

AGENDA

Meeting: Cabinet
Place: Committee Room No. 3, County Hall, Trowbridge,
Date: Thursday 11 February 2010
Time: 10.30 am

Membership:

Cllr John Brady	Cabinet Member for Economic Development, Planning and Housing
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Keith Humphries	Cabinet Member for Health and Wellbeing
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philippe	Cabinet Member for Finance, Performance and Risk
Cllr Jane Scott OBE	Leader of the Council
Cllr T Sturgis	Cabinet Member for Waste, Property and Environment
Cllr John Thomson	Deputy Leader and Cabinet Member for Community Services
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Leisure, Sport and Culture


Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic and Members' Services, County Hall, Trowbridge, direct line 01225 718024 or email yaminarhouati@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

Part I

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

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

1 Apologies

2 Minutes of the previous meeting (Pages 1 - 10)

To confirm and sign the minutes of the Cabinet meeting held on 26 January 2010, attached to this agenda.

3 Chairman's announcements

4 Declarations of Interest

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

5 Public participation

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. Written notice of questions or statements should be given to Yamina Rhouati of Democratic Services by 12.00 noon on Tuesday 9 February. Anyone wishing to ask a question or make a statement should contact the officer named above.

'Ensure local, open, honest decision making*'

6  Final Proposals for the Revenue Budget & Capital Programme for 2010-11

To consider the following reports of the Chief Finance Officer

6a Revenue Budget Proposals 2010/11 (Pages 11 - 50)

6b Capital Programme Proposals 2010/11 to 2012/13 (Pages 51 - 64)

6c Fees and Charges (Pages 65 - 74)

6d Treasury Management Strategy (Pages 75 - 94)

6e Housing Revenue Account Budget and Rent Setting 2010/11 (Pages 95 - 100)

6f Dedicated Schools Budget 2010/11 (Pages 101 - 104)

'Work together to support Wiltshire's Communities'**

7 **Wiltshire Statement of Community Involvement** *(Pages 105 - 240)*

Report by Service Director for Economy and Enterprise

8 **Urgent Items**

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

Part II

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

* these headings reflect the key goals of Wiltshire Council to achieve its vision to 'Create stronger and more resilient communities'

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CABINET

MINUTES of a MEETING held at COMMITTEE ROOM NO. 3, COUNTY HALL, TROWBRIDGE on Tuesday, 26 January 2010.

Cllr Jane Scott OBE	Leader of the Council
Cllr Stuart Wheeler	Cabinet Member for Leisure, Sport and Culture
Cllr John Brady	Cabinet Member for Economic Development, Planning and Housing
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr John Thomson	Deputy Leader and Cabinet Member for Community Services
Cllr T Sturgis	Cabinet Member for Waste, Property and Environment
Cllr Fleur de Rhe-Philippe	Cabinet Member for Finance, Performance and Risk
Cllr John Noeken	Cabinet Member for Resources
Cllr Keith Humphries	Cabinet Member for Health and Wellbeing
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services

Also in Attendance:

Cllr Alison Bucknell	– Portfolio Holder for Customer Service
Cllr Laura Mayes	– Portfolio Holder for Organisational Culture
Cllr Jerry Kunkler	– Portfolio Holder for Leisure
Cllr Howard Greenman	– Portfolio Holder for Housing
Cllr Jemima Milton	– Portfolio Holder for Adult Care

Cllrs George Jeans, Bill Moss and Julian Johnson

1. **Apologies**

All Cabinet members present.

2. **Minutes of the previous meeting**

The minutes of the last meeting held on 15 December 2009 were presented.

Resolved:

To approve as a correct record and sign the minutes held on 15 December 2009.

3. **Declarations of Interest**

No interests were declared.

4. **Public participation**

The Leader explained that as usual, she would be happy to allow the public to speak at the start of each item if they wished to do so.

Mrs Barbara Hewitt from the Mere and District Chamber of Trade attended the meeting to voice her concerns over the introduction of car parking charges in rural towns such as Mere. She considered that such a move would add to the pressure of businesses who relied on passing trade and were already struggling to survive. Mrs Hewitt presented a letter from the Chamber which included results of a survey carried out by the Chamber to establish the use of the two car parks in Mere by residents and businesses.

Councillor Dick Tonge, Cabinet member for Highways and Transport referred to a similar presentation at the Environment Select Committee on 12 January 2010 and confirmed that all comments and representations received would be taken into account as part of the consultation. In the meantime, Councillor Tonge undertook to provide a written acknowledgement of the Letter and survey results.

5. **Report on Total Place**

Cllr Thomson, Cabinet member for Community Services presented a report which gave an update on the National Total Place work and set out how the initiative would be progressed in Wiltshire.

It was noted that Total Place offered enormous potential for stimulating new thinking in the way public services in Wiltshire can be delivered around the needs of customers and with the purpose of achieving emotional wellbeing within communities.

The three elements to Total Place Wiltshire as outlined in the report were:

- Family Intervention Project
- Family Justice Centre
- A specific Total Place pilot project to look very closely at a number of families in one or two community areas.

A Total Place programme board was being formed in relation to the pilot project to direct the project with representation from this Council, the Police and the Primary Care Trust as well as representatives from target communities and those experienced in receiving multi-agency support.

The cost of the pilot would be met by the £250,000 funding from the Regional Improvement and Efficiency Partnership.

Resolved:

That Cabinet supports the development of a Total Place pilot project in Wiltshire, based on improving the support delivered to vulnerable families and individuals.

Reason for Decision

To secure support for the ongoing development of the Total Place pilot project in Wiltshire.

6. **Action for Wiltshire - Wiltshire Finance Initiative**

The Leader presented a report which sought approval for the Council's participation in a Wiltshire Finance Initiative to address the market failure in terms of the availability of affordable credit to individuals and small businesses in Wiltshire.

In response to this issue being highlighted in the Bright Report published in March 2009, a partnership group led by the Council put together plans to address this through the 'Action for Wiltshire' programme. There were initial difficulties due the lack of capacity and limited funding. However, it was now possible to pursue the initiative as an opportunity had since emerged to draw down funding from the Department of Work and Pensions to provide affordable credit for individuals. The Fredericks Foundation had also come forward offering a potential solution to the problem of accessing affordable credit for businesses.

Cabinet approval was sought over the necessary expenditure to help with bringing this initiative to fruition.

Resolved:

That Cabinet:

1. **agree to support the Growth Fund by:**
 - a) **funding a capped amount towards the revenue costs associated with the delivery of the Growth Fund amounting to £42,000 over two years;**
 - b) **offering pro bono office space including access to private meeting rooms for use by the Credit Unions; and**
 - c) **exploring the extension of Credit Union membership to staff;**

This support would be subject to the success of the current bid to DWP.

- 2 **Agree to support the Fredericks Foundation Small Business Loan Fund by:**

- a) **approving revenue expenditure of £42,240 towards the costs of a Wiltshire loans officer working 4 days per week over 2 years; and**
- b) **approving a loan of £100,000 to match GWE funding and establishing the Small Business Loan Fund.**
3. **agrees to the setting up of a Wiltshire Advisory Board to oversee these projects and enable the delivery of a comprehensive package of financial inclusion measures as part of a comprehensive Financial Inclusion Strategy.**
4. **Asks the Chief Finance Officer to strongly encourage the Council's bankers to second a suitable employee to support this initiative.**

Reasons for Decision

By supporting the Growth Fund this will help to attract substantial DWP funding for personal lending in Wiltshire and would be contributing to an improvement in financial literacy, provide an alternative to costly door step lending and help to build a single credit union in Wiltshire.

The Council's involvement would also help to introduce this new service to those that approach the Council for help with the management of personal finances e.g. Council Tax and Housing Benefit claimants etc.

The establishment of the Small Business Loan Fund would address a major problem faced by small businesses i.e. the availability of credit. Each year, it is expected that the fund would provide up to £5000 each to 15 businesses with the result that 28 new jobs would be created with an estimated saving of £50,000 - £75,000 in benefits to the public purse.

Overall, the Wiltshire Finance Initiative would assist in building more resilient communities and help to secure economic recovery.

7. **South West Grid for Learning - Deed of Guarantee**

Cllr Grundy, Cabinet member for Children's Services presented a report which sought delegated authority to the Director of Children and Education in consultation with himself to sign the Deed of Guarantee between Wiltshire Council and the South West Grid for learning (SWGfL) prior to the award of the new broadband managed service contract on 11 February 2010.

Resolved:

That the Director of Children and Education is given delegated powers of authority in consultation with the Cabinet member for Children's Services

to sign the Deed of Guarantee between Wiltshire Council and the South West Grid for Learning.

Reason for Decision

To ensure that the Council is able to receive broadband connectivity and services for its Schools, Libraries, Youth and Development Centres through the South West Grid for Learning (SWGfL) and in turn take advantage of the reduced costs through an aggregated procurement.

8. **Delivering the Customer Focus Programme**

Councillor Bucknell, Portfolio Holder for Customer Services presented a report which sought endorsement of a Delivering Customer Focus Programme, details of which were presented.

One of the three goals of the bid for unitary status was that the new Council would provide high quality, low cost, customer focused services with the provision of customer focused services being one of the priorities in the draft Corporate Plan.

The Programme defined what the Council needed to do across the whole organisation in order to deliver customer focused services. It was noted that a great deal of this would be done by building on the work the Council was already doing ie Workplace Transformation, Business Transformation and Total Place.

Councillor Bucknell explained that the Programme would work in the same way as the Total Place project in that the object would be to first establish the needs of the customer.

Councillor Laura Mayes, Portfolio Holder for Organisation and Culture also commented on the Programme from a culture perspective.

The Leader agreed with the objectives of the Programme although commented that it could be more concise in places and include clearer outcomes. The Leader also commented that the Council should also review the standard letters and emails which are issued to ensure clarity of language and improve the Council's website.

Resolved:

That Cabinet endorse the report presented and request that the Corporate Leadership Team and Customer Focus Board implement the Delivering Customer Focus programme.

Reason for Decision

One of the three goals of the bid for unitary status was that the new council would provide high-quality, low cost, customer-focused services. Providing customer-focused services is one of the priorities in the Corporate Plan.

High quality services focus on customer purpose and what the customer values. This is where we deliver high satisfaction and a great reputation.

Low cost services operate with minimum waste (activities which do not fulfil customer purpose or deliver customer value). Low cost services also focus on root causes. These are where we deliver major cost savings.

9. **Section 75 Agreement for an Integrated Health and Social Care Service for Mental Health**

Councillor Thomson, Cabinet member for Community Services presented a report which sought approval to put in place a Section 75 Agreement under the Health and Social Care Flexibilities provision with the Avon and Wiltshire Partnership Trust for Mental Health.

Section 75 Agreements are the legal mechanism through which health and social care agencies are able to devolve their responsibilities to another agency and performance manage the process from a distance through a contract and governance framework. The intention was for the Agreements to commence on 1 February 2010 for a period of 3 years subject to a termination clause for both parties.

Resolved:

That Cabinet approve and support the signing of the Section 75 Agreement with the Avon and Wiltshire Partnership Trust for Mental Health for:

- a) an integrated assessment and care management service; and
- b) the provision of the management to the approval mental health professional provision under the Mental Health legislation to meet the statutory responsibilities of the Council

on terms to be agreed by the Director of Community Services in consultation with the Cabinet Member for Community Services and the Solicitor to the Council.

