800 of the copies of the annual Housing Matters magazine were sent out

We hold a valid email address for over **75%** of our properties



Continued investment in the Housing Energy Efficiency Programme (HEEP)



Housing in Wiltshire

We currently manage 5,282 dwellings and 1,000 lettable garages in Wiltshire with the main concentration being in the south of the county. These dwellings are made up of various property types, flats, maisonettes, houses, and bungalows.

34 properties were sold as part of the government's 'Right to Buy' scheme

How we look after your property

Our housing stock is looked after in patches. We provided services to these patches including planned and cyclical maintenance, responsive repairs, void management, rent collection, rent arrears recovery, tenancy enforcement, anti-social behaviour investigation and resident engagement.

How much we charge

The rent we receive is very important to us, as it pays for all the services we provide and for the upkeep, repair, and maintenance of all our properties, including your home.

We charge rent weekly, our average social weekly rent in 2022/2023 was **£94.06** and our average affordable weekly rent was **£132.46**.

How we spend your rent

What we spent your rent on	
Property repairs and maintenance <i>Responsive repairs, refurbishment of properties before re-letting and cyclical maintenance.</i>	£ 6.7 Million
Housing management and related costs <i>Includes officer and administration costs, resident involvement activities, utility bills, legal fees and IT costs.</i>	£ 3.7 Million
Capital contribution <i>Payments made towards the cost of major works and improvements.</i>	£ 0.6 Million ESTIMATE (budget figures used)
Capital depreciation <i>An adjustment to account for the annual change in the useful economic life of the housing stock due to factors such as wear and tear.</i>	£ 12.0 Million ESTIMATE (budget figures used)
Interest charged on loans <i>The council took a loan to buy itself out of the previous subsidy system.</i>	£ 3.1 Million
Provision for bad debts <i>The amount put aside to cover bad debts owed to the council and unlikely to be repaid.</i>	£ 0.3 Million
Total Expenditure	£ 26.5 Million

The slight difference in the totals is due to the rounded of figures.

Income Recovery



We take money owed to us very seriously, as this money is needed to invest in our properties, your homes. The cost of living and energy prices has undoubtedly had an impact on arrears levels and has pushed the end of year performance above the 2.75% target. These increases are being felt across the sector. We are still dealing with the increased arrears caused by the Covid pandemic. High level arrears accrued during this time are slowly reducing but are still affecting the overall target performance, this is expected to reduce over time.

Collection of rent from tenants in receipt of Universal Credit continues to be a challenge, particularly in the 5-week assessment period where tenants effectively have no income.

We have been working hard to implement strategies to deal with the cost of living and energy price increases and continue to support the most vulnerable through our Tenancy Sustainment Team. We have also been working with others housing providers through the Wiltshire Money Forum, looking at ideas and best practices to help support those most vulnerable to fuel poverty.

The former tenant arrears continue to be well managed and has remained below the set target, however, it has slightly increased on last year, this is largely due to some large arrears' accounts moving from current to former tenants. It is difficult to recover debt and we are therefore in the process of implementing the use of debt agencies to further improve our collection rates.

The court system remains challenging with continuing delays affecting our ability to deal with serious non-payers.

We are about to introduce a new arrears management system, which rationalises the way arrears accounts are presented to Income Officers allowing them to focus on accounts which require urgent intervention. The system also provides analytics which will allow us to be more proactive in preventing arrears.

Key Performance Indicators	Achieved	Target	How did we do?
Rent arrears as percentage of rent due (Dwellings)	3.53%	2.75%	
Former tenant arrears as percentage of rent due (Dwellings)	0.85%	1.00%	
Rent arrears as percentage of rent due (Dwellings) - NON-UNIVERSAL CREDIT ONLY	1.66%	1.75%	
Rent arrears as percentage of rent due (dwellings) – UNIVERSAL CREDIT	7.00%	8.00%	

Tenancy Sustainment and Mental Health Support



Our tenancy sustainment service has continued to be a huge success, by providing ongoing support to our tenants experiencing financial difficulties. Engaging with us and using this service has helped tenants increase their income, reduce rent arrears, and overall sustain their tenancies and facilitate their independence. We also offer a mental health support service; we are happy to tailor support to meet the needs of our tenants who do not need a formal diagnosis – we just ask that they are willing to engage and work with us.

As the demand for these valuable services increases, we have continued to grow the team, we now have a team of 9 consisting of 5 Tenancy Sustainment Officers (TSO), 1 Hoarding Specialist, 2 Mental Health Officers and an Admin Support Officer.

This has allowed us to extend our TSO drop-ins across the County, we now offer drop-in sessions in the following venues: -

- County Hall (Trowbridge)
- The Friary (Salisbury)
- Bemerton Heath (Salisbury)
- Evergreen Court (Amesbury)
- Needham House (Devizes)

These have allowed us to support more tenants more quickly and ensure financial and physical wellbeing which has ultimately improved tenants ability to pay rent and remain in their homes.

We are also working collaboratively with The Food Bank to provide advice and assistance at St Pauls Church in Salisbury.

£816,844 additional income secured for tenants	409 tenancy sustainment and mental health support cases were completed	200% increase in the number of cases completed
---	---	---

Repairs and Improvements



Another very challenging year for our Direct Labour Organisation - DLO team, with recruitment and retention of both our DLO and external contractors remaining a massive challenge and ultimately impacting on the percentage of repairs completed on

time, at the end of the year the DLO team remained under resourced with unfilled vacancies, although efforts to recruit continue and are proving more successful, we are hopeful that staff levels will increase gradually over the next year. We are continuing to review our framework of contractors and are hoping to have a number of new contacts in place during 2023/2024.

Our DLO 'Right First Time' percentage was **96.7%** which is an improvement on last year and we have exceeded the target set, which is impressive given the challenges that we have continued to face.

17,971 new repairs were raised during the year of which **879** were 'out of hours' repairs. The average cost per repair was **£181.79**. These repairs were completed by both our own DLO and partnering contractors.

Our DLO performance:
6,680 repairs were carried out
The average cost per repair was £106.10
87% of repairs were carried out on time by our DLO
96.7% of Tenants satisfied with the repair service provided by our DLO



We have a team of **20** DLO.

Our operatives cover a wide range of trades, which includes plumbing, carpentry, glazing and general maintenance. Specialist trades, including gas and electrical works are completed by our contractors.

Repairs Key Performance Indicators

Key Performance Indicators	Achieved	Target	How did we do?
Percentage of Contractor routine repairs completed on time	82.11%	92.0%	
Percentage of DLO routine repairs completed on time	87.54%	92.0%	
Percentage of ALL repairs completed right first time	95.56%	95.0%	

Planned and Cyclical Maintenance



As your landlord, we have a duty to keep your home in good order. This includes carrying out annual gas safety inspections, electrical inspections, and outside decoration.

The Home Energy Efficiency Programme (HEEP) continues to roll out across our housing stock. The HEEP's objective is to get all existing council housing properties up to EPC level B within ten years. We currently have **256** properties at level B or above and a further **1,559** at level C. Over 53% of our properties now have a valid banding.

We also carry out improvements such as new kitchens, bathrooms and windows as part of our planned maintenance programme to make sure that our properties and your homes are of a good standard.

Here is some of what we have done this year:

101 Kitchens replaced	28 Bathrooms replaced	1,143 Electrical tests completed	1,423 Smoke detector tests	4,945 Boiler safety checks completed
---------------------------------	---------------------------------	--	--------------------------------------	--

Planned and Cyclical Maintenance Key Performance Indicators

Key Performance Indicator	Achieved	Target	How did we do?
Percentage of tenants satisfied with planned maintenance	90.9%	98.00%	
Percentage of tenants satisfied with cyclical maintenance	95.1%	95.00%	

Our overall satisfaction is based on our tenant experience with us and our Partnership Contractors.

Neighbourhood and Tenancy Management



Our tenancy service team manages estates, sustaining tenancies, organising environmental improvements, signing up new tenancies and tackling anti-social behaviour (ASB). We aim to ensure that where you live

is safe, clean and tidy and that issues affecting you and your neighbourhoods are quickly identified and tackled.