Reason for Decision

The Agreement covers the provision of a specialist mental health service to those individuals with the most serious and enduring mental health needs, their carers and families. All national evidence and guidance leads us to believe that this service is most effectively provided through an integrated health and social care partnership. Avon and Wiltshire Mental Health Partnership Trust is the chosen provider for the health provision by our Primary Care Trust partners so needs to be our chosen partner also.

10. **Fire Sprinklers in New School Buildings**

Councillor Grundy, Cabinet member for Children's Services presented a report which sought consideration and approval of a policy for the installation of fire sprinklers in schools. This proposal stemmed from adoption of a notice of motion submitted by Councillor Jeff Osborn and Councillor Helen Osborn by Council at its meeting on 10 November 2009. Details of the report considered by Council and the notice of motion were presented for Cabinet's information.

Resolved:

That Cabinet approve the Fire Sprinklers in New Schools policy as set out in Appendix B to the report.

Reason for Decision

To meet Central Government expectations with respect to fire sprinklers in new schools and to reduce the potential impact on the Council's schools portfolio of a significant fire incident.

11. **Budget Monitoring**

(a) Revenue Budget Monitoring

Councillor Fleur de Rhe-Philipe, Cabinet member for Finance, Performance and Risk presented a report on the monitoring of the revenue budget for the period April to November 2009. The delivery of Departmental Action Plans had reduced the previously reported financial pressures of £1.539 million down to £1.484 million. Councillor de Rhe-Philipe added that action plans were either in place or being developed to manage this reduced pressure and she would be ensuring that such plans included sufficient detail.

Resolved:

That the report be noted.

Reason for Decision

To make Councillors aware of the Council's budgetary pressures.

(b) Capital Budget Monitoring

Councillor Fleur de Rhe-Philipe presented a report on the monitoring of the capital budget for the period April to November 2009. It was noted that there was a projected variation of £7.913 million against the full year budget for 2009/10. Cabinet was also asked to note detailed budget changes as detailed in the report.

Resolved:

- a) **To note the current financial position of the 2009/10 capital budget.**
- b) **To note the budget changes as detailed in sections 1 and 2 of Appendix B of the report presented.**

Reason for Decision

To inform Cabinet of the current financial position of the 2009/10 capital budget and to identify schemes within the programme where expenditure is not progressing as anticipated.

12. **Anti-Fraud & Corruption Policy**

Councillor Fleur de Rhe-Philipe presented a report which sought approval of a revised Anti Fraud and Corruption Policy for the Council. This was based on an inherited policy from the former Wiltshire County Council and revised to reflect the unitary context of the Council and the overall framework which provides for the management of fraud risk. It was therefore a harmonisation exercise.

In response to a query, the Corporate Director for Resources confirmed that there had been no significant problems with fraud for a council of this size and that staff were monitored to ensure they took their allocated leave. The latter had only been a small issue due to the volume of work around the time of transition to One Council.

Resolved:

That the Anti Fraud and Corruption Policy at Appendix 1 to the report presented be approved and its contents be communicated to all Council staff and Councillors.

Reason for Decision:

To ensure that the Council has an up to date Anti Fraud and Corruption Policy for publication to all staff and Councillors of the council as part of a strategy to raise fraud awareness throughout the Council.

13. **Urgent Items**

There was no urgent business.

(Duration of meeting: 10.30 - 11.40 am)

These decisions were published on the 29 January 2010 and will come into force on 8 February 2010

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

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**WILTSHIRE COUNCIL
CABINET**

11 FEBRUARY 2010

REVENUE BUDGET 2010-11

Executive Summary

The revenue budget proposals for 2010-11 are presented along with the proposed Council Tax increase for the 2010-11 financial year. Cabinet needs to consider the budget proposals and make appropriate recommendations to Council on 23rd February 2010.

Proposal

1. It is proposed that Cabinet make the following recommendations to Council on 23rd February 2010:
 - a) Approval of the proposed budget detailed in Appendix 2, including the growth items Appendix 4 and unavoidable commitments Appendix 5, efficiency measures in Appendix 6 and Fees and Charges Income in Appendix 7.
 - b) Proposals for the use of the £212,000 headroom.
 - c) Approval of the proposed Council Tax increase of 2.3% (average) with a Band D equivalent of £1,222.43.

Reasons for Proposals

1. The Cabinet needs to make proposals to Council in order to:
 - a) Enable the Council to set the Revenue Budget for 2010-11.
 - b) Provide the Council with flexibility to consider the use of the headroom during 2010-11.
 - c) Enable the Council to set the Council Tax on 23rd February 2010.

MARTIN DONOVAN
Chief Finance Officer

**WILTSHIRE COUNCIL
CABINET**

11 FEBRUARY 2010

REVENUE BUDGET 2010-11

Purpose of Report

1. To present the 2010-11 revenue budget proposals, along with relevant financial risks and issues.

Background

2. There is a statutory requirement to set the Council Tax level. This is scheduled for the Council meeting on 23 February 2010. Details of the proposed Council Tax level for 2010-11 are provided in paragraph 16.
3. In addition to the income from Council Tax charges, the Council receives central government funding in the form of unhypothecated grants and hypothecated (i.e. ring fenced) grants. The Council also generates funding from fees and charges.
4. The Council has received confirmation of its unhypothecated grants in the form of Formula Grant (£102.442 million) and Area Based Grant (£26.966 million). Further details are provided below. Full confirmation of all hypothecated specific grants is still awaited. Specific grants are discussed in paragraph 51.

Context

5. The financial year 2010 -11 represents the third year of the government's three year settlement for local authorities. The level of Formula Grant is consistent with that used during the financial planning undertaken for the first two years of operation of Wiltshire Council.
6. In keeping with Local Government Settlements in recent years, the Formula Grant for 2010- 11 assumes achievement of on-going efficiency savings. Consequently for the financial year 2010-11 the budget proposals include the requirement for service departments to identify 3% efficiencies in comparison to their 2009-10 budget position. In Wiltshire, the Council is able to build upon its new efficiency agenda, which started in the 2009-10 financial year as a result of the creation of the new Council.
7. The Formula Grant for 2010-11 has increased by 1.7% in comparison to 2009-10. The breakdown of the Formula Grant is shown below.

	£
Revenue Support Grant	12,989,397
Redistributed Business Rates	<u>89,452,938</u>
Total Formula Grant	102,442,335

8. When considering the budget proposals for 2010-11 the Council needs to be mindful that from the financial year 2011-12 onwards local authorities are likely to face increasingly stringent settlements from central government. It is projected that the reduction in central government funding over the four year period to 2014-15 could be in the region of 20%. Work on finalising the Medium Term Financial Plan for the next 5 years is progressing and will be reported at a future meeting. Actions being developed include procurement and efficiency savings, service reviews and greater collaboration with other agencies i.e. Total Place. A key strategy within these budget proposals is that the General Fund balance is maintained at a level of £15 million for 2010-11. The rationale and robustness of this strategy are discussed in more detail in paragraph 48 to 50.
9. Despite the requirement for a 3% efficiency target in the 2010-11 financial year, Wiltshire Council recognises the value of the voluntary sector and related partners in the delivery of services. Consequently the budget proposals include continuation of funding for the voluntary sector at the same total level as the 2009-10 financial year i.e. circa £21 million.

Budget Process

10. The budget process commenced in the spring with the preparation of a detailed Budget Activity Analysis. This analysis described how the Council was spending its resources across each service area for the 2009-10 financial year. During the summer high level budget meetings were held with each service area to identify key issues with resource implications. These meetings were followed by more detailed budget meetings during the autumn. Service areas identified specific growth areas and proposals to meet financial plan targets.
11. Budget consultation was undertaken through the Area Boards between November and January. The outcome of this consultation is shown in Appendix 1. Budget consultation was also undertaken via the People's Voice, which is also included in the Appendix. The Wessex Chambers of Commerce was also consulted in January. Cabinet need to consider the outcome of this consultation when considering the budget proposals. The budget proposals will be also be considered by Scrutiny on 16 February 2010.
12. The budget proposals address the key outcomes from the budget consultation. Maintenance of existing roads is a high priority. As discussed

in Paragraph 24, the additional borrowing funded through the revenue budget provides an increase in the capital budget. Part of this increase funds additional expenditure on highways maintenance. This is discussed in more detail in the report on the Capital Programme 2010-11 to 2012-13.

13. In order to protect front-line services, increased expenditure on services has occurred in order to fund unavoidable commitments and growth. As an example Adult Social Care, which the consultation identifies as a high priority area is being funded for demographic growth, and some legislative changes. However, Adult Social Care has balanced this through the identification of efficiencies and more efficient use of resources.
14. Efficiencies identified across the Council include those services which are ranked as low priority. These include public protection (i.e. environmental health and trading standards) rights of way, road safety training and planning.

Budget Proposals 2010-11

15. The proposed planned spending on all services across the Council is detailed in Appendix 2. The Council's total Net Budget Requirement for 2010-11 is £348.335 million. This includes a contribution of £4.075 million to the General Fund balance. The Formula Grant and Area Based Grant allocations total £129.408 million, whilst the collection fund is making a contribution of £0.802 million. Therefore a total of £217.763 million needs to be generated from the Council Tax.
16. The Council Tax base was approved by Cabinet in December 2009. The financial year 2010-11 is the second and final year of harmonising the Band D Tax Levels across the four former District Councils. With respect to Wiltshire Council, the budget proposals require a Band D Tax Level of £1,222.43. As shown in the table below this represents an average increase of 2.3% with a maximum increase of 2.5%.

Table: Band D Tax 2010-11

Former District Council Area	2009-10	2010-11	Percentage Increase
Salisbury	£1,192.61	£1,222.43	2.5%
North Wiltshire	£1,192.61	£1,222.43	2.5%
West Wiltshire	£1,200.88	£1,222.43	1.8%
Kennet	£1,192.61	£1,222.43	2.5%
Average	£1,194.84	£1,222.43	2.3%

17. Although there is no prescribed Council Tax capping criteria, Central Government have made it clear they expect Councils to keep Council Tax increases within reasonable limits. (See letter attached at Appendix 3). An average Council Tax increase of 2.3% would be within these limits.
18. Departmental budgets include growth of 0.5% to funding the pay award for 2010-11 and 0.75% in terms of general inflation. In the event that the cost of either the pay award or inflation exceeded these assumptions, then they would need to be met by departments in-year. No central provision has been made.

Specific Growth Items and Corporate Issues

19. Specific Growth Items and Corporate Issues totalling £2.105 million are detailed in Appendix 4. Following the transition to One Council, the Council is now progressing through the period of transformation. A key element of this transformation process effecting all areas of the Council is the development of staff and managers. The budget includes for £851,000 for Leadership and Management Development Programmes and delivery of the Council's People Strategy. This will enable the Council to pursue its corporate goals more effectively. This money has been identified and will be reallocated from Learning & Development (£625,000) and DOR (£220,000).
20. It is proposed to have a budget line of £300,000 to fund Invest to Save initiatives. This will be an annual recurrent revenue budget item. For 2010-11, it is also proposed to have a one-off £450,000 Invest to Save scheme funded through capital reserves. This will be targeted at permanent repairs

to roadside verges and be re-paid over a 5 year period. In 2010-11 therefore a total Invest to Save programme of £750,000 is proposed.