117 new tenant settling visits within the first 6 weeks of their tenancy were carried out

171 reports of ASB were investigated

Vacant properties are an important issue to us, as empty properties result in a loss of rental income and mean that families are not being housed. We work hard to ensure properties are refurbished and ready for the next tenant as quickly as possible, however, our ability to do this during this year has been adversely affected by a shortage of staff both in house, our DLO and within our partnering contractors, this has led to delays in turning our properties around.

The average relet time in days hasn't been our sole focus as we have been concentrating on reducing the total number of empty properties rather than working on the oldest first.

Our performance is being closely monitored at every stage and we are working hard to ensure adequate resource is in place to reduce the

number of empty properties and ultimately reduce the amount of time a property is empty.

Tenancy Key Performance Indicators

Key Performance Indicators	Achieved	Target	How did we do?
General Housing: Average re-let time in days (standard re-lets)	86	20	
Sheltered Housing: average re-let time in days (standard re-lets)	64	23	
Percentage satisfaction of new tenants following 6 months in a property	88.59%	95%	

Satisfaction surveys are reviewed and any with negative feedback are followed up to ensure any outstanding issues are resolved and reflected upon to identify areas where our procedures can be improved.

The data indicated that negativity centred around the condition of a property at sign up and consequent repairs - we have reviewed our processes to ensure all works are completed and the tenant is satisfied. Our performance during quarter 4 was within target.

Resident Engagement



We are here to listen to and support our residents enabling them to make the most of their local communities and help with continual improvements to their neighbourhoods. Improvements not only in the services they receive, but in creating new opportunities to benefit all.

The team are delighted to announce our new team member Jasmine. Jasmine is very excited to get to know her communities and encourage customer involvement.



Your Resident Engagement Team, Kate, Jasmine, Caz and Rob

Community Events



Tenants enjoying the cookery courses.

The Resident Engagement (RE) team have been providing cookery courses for tenants as part of our Healthy Living Plan. We have worked alongside the Pantry Partnership, ABC Cook and Phunky Foods to provide courses and workshops across our estates. We are also providing regular on-line cookery sessions for those who are unable to get out and about. Learning how to cook healthy low-cost meals has come at just the right time with the cost-of-living crisis impacting our communities.

A fabulous time was had at our first Phunky Foods cookery course held at the Bemerton Heath Centre. Tenants were able to cook up a storm with cook Jaquie creating a main meal and pudding for themselves just in time for lunch.

This free 6-week course is perfect for all ages and covers healthy eating tips, not to mention a chance to make new friends!

Digital Engagement

With our commitment to get customers connected digitally the team provide iHousing support along with one-to-one sessions to ensure that no one misses out. Hardware can be an issue and we work closely with partners to enable provision at no cost to our customers. Our weekly on-line quiz is a hit and has encouraged those who are isolated to make new connections and even venture out to meet their fellow quizzers in person!

Housing Matters Newsletter and Magazine

Our Monthly Newsletter continues to be popular with up to 200 tenants entering our free monthly food hamper draw in each edition. The Newsletter goes out to 75% of our customers and contains important landlord messages. We provide the opportunity to enter competitions as

a way of encouraging engagement including our up-coming garden competition being judged by the Allotment Society.



The yearly bumper edition of our Housing Matters magazine has hit the doormats of over 5,800 households. We continue to produce this hard copy magazine to ensure that we are reaching all our customers especially those who are not digitally capable.

Some of the lucky winners of our hampers

Estate Inspections

Our monthly estate inspections continue providing an opportunity for residents to join the walk about, helping officers to identify issues and ways to improve their communal areas.

Social Groups

The team continue to support the creation of social groups and associations bringing local communities together to combat isolation. Success stories include men's groups and warm spaces.

Small Improvement Bids (SIB's)

We continue to provide our Small Improvement Bid opportunity supporting our customers to apply for up to £10,000, to make specific

improvements to their local area. Improvements so far include, garden furniture, planters, green houses, pergolas, garden sheds, summer houses and play equipment.

The SIB scheme gives you more control over how money is spent and ensures it goes where you want.



A few of the communal garden improvements completed with funding from SIB's

We are looking forward to working with and meet more of our customers this summer at our event stands across the county. We continue to work with our tenants to encourage them to help us shape and improve our services whilst providing value for money.

If you would like to become involved or find out more about future events, please contact our Resident Engagement Team.

The team contact details are:

Phone: 0300 456 0117 – option 5

Email: Tenantparticipation@wiltshire.gov.uk

Challenge and Change Group

Volunteer tenants and leaseholders get together regularly to review what Housing Services do and how we do it. This is how the group scrutinises our work, as the Regulatory Standards empower them to, and they report to a sub-committee of the Housing Board or directly to the main Housing Board, whichever is best given the topic they have looked at. We get a great external customer focused view of our work, which helps us make them even better for our residents and their families.

Over the last year, the Group completed taking its Sheltered Housing paper through the Housing Board and looked at Decant and then Anti-Social Behaviour. As this was a quite a difficult topic which required going into a lot of detail, the Group decided to try to focus on less intense projects just in case this was putting other residents off from volunteering.

With a few new members having joined, everyone decided to look at Key Performance Indicators and consider, from a residents' perspective, what was important. A large list of possible measures was passed to the service for consideration and will be discussed with the Housing Board in the future.

Getting back to meeting in-person has helped the Group refocus and add members. Now everyone is looking forward to continuing to challenge the service in a positive way. It can really make a difference to residents and their families. After Key Performance Indicators, the Group intends to look at the Property Services Team, Voids, and Notices of Promise, and then it may look at the Grounds Maintenance Team which should give them a chance to express what residents want the service to develop into.

We are taking a fair and balanced look at these, and it is very interesting. If you would like to get involved, please contact the Resident Engagement Team.

Thank you to a great group of people for volunteering to be part of the group and all residents who help us out by speaking to us, filling out surveys and helping us understand more about how services can be improved.

We would like to thank Housing Services for taking on board so many of our recommendations and implementing them. This is really satisfying to see.

If you'd like to join in as a 'critical friend' of the service by taking an in-depth look at certain parts of the service and then make recommendations about how they could be even better than they already are, please get in touch with the Resident Engagement Team.

The team contact details are:

Phone: 0300 456 0117 – option 5

Email: Tenantparticipation@wiltshire.gov.uk

More information can be found by visiting.

www.wiltshire.gov.uk/housing-hap

Moving to Digital



In line with Wiltshire Council’s drive towards a more Digital environment we are continuing to look for ways to move our interactions with our tenants to a digital platform. This not only saves time and improves the speed at which we can communicate it also saves money, which can be reinvested in your homes.

Again, this year we have continued to promote and encourage the usage of our digital services whether that be the use of our online portal ‘iHousing’, emailed rent statements or Resident Engagement updates, such as Housing Matters, wherever possible we have ‘gone digital!’

We now hold valid email addresses of over **75%** of our properties and will continue to work hard to improve this figure over the coming months and years. We also fully appreciate that not everyone will be able to or want to communicate with us digitally and we are continuing to support those tenants in the ways we always have, ensuring continuity for all our tenants.

iHousing facts and figures

Over 46% of our properties have registered
1,800 average logins per month
2,096 repairs reported online
920 rent enquiries made
446 client changes made

Our digitisation programme is ongoing, and we are continually working with colleagues to identify, improve and automate as many processes as

we possibly can. Using email and SMS text messaging is continuing to reduce our paper usage and postage costs.

Complaints

We take all complaints raised with us very seriously and our aim is to deal with complaints and respond to the complainant with the outcome of our investigations within 10 working days from the date of the complaint.

66.7% of complaints completed on time <small>(Figures are based on our council complaints policy of responding within 10 working days)</small>
66.6% of complaints dealt with upheld
6 new complaints received
6 complaints dealt with
4 of the complaints dealt with were upheld

STAR Survey

In the summer of 2022, we commissioned our bi-annual STAR survey, the survey was sent out to all households, 1,633 tenants completed and returned the survey, representing a 31% response rate.