21. The Council has continued its commitment to tackling climate change and its consequences. The Council also faces increasing legal requirements in this respect. The budget provides for additional capacity for this priority totalling £400,000.
22. In addition to the Specific Growth Items and Corporate Issues detailed in Appendix 4, a number of items are included within the base budget. Preparation for the housing PFI project is nearing completion. The revenue budget to fund the ongoing costs of the project has already been included within the base budget, a further £300,000 is required in terms of consultancy fees and other set up costs.
23. The Council anticipates re-imburement of the majority of its £12 million investment in Icelandic banks. The base budget includes a £2.3 million contribution back to the Council's investments to cover the estimated non-recoverable element of the £12 million investment.
24. The Capital Financing base budget currently proposed is sufficient to allow for a further £20.9 million of capital projects in 2010-11 over and above those already approved. The capital budget proposals are reported separately.
25. The budget proposals presented here also allow headroom of £212,000 for consideration by Cabinet. This is after allowing for additional expenditure on highways maintenance of £650,000 i.e. (capital £200,000 and Invest to Save £450,000).

Committed Growth

26. As part of the budget process for 2010 -11 each service area identified areas of committed growth. These areas total £16.667 million and are detailed in Appendix 5. Major items of committed growth are highlighted below on a departmental basis.

Department of Neighbourhoods and Planning

27. Unavoidable commitments totalling £3.538 million are detailed in Appendix 5. Key unavoidable commitments include landfill tax increase of £8/tonne, loss of car parking and leisure income.

Department of Children and Education

28. There are a total of £1.407 million unavoidable commitments as detailed in Appendix 5. The major ones are the net additional costs associated with the proposed social care restructure, increased costs of care proceedings, increased requirements in respect of transport for looked after children and special educational need pupils.

Department of Community Services

29. In total, there are £4.446million of unavoidable commitments as detailed in Appendix 5. These are as a result of contractual inflation commitments on the provision of care services in excess of standard inflation, an increase in demand for learning disability services as a result of service users transferring from the Department of Community and Education and additional demand for services from older people, physically impaired and mental health service users as a result of increased demographics. There are also additional cost pressures arising from the Mental Health Act.

Department of Resources

30. A total of £4.233million of unavoidable commitments have been identified as detailed in Appendix 5. A major pressure relates to pay harmonisation and the need to establish a pay harmonisation team within Human Resources. There is also an ICT Invest to Save initiative of £3million that will deliver longer term savings as the Council's ICT infrastructure and systems are improved.

Efficiencies and Cost Reductions

31. The proposals to reduce costs by 3% include a range of efficiency measures that will not impact on frontline service delivery. These efficiency measures include continuation of the One Council for Wiltshire savings as the second year of the business case, further efficiencies arising from the Business Management Programme, procurement efficiencies together with a range of other measures. Efficiency measures are targeted at management and administrative costs. For instance the amalgamation of the Department of Transport, Environment and Leisure with the Department of Economic Development, Planning and Housing to form the new Department of Neighbourhoods and Planning has enabled a senior management structure and consequential efficiencies of £1million.
32. In total efficiency savings of £24.657 million have been identified during the budget process for 2010-11. The aggregated efficiencies are summarised in the Table below on a departmental basis. Corporate Directors have confirmed that the efficiencies will be delivered during the 2010-11 financial year. Delivery of the efficiencies during the 2010-11 financial year will be subject to external audit. This is to satisfy DCLG requirements particularly in terms of the One Council for Wiltshire savings.

Table: Efficiencies and Cost Reductions Proposals

	One Council for Wiltshire (1C4W)	Procurement & Commissioning	Business Management Programme (BMP)	Other Efficiencies	Total
DCE	£0.000	£0.283	£0.050	£1.932	£2.265
DCS	£0.000	£5.345	£0.000	£2.118	£7.463
NAP	£2.606	£2.152	£0.201	£3.237	£8.196
PHW	£0.391	£0.000	£0.000	£0.072	£0.463
DOR	£2.814	£0.450	£1.189	£1.817	£6.270
Total	£5.811	£8.230	£1.440	£9.176	£24.657
<i>Target</i>	<i>£5.753</i>	<i>£9.000</i>	<i>£1.177</i>	-	-

Department of Neighbourhoods and Planning

33. Efficiency measures of £8.196 million have been proposed for the new Department of Neighbourhoods and Planning. These are detailed in Appendix 6. Key efficiencies proposed include rationalisation of staffing structures by reviewing vacant posts and the reduced use of external consultants. Procurement savings as a result of contract re-procurement cover a range of areas such as street lighting energy and education transport.

Department of Public Health and Well Being

34. Efficiency measures of £0.463million have been proposed. They comprise a range of efficiencies and restructuring savings as detailed in Appendix 6.

Department of Children and Education

35. Efficiency measures of £2.265 million have been proposed as detailed in Appendix 6. Key efficiencies are proposed as a result of a lean review on business support, and management de-layering across a number of service areas in the Department. Other proposed efficiencies include a reduction in external residential placements through increased placement choice.

Department of Community Services

36. Efficiency measures of £7.463 million have been identified in Appendix 6. Key efficiencies proposed are derived from the on-going Focus project, better commissioning of services to meet the needs of people and working proactively with care providers to meet the future needs of people.

Department of Resources

37. As detailed in Appendix 6, efficiency measures of £6.270 million are proposed. These are mainly as a result of the rationalisation of staffing structures following One Council and Business Management Programme and Shared Services implementation.

Fees, Charges and Other Income

38. Details of proposed Departmental fees and charges are provided at Appendix 7. There is a separate report on Fees and Charges.

Main Considerations for the Council

39. Cabinet should consider the budget proposals presented in this report, and make appropriate recommendations to Council on 23 February 2010.

Equality and Diversity

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

Legal Implications

41. The Council has a statutory duty to set the Council Tax. This has been scheduled for 23 February 2010. The Section 151 Officer has a statutory duty to confirm the robustness of estimates and adequacy of reserves, as determined by Section 25 of the Local Government Act 2003.

Risk Assessment

42. Budget estimates across all departments have been prepared in accordance with Corporate Financial guidance to help ensure consistency in terms of accounting.
43. The Budget Review meetings that were held during the Summer and Autumn period of the budget preparation process provided a robust challenge to the requirements for corporate and service growth as well as uncommitted growth. The Budget Review meetings also challenged the deliverability and robustness of the proposed efficiency measures. Corporate Directors have also confirmed that the efficiencies will be delivered for the 2010-11 budget.
44. The Section 151 Officer is therefore satisfied of the robustness of the proposed budget for 2010-11 including the consistency of the detailed estimates.
45. As highlighted in paragraph 18 above departmental budgets include growth of 0.5% in terms of funding the pay award for 2010-11 and 0.75% in terms of general inflation. In the event that the cost of either the pay award or

inflation exceeded these assumptions, then they would need to be met in year from Departmental budgets. No central provision has been made.

46. Following publication of the Personal Care at Home Bill in November 2009, central government is currently consulting on the implementation of free personal care. Although additional government funding will be available there would still be a cost to local authorities. It is estimated this could be in the region of £3 million for Wiltshire. However as the implementation of free Personal Social Care is not certain no provision has been made in these budget proposals. In the event it was implemented the costs in 2010-11 would need to be funded from the General Fund balance.
47. Within the Department of Children and Education final details are still awaited regarding the transfer of responsibilities from the Learning and Skills Council in respect of post-16 provision. Whilst it is anticipated this transfer of responsibilities will be budget neutral, this cannot be confirmed until the funding mechanics are known. Any shortfall in funding will need to be addressed during the financial year. In addition within Adult Social Care, the department has identified further possible cost pressures that will need to be managed within existing resources. The Autism Bill is due to be published in April 2010 and the possible financial implications of this will need to be kept under review. In addition, there is a significant potential cost pressure from the increase in the number of service users coming to social care from the Criminal Justice System. This is a national trend.
48. A key element of the budget strategy for 2010-11 has been to maintain the General Fund balance at £15 million. In accordance with good financial planning the General Fund balance acts as a corporate contingency fund. The Medium Term Financial Plan will provide for future contributions to the General Fund to ensure sufficient corporate contingency.
49. In addition to the General Fund balance, the Council also has a number of other earmarked reserves.
50. The Section 151 Officer is satisfied that the General Fund Reserves of £15 million provides an adequate level of corporate contingency.

Financial Implications

51. The gross budgeted expenditure for 2010-11 is £873.253 million. This includes £436.953 million of expenditure funded by ring-fenced and specific grants. These are summarised in Appendix 8. With reference to school budgets and the Dedicated Schools Grant, a separate report is made for consideration by Cabinet. Area Based grant is summarised in Appendix 9.
52. The remaining gross planned spending is £436.3 million. As shown in the table below, after allowing for income of £87.965 million, the resultant net budget requirement is £348.335 million. As shown below, the net budget requirement is funded from Formula Grant, Area Based Grant, Local Authority Business Growth Incentive Grant and Council Tax.

Table: Funding the Planned Spending in Services

	Revenue budget 2010-11 £'million
Planned Spending on Services	£434.425
Contribution too General Fund Balance	£4.075
Contribution from General Fund	(£2.200)
Gross Planned Spending excluding Grants	£436.3
Use of Fees, Charges and Other Income	(£87.965)
Net Budget Requirement	£348.335
Funded by	
Formula Grant (Revenue Support Grant and National Non Domestic Rates)	£102.442
Area Based Grant	£26.966
LABGI	£0.574
Collection Fund	£0.802
Council Tax	£217.763
Total	£348.547
Headroom	£0.212

53. The estimated General Fund balance for 2010-11 is summarised in the table below. The contribution of £2.2 million to the 2010-11 budget is dependent on the expenditure for 2009-10 being in line with budgets. Any overspend in 2009-10 will need to be taken from the General Fund balance in order to enable the contribution of £2.2 million to the budget. This will impact on the budget strategy for 2010-11 as it will need to be repaid into the General Fund.

Table : General Fund Reserves During 2010-11

	£' million
Estimated General Fund reserve as at 1 st April 2010	13
Contribution during year	4
Use of General Fund reserve	(2)
Estimated General Fund reserve as at 31 st March 2011	15

54. The Council also has a forecast total of £34.497 million of earmarked reserves as at 31 March 2010. These include school balances, insurance and funds to support existing PFI projects.
55. In terms of performance measures, service actions against each budget heading are shown in Appendix 10.

Proposals

56. It is proposed that Cabinet make the following recommendations to Council on 23rd February 2010:
- a. Approval of the proposed budget detailed in Appendix 2, including the growth items Appendix 4 and unavoidable commitments in Appendix 5, efficiency measures in Appendix 6 and Fees and Charges Income in Appendix 7.
 - b. Proposals for the use of the £212,000 headroom.
 - c. Approval of the proposed Council Tax increase of 2.3% (average) with a Band D equivalent of £1,222.43.

Reasons for Proposals

57. The Cabinet needs to make proposals to Council in order to:
- a) Enable the Council to set the Revenue Budget for 2010- 11.
 - b) Provide the Council with flexibility to consider the use of the headroom during 2010-11.
 - c) Enable the Council to set the Council Tax on 23rd February 2010.