The survey consisted of series of questions that were grouped into categories, the results of which were analysed and benchmarked against a group of 13 separate Local Authorities and ALMO’s.

Our results:

Bench mark	2020 result	change over time	2022 result	Question	source
78%	81%	↓	77%	satisfaction overall	STAR
23	22	↓	18	net promoter score	STAR
75%	77%	↓	75%	quality of home	STAR
81%	83%	↓	80%	safety and security of home	STAR
63%	N.A.	N/A	61%	communal areas well maintained and safe	STAR
81%	87%	↓	83%	rent value money	STAR
72%	73%	↓	69%	repairs and maintenance overall	STAR
79%	78%	↓	74%	last completed repair	STAR
79%	80%	↓	77%	easy to deal with	STAR
63%	60%	↓	58%	listens to views and acts on them	STAR
71%	75%	↓	66%	keeps tenants informed	STAR
56%	63%	↓	56%	approach to handling complaints	STAR
82%	84%	↓	83%	neighbourhood as a place to live	STAR
62%	N.A.	N/A	61%	makes a positive contribution to area	STAR
55%	56%	↓	55%	dealing with ASB	STAR

statistically significant improvement
 no statistically significant change
 statistically significant decline

The survey results were slightly down compared to our results in 2020, although disappointing, this was in keeping with the sector and believed to be partly connected to the current economic climate.

We are working on several initiatives which we hope will help to improve our figures in future surveys. From 2023 we will be conducting annual surveys, and these will be sent to 50% of our tenants each year, ensuring that every tenant has a chance to complete a survey bi-annually.

Information about Wiltshire Council services can be made available on request in other languages including BSL and formats such as large print and audio.

Please contact the council by telephone 0300 456 0100, by textphone 01225 712500, or email customerservices@wiltshire.gov.uk

如果有需要我們可以使用其他形式（例如：大字體版本或者錄音帶）或其他語言版本向您提供有關威爾特郡政務會各項服務的資訊。敬請與政務會聯繫，電話：0300 456 0100，文本電話：(01225) 712500，或者發電子郵件至：customerservices@wiltshire.gov.uk

Na życzenie udostępniamy informacje na temat usług oferowanych przez władze samorządowe hrabstwa Wiltshire (Wiltshire Council) w innych formatach (takich jak dużym drukiem lub w wersji audio) i w innych językach. Prosimy skontaktować się z władzami samorządowymi pod numerem telefonu 0300 456 0100 lub telefonu tekstowego (01225) 712500 bądź za pośrednictwem poczty elektronicznej na adres: customerservices@wiltshire.gov.uk

داتا کونسل (Wiltshire Council) کی سروس کے بارے میں معلومات دوسری طرزوں میں فراہم کی جاسکتی ہیں (جیسے کہ بڑی چھاپی یا آڈیو) اور دوسری زبانوں میں بھی فراہم کی جاسکتی ہیں۔ براہ کرم کونسل سے 0300 456 0100 پر رابطہ کریں، ٹیکسٹ فون سے (01225) 712500 پر رابطہ کریں یا customerservices@wiltshire.gov.uk پر ای میل بھیجیں۔

يمكن، عند الطلب، الحصول على معلومات حول خدمات مجلس بلدية وبتلشور. وذلك بشكل (معلومات بخط عريض أو سماعة) ولغات مختلفة. الرجاء الاتصال بمجلس البلدية على الرقم 0300 456 0100 أو من خلال الاتصال النصي (تلكست فون) على الرقم 01225 712500 أو بالبريد الإلكتروني على العنوان التالي: customerservices@wiltshire.gov.uk

This document was published by Wiltshire Council Housing Landlord Services

You can contact us in the following ways:

By telephone
0300 456 0117

By post
Wiltshire Council
Housing Management
Council House
Bourne Hill
Salisbury
SP1 3UZ

By email
hsgmail@wiltshire.gov.uk

Online
www.wiltshire.gov.uk/housing-council-housing

This page is intentionally left blank