Martin Donovan
Chief Financial Officer

Report Author: Martin Donovan

Unpublished documents relied upon in the production of this report: None
Environmental impact of the recommendations contained in this report: None

- Appendix 1 : Budget Priorities for 2010/11 (Interim results of consultation with Area Boards up to 20.1.2010)
- Appendix 2 : Budget 2010-11
- Appendix 3 : Council Tax Capping 2010-11
- Appendix 4 : Specific Growth Items and Corporate Issues
- Appendix 5 : Unavoidable Commitments and Growth Items
- Appendix 6 : Efficiency Savings and Costs Reductions
- Appendix 7 : Fees and Charges
- Appendix 8 : Grants
- Appendix 9 : Area Based Grant Advised November 2009
- Appendix 10: Linking Budget & Performance against Corporate Plan Priorities

BUDGET PRIORITIES FOR 2010/11

Results of consultation with Area Boards, up to 28/01/2010

January 2010

Report prepared by:

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Background

In order to set Wiltshire Council's budget for the year 2010/11, Corporate Finance ran a series of consultation events throughout the county at each of the local area board meetings.

At these events, a short DVD was shown in which Chief Finance Officer, Martin Donovan, gave a brief explanation of the pressures faced when setting the budget for the entire organisation.

Following the presentation, those present at each meeting were asked to complete a voting card which showed their personal budget priorities for the coming year. This card also gathered a certain amount of personal data in order to aid analysis and tell us any possible differences in priorities for different groups of the population

Spending More or Less on Council Services

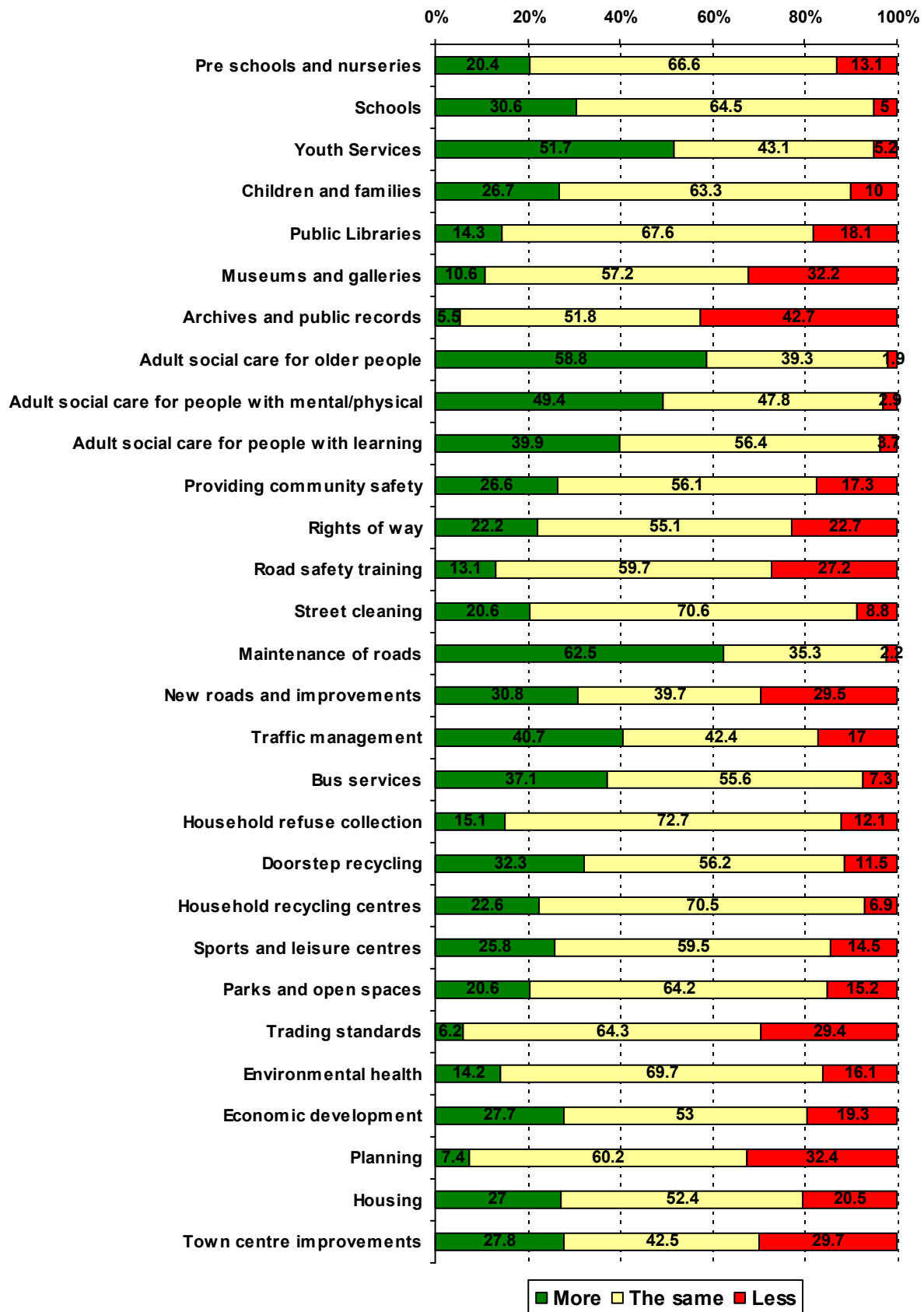
Following a pre-amble which pointed out that any increase in one service would lead to a decrease in another service or a rise in council tax, the question on the voting card asked board meeting attendees to think about a list of Wiltshire Council services and to say whether the council should spend more, the same or less on each of them

At the area board meetings held by the 28th January 2010, there were 673 completed voting cards returned. Following analysis, it can clearly be seen that the services which respondents most frequently say they want more money spent on are:

- Maintenance of existing roads (62.5% saying spend more)
- Adult social care for older people (58.8%)
- Youth Services (51.7%)

The services that respondents most commonly say they would like less money spent on are:

- Archives or public records (42.7% saying spend less)
- Planning (32.4%)
- Museums and galleries (32.2%)



BUDGET PRIORITIES 2010/2011

Initial Results from the People's Voice survey winter 2009

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January 2010

2. INTRODUCTION

Background

The following report looks at the results of a number of budget related questions in the winter People's Voice survey undertaken in November 2009.

The People's Voice is a panel of around 3,660 Wiltshire residents. The panel is sent questionnaires 3 or 4 times per year looking at subjects based on services provided by a number of different partner organisations, including Wiltshire Council, fire, police and health. The November '09 survey asked about satisfaction with a detailed list of services provided by Wiltshire Council then went on to ask about priorities for spending in the 2010/11 budget round.

THIS IS A PRELIMINARY REPORT TO GIVE AN EARLY INDICATION OF THE PUBLICS POTENTIAL PRIORITIES FOR BUDGET SPEND IN 2011. IT DOES NOT INCLUDE A WHOLE SERIES OF ADDITIONAL CONSULTATIONS WITH THE PUBLIC THROUGH AREA BOARDS*

3. EXECUTIVE SUMMARY

Wiltshire People's Voice

Results from the People's Voice survey of November 2009 show that the council services that receive the greatest levels of public satisfaction are:

- Public libraries (83.3% satisfied)
- Household refuse collection (81.5% satisfied)
- Recycling centres and waste disposal (77.0% satisfied)

The services that received the highest levels of dissatisfaction were:

- Maintenance of existing roads (69.9% dissatisfied)
- Traffic management (37.2% dissatisfied)
- New roads and road improvements (36.4% dissatisfied)

The services that people want to spend more money on are:

- Maintenance of existing roads (72.5% spend more)
- Adult social care services for older people (48.6% spend more)
- Community safety & reduction in anti-social behaviour (42.7% spend more)

* The consultation via Area Boards will be concluded early February 2010.

4. RESULTS

Satisfaction with Services

The first question of the People's Voice survey asked panellists to think about a long list of services that are provided by Wiltshire Council and to state how satisfied they are with each of them. This list was split up into the service departments which operate those services. This was to make it easier for respondents to follow and see how the council operates.

We can see that the services receiving the highest levels of satisfaction were:

- Public libraries (83.3% saying satisfied)
- Household refuse collection (81.5% satisfied)
- Recycling centres and waste disposal (77.0% satisfied)

Those with the lowest levels of satisfaction were:

- Youth services (14.6% satisfied)
- Services for vulnerable children and families (15.3% satisfied)
- Maintenance of existing roads (16.5% satisfied)

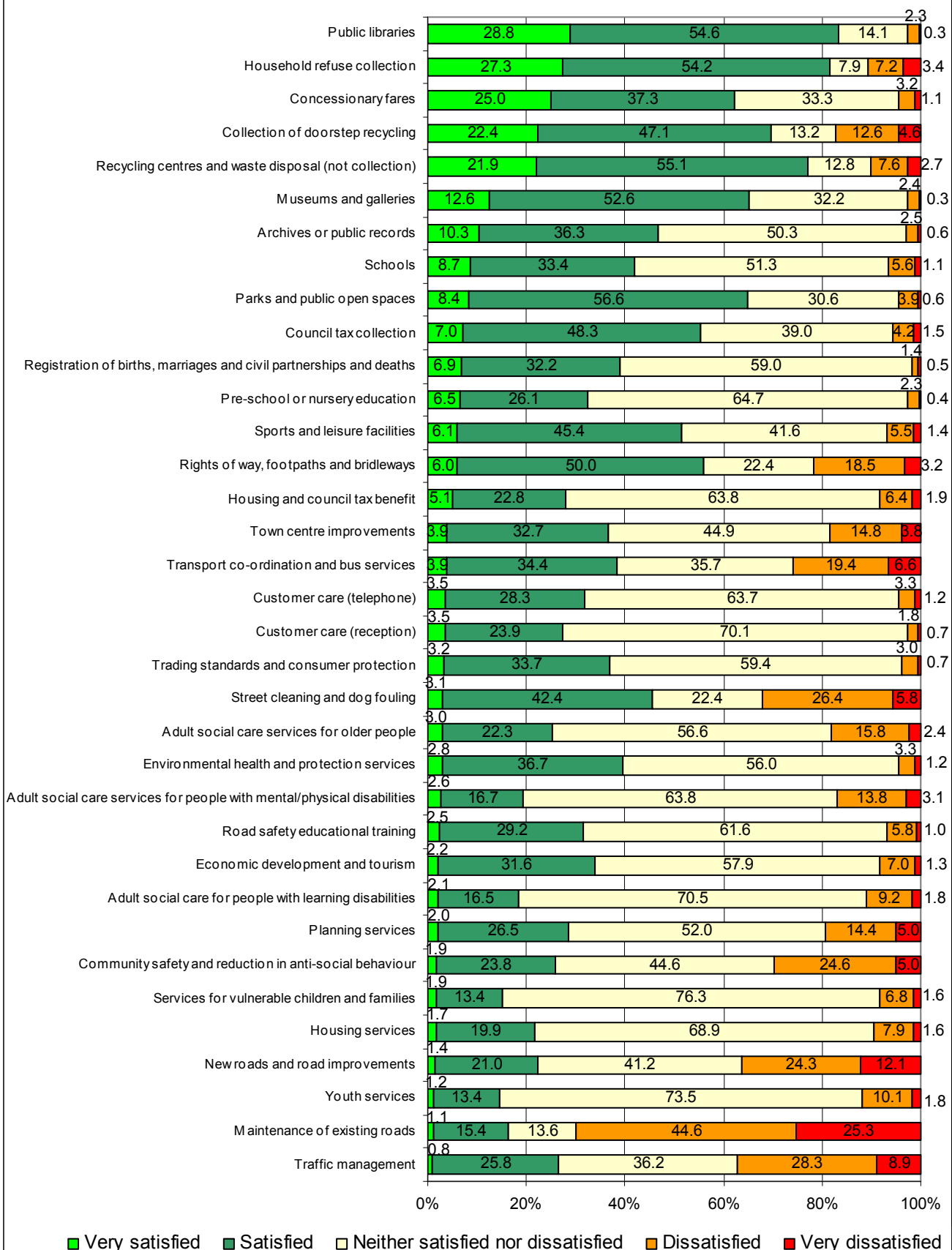
Giving a low level of satisfaction with a service does not necessarily mean that residents are *dissatisfied* with it. An example of this is "Services for vulnerable children and families" – only 15% of respondents say they are satisfied with it. However, just 8.4% say they are actually dissatisfied with the service. The vast majority in this case said "neither satisfied nor dissatisfied".

The services which received the greatest levels of dissatisfaction were:

- Maintenance of existing roads (69.9% dissatisfied)
- Traffic management (37.2% dissatisfied)
- New roads and road improvements (36.4% dissatisfied)

The chart below shows the different levels of satisfaction with these services:

How satisfied or dissatisfied are you with each of the following services provided by Wiltshire Council



Spending More or Less on Council Services

The second question of the survey asked panellists to think about the same list of Wiltshire Council services and asked if the council should spend more, the same or less on each of them

It can, clearly be seen that the services which respondents most frequently say they want more money spent on are:

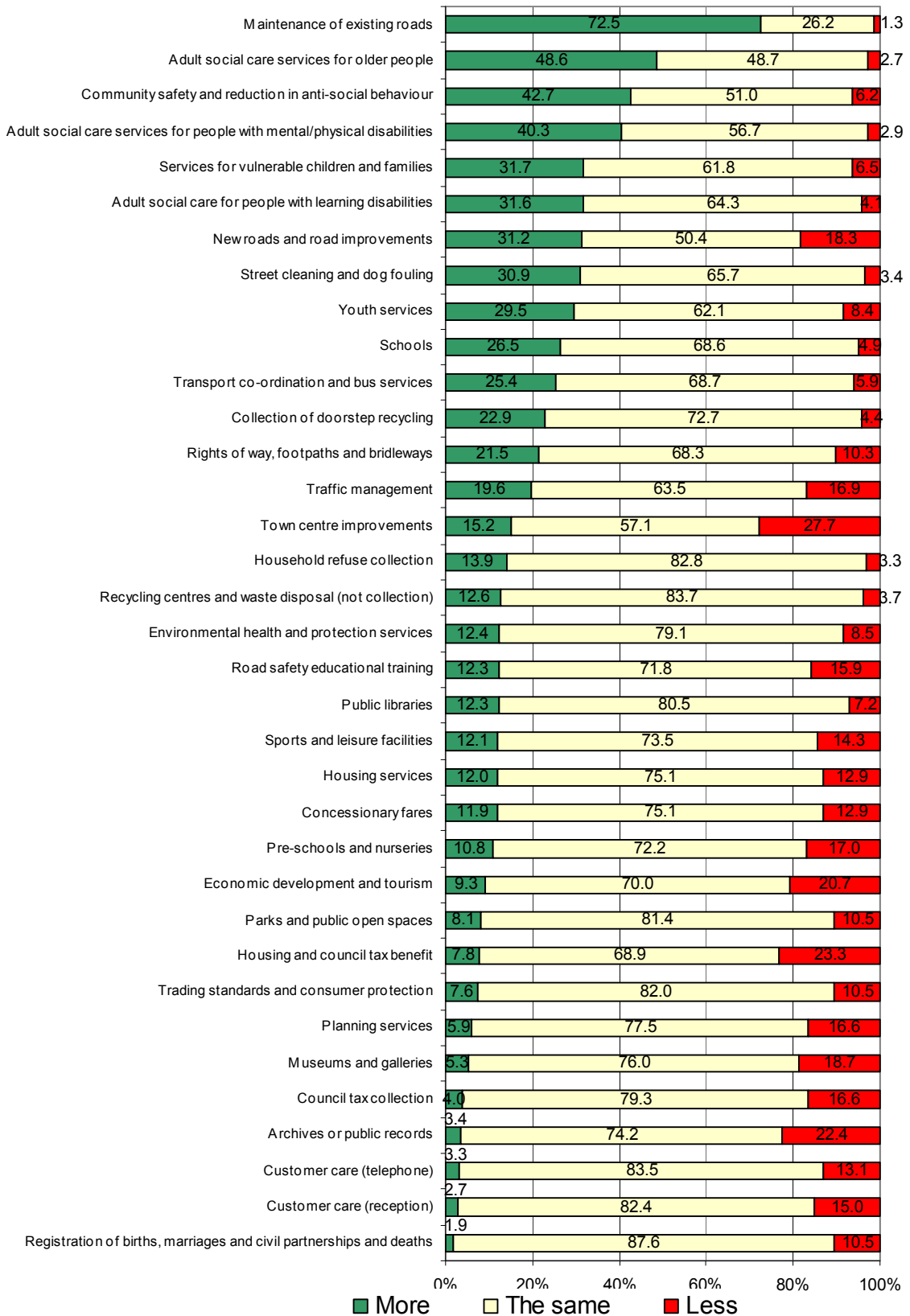
- Maintenance of existing roads (72.5% spend more)
- Adult social care services for older people (48.6% spend more)
- Community safety & reduction in anti-social behaviour (42.7% spend more)

The services that respondents most commonly say they would like less money spent on are:

- Town centre improvements (26.7% spend less)
- Housing and council tax benefit (22.1% spend less)
- Archives or public records (21.2% spend less)

The chart below shows the different levels of spending priorities with these services:

Spending more, the same or less on council services



CONCLUSIONS

The results from this survey need to be considered in conjunction with the Area Board consultations taking place.

It is hoped that these results will allow an early understanding of emerging priorities for budget spend in 2011.

Budget 2010-2011

Department and Service	Base Budget 2009-10	Service Growth	Service Inflation / Pay Award	Service Unavoidable Commitments /Growth	Savings	Net Budget Proposal 2010-11	Income Proposal 2010-11			Gross Budget Proposal 2010-11	Approved Gross Budget 2009-10
							Fees/Chgs	Grants	Other Inc.		
	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m	£m
Children and Education											
Funding Schools	0.000	0.000	0.000	0.000	0.000	0.000	0.082	255.041	0.000	255.123	238.474
Schools & Learning Branch	13.332	0.000	-0.047	0.400	-1.347	12.338	4.057	65.728	0.491	82.614	77.777
Social Care	29.288	0.300	0.081	0.550	-0.218	30.001	0.000	0.209	0.079	30.289	29.836
Targeted Services & Commissioning & Performance	10.104	0.000	0.242	0.224	-0.700	9.870	0.744	12.465	0.298	23.377	17.292
Safeguarding	0.813	0.000	-0.043	0.000	0.000	0.770	0.000	0.067	0.049	0.886	0.996
	53.537	0.300	0.233	1.174	-2.265	52.979	4.883	333.510	0.917	392.289	364.375
Community Services											
Supporting People	8.285	0.000	0.001	0.000	-0.818	7.468	0.000	0.000	0.000	7.468	8.285
Older People	38.987	0.000	0.513	0.379	-2.882	36.997	6.899	1.524	0.665	46.085	49.323
Physical Impairment	6.574	0.000	0.031	0.087	-0.159	6.533	1.050	0.000	0.000	7.583	7.036
Learning Disability	30.955	0.000	0.333	1.789	-2.047	31.030	3.622	0.042	9.348	44.042	44.214
Mental Health	20.172	0.000	0.080	0.681	-0.999	19.934	3.790	0.000	0.096	23.820	24.454
Strategy & Commissioning	5.803	0.000	0.190	0.000	-0.236	5.757	0.032	0.066	0.332	6.187	5.187
Community Leadership & Governance	4.288	0.000	0.074	0.002	-0.016	4.348	0.000	0.060	0.000	4.408	4.119
Libraries Heritage & Arts	7.421	0.000	0.211	0.075	-0.306	7.401	0.000	0.036	1.077	8.514	8.734
	122.485	0.000	1.433	3.013	-7.463	119.468	15.393	1.728	11.518	148.107	151.352
Neighbourhood and Planning											
Highways Maintenance	15.322	0.000	0.307	0.000	-0.919	14.710	0.170	0.000	0.506	15.386	15.083
Rights Of Way	0.820	0.000	0.011	0.000	-0.042	0.789	0.000	0.000	0.111	0.900	0.851
Street Cleaning, Amenities and Fleet	7.377	0.000	0.051	0.000	-0.354	7.074	4.054	0.000	0.000	11.128	10.038
Car Parking	-5.857	0.000	0.035	1.150	-0.946	-5.618	8.982	0.000	0.000	3.364	3.515
Leisure	5.258	0.000	0.210	0.328	-0.311	5.485	4.628	0.500	0.023	10.636	11.221
Gipsy	0.122	0.000	0.005	0.000	-0.001	0.126	0.342	0.000	0.000	0.468	0.474
	23.042	0.000	0.619	1.478	-2.573	22.566	18.176	0.500	0.640	41.882	41.182
Neighbourhood Services											
Highways Maintenance Strategy											
Road Safety	1.808	0.000	0.014	0.000	-0.075	1.747	0.041	0.000	0.000	1.788	1.895
Transport & Development	1.278	0.000	0.020	0.100	-0.025	1.373	0.186	0.000	0.000	1.559	1.681
Network Management	1.105	0.000	0.015	0.000	-0.349	0.771	0.388	0.000	0.000	1.159	0.919
Public Transport	12.564	0.250	0.230	0.000	-0.373	12.671	0.000	1.204	3.409	17.284	14.516
Education Transport	9.528	0.000	0.074	0.000	-0.881	8.721	0.649	0.000	0.085	9.455	10.489
	26.283	0.250	0.353	0.100	-1.703	25.283	1.264	1.204	3.494	31.245	29.500
Strategy											
Waste Collection	7.220	0.000	0.111	0.601	-0.622	7.310	3.748	0.000	0.000	11.058	12.334
Waste Disposal	20.664	0.000	0.125	-0.022	-0.703	20.064	0.000	0.000	1.059	21.123	22.137
	27.884	0.000	0.236	0.579	-1.325	27.374	3.748	0.000	1.059	32.181	34.471
Waste Services											
Housing	3.114	0.000	0.000	0.000	-1.211	1.903	0.321	1.265	1.343	4.832	5.440
Development & Building Control	1.865	0.000	0.043	0.000	-0.857	1.051	6.121	0.720	0.000	7.892	8.102
Economy & Enterprise	3.002	0.400	0.018	0.066	-0.200	3.286	3.089	0.000	1.841	8.216	8.420
Management & Support Services	2.934	0.000	0.046	0.000	-0.327	2.653	0.000	0.000	0.000	2.653	3.066
	88.124	0.650	1.315	2.223	-8.196	84.116	32.719	3.689	8.377	128.901	130.181

Budget 2010-2011

Department and Service	Base Budget 2009-10	Service Growth	Service Inflation / Pay Award	Service Unavoidable Commitments /Growth	Savings	Net Budget Proposal 2010-11	Income Proposal 2010-11			Gross Budget Proposal 2010-11	Approved Gross Budget 2009-10
							Fees/Chgs	Grants	Other Inc.		
							£m	£m	£m		
Public Health and Wellbeing											
Emergency Planning	0.310	0.000	0.004	0.000	-0.053	0.261	0.000	0.000	0.000	0.261	0.318
Community Safety	0.858	0.000	0.018	0.000	-0.001	0.875	0.000	0.246	0.528	1.649	1.030
Public Protection	4.003	0.000	0.021	0.000	-0.409	3.615	1.065	0.049	0.000	4.729	5.499
	5.171	0.000	0.043	0.000	-0.463	4.751	1.065	0.295	0.528	6.639	6.847
Resources & Chief Executive											
Chief Executive	0.600	0.004	0.002	0.000	-0.033	0.573	0.013	0.000	0.000	0.586	0.585
Policy & Communications	1.744	0.000	0.029	0.050	-0.720	1.103	0.450	0.000	1.615	3.168	1.927
Finance Teams	5.842	0.000	0.045	0.010	-0.472	5.425	1.637	0.000	0.000	7.062	7.005
Corporate Items	5.799	0.000	0.000	0.000	-0.372	5.427	1.169	0.000	0.000	6.596	4.800
Revenues & Benefits	1.234	0.000	0.104	0.000	-0.228	1.110	0.000	97.652	0.549	99.311	103.138
Shared Services	6.993	0.000	0.197	0.403	-0.498	7.095	1.844	0.079	0.546	9.564	8.970
HR	1.885	0.851	0.037	0.000	-0.749	2.024	0.221	0.000	0.159	2.404	2.809
Legal & Democratic Services & Governance	4.867	0.000	0.071	0.516	-0.257	5.197	0.229	0.000	1.411	6.837	6.587
Coroner	0.489	0.000	0.002	0.336	-0.278	0.549	0.000	0.000	0.388	0.937	0.491
Performance & Risk	0.426	0.000	0.005	0.015	-0.053	0.393	0.000	0.000	0.000	0.393	0.473
Business Transformation	0.304	0.000	0.003	0.000	-0.015	0.292	0.000	0.000	0.000	0.292	0.307
Procurement	1.308	0.000	0.020	0.033	-0.096	1.265	0.000	0.000	0.040	1.305	0.992
ICT	17.126	0.000	0.042	2.120	-2.173	17.115	0.037	0.000	0.000	17.152	15.781
Corporate Director	0.203	0.000	0.006	0.000	-0.014	0.195	0.000	0.000	0.000	0.195	0.228
Property Management	8.308	0.000	0.122	0.065	-0.312	8.183	0.819	0.000	1.438	10.440	8.592
	57.128	0.855	0.685	3.548	-6.270	55.946	6.419	97.731	6.146	166.242	162.685
Invest to Save	0.000	0.300	0.000	3.000	0.000	3.300	0.000	0.000	0.000	3.300	0.000
Capital Financing	25.900	0.000	0.000	0.000	0.000	25.900	0.000	0.000	0.000	25.900	21.396
TOTAL	352.345	2.105	3.709	12.958	-24.657	346.460	60.479	436.953	27.486	871.378	836.836
Movement on reserves	4.075				-2.200	1.875				1.875	-4.075
Budget Requirement	356.420	2.105	3.709	12.958	-26.857	348.335	60.479	436.953	27.486	873.253	832.761



December 9th 2009

Barbara Follett MP

Parliamentary Under Secretary of State

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Eland House

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Local Authority Leaders (inc. police and fire authorities)

Directly elected Mayors

Lord Mayor of the Corporation of the City of

London

Council Tax Capping 2010-11

As you know, I announced the provisional local government finance settlement for 2010-11 in a written statement to the House of Commons on November 26th this year.

The provisional settlement for 2010-11 is in line with the previously announced three-year local government finance settlement. In the 2010-11 settlement, formula grant -which includes revenue support grant, redistributed business rates and police grant -will total £29 billion. This represents an increase of 2.6 per cent, on a like for like basis, on the 2009-10 settlement. Grant floors in the 2010-11 settlement will remain at the levels indicated last year.

This, I am glad to say, means that every authority will have received a formula grant increase on a like for like basis in every year of this, the first ever, three-year settlement. Total Government funding for local services is £76 billion in 2010-11 and this represents an increase of 4 per cent on the 2009-10 settlement.

As I said in my statement to the House of Commons, I am pleased that the average Band D council tax increase this year was 3 per cent. The Government

anticipates this amount to fall further in 2010-11 whilst authorities protect and improve front line services. In fact, we expect the average Band D council tax increase in England to achieve a 16 year low in 2010-11. The Government remains prepared to take capping action against excessive increases by authorities and to require them to rebill households for a lower council tax if necessary.

As I announced in my statement, the Government has instituted capping action against the police authorities of Cheshire, Leicestershire and Warwickshire in advance of the 2010-11 settlement as a result of previous, excessive, increases set by them. No other decisions on capping in 2010-11 have been taken. These will, as in previous years, be taken after authorities have set their 2010-11 budgets. Capping principles have always been determined on a year by year basis to take into account current economic and social circumstances and this will again be the case in relation to 2010-11.

It would, therefore, be a mistake for any authority to assume that previous years' capping principles will apply to 2010-11. I have made it very clear that the Government expects the average Band D council tax percentage increase to reach a 16 year low in this period. I have also indicated that we will take capping action against any excessive increases and I do not propose to send any further written warnings about the risks involved.

I realise that decisions on council tax increases in 2010-11 are a matter for each individual authority, but the Government has clearly set out the context in which these must be taken.

BARBARA FOLLETT MP

Specific Growth Items and Corporate Issues

Department	Service	Description	£m
DCE	Social Care	Net additional costs associated with the proposed Social Care restructure - full restructure of social care teams to ensure service is fit for purpose and specialist teams can be focussed on Safeguarding issues. Savings of over £600,000 have already been identified and achieved in implementing the restructure through management delayering and other efficiencies.	0.300
Subtotal			0.300
NAP	Public Transport Economy & Enterprise	Services for new Petersfinger Park & Ride site. New service area Climate Change.	0.250 0.400
Subtotal			0.650
DOR	Chief Executive HR	Contribution to Veterans Parade. Leadership Development Programme. People Strategy action plan delivery (one off) Management Development HR Transformation Advisory / Organisational development	0.004 0.295 0.230 0.107 0.097 0.122
Subtotal			0.855
Corporate	Invest to Save	A recurrent revenue budget line has been created in order to fund invest to save initiatives	0.300
Subtotal			0.300
TOTAL			2.105

Unavoidable Commitments and Growth Items

Department	Service	Description	£m
DCE	All	Standard inflation and pay award	0.233
		Other small unavoidable commitments	0.004
	Schools & Learning Branch	Good work has been done by SEN Central Services in maximising the use of current transport and making it as efficient as possible. However other costs, such as the cost of fuel, can have an important effect on costs.	0.300
		Increased costs as a result of directly employing School Improvement Partners, HMRC requirement. Additional Employers NI and Pension costs.	0.100
	Social Care	There have been significant pressures on the Legal budget as the numbers of Court Proceedings have increased. The impact of the Public Law Outline has been to increase the amount of work pre-care proceedings and also the cost of care proceedings has increased from £150 to £4,825 per case. Wiltshire, like other authorities, did receive some additional funding for this increase in cost but the impact of the Baby P case, resulting in more child protection referrals, and the credit crunch have increased the numbers of cases. Performance data shows that referral rates have doubled in the last 2-3 years.	0.190
		Costs of transport for looked after children (LAC) have increased as the numbers of LAC have also increased. The forecast variance has increased by £10,000 from the previous month.	0.190
		The Integrated Community Equipment Store is a pooled budget jointly held with DCS. The specialist and made to measure nature of much of the equipment purchased - meaning that it is not possible to re-use.	0.090
		Increase in designated teacher for looked after children	0.036
		Increase to support Care Matters.	0.040
	Targeted Services & Commissioning & Performance	New legislative change in respect of court rulings - Scaled Approach - modelled at a 25% increase in Youth Offending Team workload, estimated at £157k unavoidable costs whole partnership £72k LA share.	0.072
		New Statutory Duty - Contact Point Grant will be reduced by £82k in 2010/11. The current level of grant is insufficient to cover local & national expectations.	0.100
		Increase in Connexions service required to meet targets related to the January Guarantee.	0.028
		Corsham Youth Development Centre - loss of Edexcel rental income £24k following the fire risk assessment which, has led to the closure of the 1st floor of the building. (Alternative was spending £100k on Repairs)	0.024
Subtotal			1.407

Unavoidable Commitments and Growth Items

Department	Service	Description	£m
DCS	All	Standard inflation and pay award	1.433
		Other small unavoidable commitments	0.002
	Older People	Contractual inflation commitments on the provision of care services above standard inflation.	0.223
		Additional demand for Local Authority services from increases in the overall populations - demographic factors	0.156
	Physical Impairment	Contractual inflation commitments on the provision of care services above standard inflation	0.027
		Additional demand for Local Authority services from increases in the overall populations - demographic factors.	0.060
	Learning Disability	During 2010/11 it is estimated that an additional 15 learning disability service users will transfer from education/children's services. This reflects the full year effect of service users transferring in 2009/10 and the part year effect of service users transferring in 2010/11.	1.550
		Contractual inflation commitments on the provision of care services above standard inflation.	0.239
	Mental Health	Contractual inflation commitments on the provision of care services above standard inflation.	0.173
		Additional cost pressure arising from S. 117 of the Mental Health Act and Continuing Health Care.	0.400
		Additional demand for Local Authority services from increases in the overall populations - demographic factors.	0.108
	Libraries Heritage & Arts	Annual maintenance uplift charge for the Wiltshire & Swindon History Centre - plant and equipment funding built into capital project ceases Dec 2009, and will become revenue costs, this is Wiltshire Council element, with part funding also from Swindon Council.	0.075
Subtotal			4.446
NAP	All	Standard inflation and pay award.	1.315
		Other small unavoidable commitments	0.001
	Car Parking	Loss of income due to recession.	1.150
	Leisure	Loss of income due to recession.	0.328
	Transport & Development	Loss of income, staff costs no longer allowable as charges to Integrated Transport Capital Programme.	0.050
		Reduction in S38 Developer fees due to recession.	0.050
	Waste Collection	Increased waste disposal costs .	0.341
		Increased waste collection costs	0.260
	Waste Disposal	Landfill Tax increase by £8 per tonne, based on 86,000 tonnes offset by reduced tonnage growth and lower rate charged for soil and rubble Landfill Tax.	-0.022
	Economy & Enterprise	Increase in Economic Assessment Duty	0.065
Subtotal			3.538
PHW	All	Standard inflation and pay award.	0.043
Subtotal			0.043

Unavoidable Commitments and Growth Items

Department	Service	Description	£m
DOR	All	Standard inflation and pay award.	0.685
		Other small unavoidable commitments	0.046
	Policy & Communications	Research income reduced as included district income that will not be achieved.	0.050
	SS Management	Employee Costs	0.019
	SS SAP Support Centre	Employee Costs, additional posts	0.312
	SS Registration & Despatch	Employee Costs, additional posts	0.029
	SS Reception & Customer Care	Employee Costs, additional posts	0.037
	Legal	Income budget from recharges to capital programme that will not be received	0.086
	Democratic Elections	Increase in members costs Elections Reserve	0.250 0.115
		Parish Elections	0.050
	Coroner	Salary increase, increase coroners fees and legal costs, other misc costs.	0.336
	Procurement	Reduced income	0.033
	ICT	Employee Costs, additional posts Transport growth, additional travel between hubs	0.070 0.032
		Supplies & Services	2.018
		Property Farms	County Farms - reduction in rental income
Subtotal			4.233
Corporate	Invest to Save	ICT invest to save one off projects	3.000
Subtotal			3.000
TOTAL			16.667

Efficiency Savings and Costs Reductions

Department	Service	Description	£m	Type	
DCE	Schools & Learning Branch	Review of service management and business support to reduce management by 0.6 fte and support by 2.0 fte.	0.050	BMP	
		School Improvement - service re-design including the reduction of management.	0.170	Lean Review	
		School Improvement - Business Model Development.	0.030	Partnership Development with Trusts	
		School Improvement - reduction in costs of providing SEN Central Services (efficiency review)	0.101	Efficiency	
		Cessation of set up of Extended Schools, no longer grant funded.	0.986	Other	
		Social Care	Out of Authority Placements - reduction in external residential placements through increased placement choice.	0.190	Procurement
			Savings in Supplies & Services budgets (5%).	0.028	Procurement
		Commissioning & Performance	Co-ordination & associated budgets - includes budgets such as subscriptions - costs and other departmental overhead costs, also reflects use of staff in a different way through not filling vacancies.	0.022	Efficiency
			Review Business Support - Lean review on business processes to identify efficiencies in the support required to meet outcomes.	0.200	Lean Review
		Targeted Services	Staff Development - identify efficiencies through more effective use of software and consolidation of NVQ centres.	0.040	Lean Review
	Reduce Secretarial / PA Support to service directors by not recruiting to the post for the 4th service director and reviewing the overall management and allocation of work.		0.025	Efficiency	
	Reduce Supplies & Services budgets by 5%.		0.006	Procurement	
	Youth Offending Service - structure review		0.020	Efficiency	
	Student Finance - Service is being centralised nationally, size of team reducing as case load reduces.		0.064	Other	
	Planned reduction in line with reduction in case load.				
	Youth Development - savings to be achieved through reductions in Supplies & Services expenditure and through a reduction in management posts.		0.098	Efficiency	
	Connexions - rationalisation of management and administration.		0.088	Efficiency	
	Reduce Supplies & Services budgets by 5%.		0.049	Procurement	
	Savings to be achieved within structure for Targeted Services - LEAN review, Management de-layering		0.083	Lean Review	
	All	Other small efficiency savings and cost reductions	0.010	Procurement	
Other small efficiency savings and cost reductions		0.005	Efficiency		
Subtotal			2.265		
DCS	Supporting People	Review of procurement and Commissioning arrangements to achieve 10% reduction of spend on Supporting People Services - (grant moving to ABG)	0.818	Procurement & Commissioning	
	Older People	Review of procurement and Commissioning arrangements to achieve 10% reduction in spend	0.128	Procurement & Commissioning	
		Apply Cash Freeze less 5.5% to Supplies and Services budgets and review of spend against all non care in the Community expenditure budgets.	0.017	Efficiency	
		Focus review of "Help to Live at Home" Services to achieve efficiencies of 10% over 2 years.	0.707	Lean Review	
		Negotiations with care providers to limit inflation to cash freeze whilst working on the review.	0.455	Procurement & Commissioning	
		Negotiations with Residential and Nursing Care providers to deliver efficiencies against contracts.	0.475	Procurement & Commissioning	
Operational staffing efficiencies arising from the FOCUS Project.	1.000	Procurement & Commissioning			

Efficiency Savings and Costs Reductions

Department	Service	Description	£m	Type
		Staffing savings from reduction in number of Service Directors.	0.100	Efficiency
	Physical Impairment	Negotiations with care providers to limit inflation to cash freeze.	0.084	Procurement & Commissioning
	Learning Disability	Negotiations with Residential and Nursing Care Providers to deliver efficiencies against contracts.	0.075	Procurement & Commissioning
		Review of procurement and Commissioning arrangements to achieve 5% Savings target against Employment Services.	0.040	Procurement & Commissioning
		Apply Cash Freeze less 5.5% to Supplies and Services budgets and review of spend against all non care in the Community expenditure budgets.	0.033	Efficiency
		Learning Disabilities - commissioning savings relate mainly to supporting service users to move from institutional care settings/homes to supported living accommodation within communities.	0.200	Procurement & Commissioning
		Negotiations with care providers to limit inflation to cash freeze.	0.489	Procurement & Commissioning
		Negotiations with Residential and Nursing Care Providers to deliver efficiencies against contracts.	0.510	Procurement & Commissioning
		Review of Learning Disabilities Respite Services.	0.125	Efficiency
		Savings achieved by agreeing with the PCT that a number of users meet the criteria for CHC which is 100% PCT Funded.	0.650	Other
	Mental Health	Apply Cash Freeze less 5.5% to Supplies and Services budgets and review of spend against all non care in the Community expenditure budgets.	0.019	Efficiency
		Mental Health - continuation of commissioning plans to support Adults of Working age recovering from mental illness to live in the community rather than residential placements, and to support Older People with dementia to choose to remain living in the community.	0.300	Procurement & Commissioning
		Negotiations with care providers to limit inflation to cash freeze.	0.320	Procurement & Commissioning
	Strategy & Commissioning	Negotiations with Residential and Nursing Care Providers to deliver efficiencies against contracts.	0.360	Procurement & Commissioning
		Review of procurement and Commissioning arrangements to achieve 10% reduction in spend on Learning & Development Budget (some included in staffing savings).	0.060	Procurement & Commissioning
		Apply Cash Freeze less 5.5% to Supplies and Services budgets and review of spend against all non care in the Community expenditure budgets.	0.036	Efficiency
		Other staffing savings.	0.050	Efficiency
		Staffing savings from reduction in number of Heads of Service (ASC).	0.090	Efficiency
	Community Leadership & Governance	Apply Cash Freeze less 5.5% to Supplies and Services budgets and review of spend against all non care in the Community expenditure budgets.	0.016	Efficiency
	Libraries Heritage & Arts	Apply Cash Freeze less 5.5% to Supplies and Services budgets and review of spend against all non care in the Community expenditure budgets.	0.025	Efficiency
		Focus review of Libraries Services to achieve efficiency Targets of 10%.	0.250	Lean Review
		Further savings to be achieved from Heritage Services.	0.031	Procurement & Commissioning
	Subtotal		7.463	
NAP	Highways Maintenance	Energy procurement-street lighting.	0.527	Procurement
		Reduced use of Mouchel consultancy.	0.221	1C4W
		Staff savings management restructuring (EDPH & TEL).	0.114	1C4W
		Staff vacancy savings (EDPH & TEL).	0.040	1C4W
	Rights Of Way	Rationalisation of Rights of Way management.	0.041	Efficiency

Efficiency Savings and Costs Reductions

Department	Service	Description	£m	Type
	Street Cleaning, Amenities and Fleet	Remove 3 lodge keeper vacant posts (EDPH & TEL).	0.063	1C4W
		Achieve partner organisation contribution.	0.025	1C4W
		Increase rents by 3%.	0.010	1C4W
		Develop market and increase rents	0.043	1C4W
		Charge commercial organisations for the use of eventing on Wiltshire Council land.	0.006	1C4W
		Contract scrutiny commissioning and procurement savings.	0.050	1C4W
		Increase contract income - Thames contract.	0.040	1C4W
		Remove vacant cleansing officer post.	0.025	1C4W
		Cease Parish litter grants.	0.020	1C4W
	Car Parking	Re-procurement of vehicle fuel.	0.050	Procurement
		General increase in charges of 5%.	0.396	Increased Income
		Review of parking concessions and other harmonisation of charges.	0.375	1C4W
		Park & Ride sites -income generation.	0.150	Increased Income
		Park & Ride sites -reduce site operating costs.	0.025	Efficiency
	Network Management	Reduction in use of parking consultancy.	0.227	1C4W
		Staff savings management restructuring (EDPH & TEL).	0.070	1C4W
		Additional income from street works charges.	0.050	Increased Income
	Leisure	Increased fees & charges by 5%.	0.196	Increased Income
		Removal of admin post (EDPH & TEL).	0.020	1C4W
		Energy procurement.	0.075	1C4W
	Road Safety	Safety camera partnership funding.	0.050	Efficiency
		Reduction in education training & publicity.	0.024	Efficiency
	Transport & Development	Efficiencies in printing & other costs.	0.022	Efficiency
	Public Transport	Rationalisation of Routes	0.187	Other
		Harmonisation of local concessions.	0.078	1C4W
		Reduced bus pass issue costs.	0.100	1C4W
	Education Transport	Re-procurement of services.	0.878	Procurement
	Waste Collection	Increase garden waste collection charges to harmonise service.	0.055	1C4W
		Reduction of collection service on bank holidays.	0.010	1C4W
		Introduce charge to residents for the replacement of damaged/lost household bins.	0.040	1C4W
		Cease the supply of waste collection bags.	0.020	1C4W
		Staff savings management restructuring (EDPH & TEL).	0.088	1C4W
		Fosca contract scrutiny.	0.020	1C4W
	Waste Disposal	Reduced waste collection costs	0.379	1C4W
		Lakeside contract - price based on calorific value of waste input.	0.697	Procurement
	Housing	Professional fees.	0.025	Efficiency
		B&B - discontinued usage.	0.040	Efficiency
		Employee saving (after allowing for 0.5% pay award).	0.022	Efficiency
		Use of Housing Planning Delivery Grant	1.080	Other
	Development & Building Control	Staff savings, reduction in number of posts.	0.137	BMP
		Use of Housing Planning Delivery Grant	0.720	Other
	Economy & Enterprise	Staff savings.	0.108	BMP
		Staff savings management restructuring (EDPH & TEL).	0.025	1C4W
	Business Support	Staff savings management restructuring (EDPH & TEL).	0.075	1C4W
		Support Services - hold vacancies (EDPH & TEL).	0.027	1C4W
	Management	Funding for additional Buyer posts.	-0.044	BMP
		Staff savings management restructuring (EDPH & TEL).	0.260	1C4W
	All	Other small efficiency savings and cost reductions	0.194	Efficiency
		Other small efficiency savings and cost reductions	0.015	Increased Income
		Other small efficiency savings and cost reductions	0.005	1C4W
	Subtotal		8.196	
PHW	Emergency Planning	Reduced requirement for training exercises & other efficiencies.	0.027	1C4W
		Staff savings management restructuring (EDPH & TEL).	0.025	1C4W
	Public Protection	Staff savings, reduction in number of posts.	0.084	1C4W
		Staff savings, 3 PEHOs.	0.115	1C4W
		Staff savings, 2 Business Support posts.	0.015	1C4W
		Supplies & Services.	0.030	Efficiency
		Staff savings management restructuring (EDPH & TEL).	0.125	1C4W
		Increased Income, Pest Control.	0.040	Increased Income
	All	Other small efficiency savings and cost reductions	0.002	Efficiency
	Subtotal		0.463	

Efficiency Savings and Costs Reductions

Department	Service	Description	£m	Type	
DOR	Chief Executive	Employee savings, reduction in number posts	0.025	1C4W	
	Policy & Communications	8.5% savings on Supplies & Services	0.008	Procurement	
		Employee savings, reduction in number posts and other savings	0.145	1C4W	
	Finance Teams	8.5% savings on Supplies & Services	0.052	Procurement	
		Comms centralisation and cost reduction	0.500	BMP	
		Employee savings, reduction in number posts	0.146	1C4W	
		Employee savings, training & recruitment costs	0.037	1C4W	
		Transport savings, lease cars	0.037	1C4W	
		8.5 % savings on Supplies & Services £11.4, other savings on Audit fees £167.5k, equipment, stationery, subsidence & postage	0.213	Procurement	
		Transfer Payment savings, removal of internal recharges	0.005	1C4W	
		Increased Income, some inflationary increase, additional DCE Finance income.	0.034	Efficiency	
		Corporate Items	Efficiency savings	0.372	1C4W
			Revenues & Benefits	Employee savings, reduction in number posts	0.136
	SS Registration & Despatch	Other employee cost savings	0.020	1C4W	
		8.5% saving on Supplies & Services £35.4k, £37 k Printing & Postage saving	0.072	Procurement	
	SS Payroll	Efficiencies from Postage, reduced staff mileage and misc costs	0.058	1C4W	
		Increase in income, fees for ceremonies	0.056	Increased Income	
	SS HR	Staff Savings	0.019	1C4W	
		Increase in income, Right Choice	0.043	Increased Income	
	SS Occupational Health / H & S	Employee savings	0.022	1C4W	
		Increase in income	0.011	Increased Income	
	SS Finance	Employee savings	0.020	1C4W	
		Increase in income	0.010	Increased Income	
	SS Reception and Customer Care	Employee savings	0.033	1C4W	
		Efficiencies from Professional fees, leased car costs, area grants and supplies & services	0.109	1C4W	
	HR	Increase in income	0.071	Increased Income	
		Efficiencies from consultants fees & misc costs	0.064	BMP	
	Monitoring Officer	Employee savings	0.060	1C4W	
		L & D budgets from other departments	0.625	BMP	
	Legal	Employee savings	0.041	1C4W	
		8.5% savings on Supplies & Services	0.001	Procurement	
	Democratic	Employee savings	0.006	1C4W	
		Efficiencies from Training, Lease cars, Statutory notices and Professional fees	0.022	1C4W	
	Elections	Increased income	0.058	Increased Income	
		8.5% savings on Supplies & Services	0.019	Procurement	
	Coroner	Employee savings, reduction in number posts	0.046	1C4W	
		Efficiencies from Lease cars and Members costs	0.015	1C4W	
	Performance & Risk	8.5% savings on Supplies & Services	0.018	Procurement	
		Employee savings	0.017	1C4W	
	Business Transformation	8.5% savings on Supplies & Services	0.014	Procurement	
		Savings on Pathology £249 k, Stationary and Lease Cars	0.252	Efficiency	
	Procurement	8.5% savings on Supplies & Services	0.026	Procurement	
		Employee savings	0.052	1C4W	
	ICT	Employee savings	0.013	1C4W	
		8.5% savings on Supplies & Services	0.002	Procurement	
	Corporate Director	Employee savings, reduction in number posts	0.041	1C4W	
		Other employee cost savings	0.033	1C4W	
	Property Farms	8.5% savings on Supplies & Services	0.015	Procurement	
		Transfer payments saving	0.007	1C4W	
	Property Maintenance & Management	Training efficiencies	0.028	1C4W	
		Transfer Payment savings	0.189	1C4W	
	All	8.5% savings on Supplies & Services	0.006	Procurement	
		ICT Savings to be found	1.000	1C4W	
Subtotal	ICT WTP to be capitalised	0.950	Other		
	Employee other savings, recruitment costs	0.002	1C4W		
TOTAL	Transport savings	0.002	1C4W		
	8.5% savings on Supplies & Services	0.004	Procurement		
	Employee savings, reduction in number posts	0.006	1C4W		
	County Farms - reduce maintenance and other costs.	0.070	Efficiency		
	Staffing costs - savings in revenue funded staff (increase in Capital funded Workplace Transformation projects).	0.190	Efficiency		
	Staff savings management restructuring (EDPH & TEL)	0.050	1C4W		
	Other small efficiency savings and cost reductions	0.002	Efficiency		
	Other small efficiency savings and cost reductions	0.070	Other		
Subtotal			6.270		
TOTAL			24.657		

List of Total Fees and Charges (including increased income shown in Appendix 6)

Department	Service	Description	£m	
DCE	Funding Schools	Recoupment income	0.082	
		Income from schools	2.647	
	Schools & Learning Branch	Conference income	0.204	
		Adult Education income	0.415	
		Rental income	0.060	
		Internal Business - Urchfont	0.154	
		Other income from trading activities	0.577	
		Youth centre lettings (largely internal YPSS etc)	0.118	
		Targeted Services & Commissioning & Performance	Oxenwood Residential Centre	0.082
		PASISS	0.016	
		EOTAS recoupment	0.011	
		YPSS	0.296	
		Staff development	0.015	
		Connexions SLA with Swindon (ICT & Staff Development)	0.116	
		Connexions sublet spare office accommodation	0.012	
		Other	0.078	
	Subtotal			4.883
DCS	Older People	Client contributions	6.899	
	Physical Impairment	Client contributions	1.050	
	Learning Disability	Client contributions	3.622	
	Mental Health	Client contributions	3.790	
	Strategy & Commissioning	Other fees and charges	0.032	
Subtotal			15.393	
NAP	Highways Maintenance	Highways - skip & scaffolding licensing	0.048	
		Highways Rents	0.122	
	Street Cleaning, Amenities and Fleet	Street cleansing	0.253	
			Fleet maintenance	1.428
			Churchyards	0.192
			Markets & Fairs	0.315
			Enforcement	0.015
			Parks & Open Spaces	1.132
			Grounds Maintenance	0.186
			Public conveniences	0.424
			Countryside management	0.074
			Misc income	0.035
		Car Parking	Car Parking charges	8.982
		Network Management	Street works charges	0.375
			Shop-mobility	0.013
	Leisure	Commission income	0.163	
		Income traded services	0.265	
		Leisure centre income	3.449	
		Letting income	0.170	
		Other fees income	0.024	
		Other Leisure activities	0.067	
		Other income ex trade acts	0.490	
	Gipsy	Service Charge	0.087	
		Rents	0.255	
	Road Safety	Road Safety income	0.041	
	Transport & Development	Section 38 supervision fees	0.186	
	Education Transport	16+ income	0.485	
		Denominational transport	0.100	
	Waste Collection	Spare seat income	0.064	
		Waste commercial	2.357	
		Waste recycling	1.034	
		Skips	0.148	
		Garden waste income	0.209	
	Housing	Hostel income	0.084	
		Lifeline income	0.237	
	Development & Building Control	Building Control fee income	1.690	
		Development Control fee income	3.106	
		Land charges income	1.325	
	Economy & Enterprise	Fees & Charges / Commercial Rents	3.089	
	Subtotal			32.719

List of Total Fees and Charges (including increased income shown in Appendix 6)

Department	Service	Description	£m
PHW	Public Protection	Fees & Charges	1.065
Subtotal			1.065
DOR	Chief Executive	Swindon Lord Leut	0.013
	Policy & Communications	Income from Advertising and Sponsorship	0.450
	Finance Teams	Charge to Pension Fund	1.225
		Charge to Schools	0.295
		External provision of Pension service (Police, Fire etc)	0.037
		DCS Finance income	0.080
	Corporate Items	HRA Income	1.169
	Shared Services HR	Right Choice income	0.254
		CRB checks	0.025
		Advertising	0.019
	Shared Services Registration & D	Marriage & Civil ceremonies income	0.658
	Shared Services Payroll	Payroll - right choice income	0.354
		Payroll - Police, Fire Probation payroll contracts	0.466
	SS Occupational Health / Health & Safety	Right Choice income	0.058
		Additional Health & Safety Income	0.010
	HR	Right choice	0.221
	Legal	Legal - externally invoiced legal work	0.223
	Elections	Elections - sale of copies of electoral register	0.006
	ICT	Street naming and numbering	0.034
		Pension Fund Income (SAP system)	0.003
Property	Farms	County Farms - rental income	0.450
	Office Accommodation	Rents	0.369
Subtotal			6.419
TOTAL			60.479

Specific Grants (based on latest proposal)

Department	Service	Description	£m	
DCE	Funding Schools	Dedicated Schools Grant	219.231	
		School Standards Grant	14.140	
	Schools & Learning Branch	Learning & Skills Council 6th form funding	21.670	
		Dedicated Schools Grant	24.001	
		Standards Fund	27.220	
		Sure Start, Early Years and Childcare Grant	12.166	
		Play Builder Grant	0.018	
		Diploma Funding	0.233	
		British Council (China Link Funding)	0.008	
		School Workforce Development Grant	0.167	
		School Support Training Qualification Grant	0.168	
		Support Work Related Learning	0.229	
		Tomorrows Leader	0.028	
		Adult Community Learning	0.372	
		Independent Special School Fee's 16+	1.000	
		Other smaller grants	0.004	
		Music Grants	0.094	
		PE and Sports Strategy	0.020	
		Dedicated Schools Grant (DSG)	0.209	
		Dedicated Schools Grant (DSG)	9.824	
		Social Care Targeted Services & Commissioning & Performance	Youth Offending	0.943
			Golden Hellos	0.689
			Contact Point	0.205
			V Project	0.142
			Youth Opportunity Fund	0.216
			Other youth	0.114
			Connexions	0.163
			TAHMS (EP)	0.200
			Standards Fund YPSS	-0.318
	School Standards Grant & Pers YPSS		0.098	
	Teacher Specialism		0.051	
	HEFCE		0.017	
	Bright Horizons & other staff development		0.082	
Student Finance 6th form	0.027			
Behaviour support	0.012			
Safeguarding	Dedicated Schools Grant (DSG)	0.067		
Subtotal		333.510		
DCS	Older People	Stroke Care Grant	0.103	
		Social Care Reform	1.421	
	Learning Disability Strategy & Commissioning	LD Campus Programme	0.042	
		Aids Support Grant (ring fenced)	0.05	
	Community Leadership & Governance	Practice Learning Training	0.016	
		Wiltshire Assembly	0.06	
	Libraries Heritage & Arts	Libraries - Earlstoke Prison	0.036	
Subtotal		1.728		
NAP	Leisure	U16's Free Swimming	0.231	
		Over 60's Free Swimming	0.143	
		PCT Contribution	0.126	
	Public Transport	Concessionary Travel Special Grant	1.156	
		14-16 Transport & Access Grant	0.048	
	Housing	Post 16 Transport Grant	0	
		Homelessness Grant	0.185	
	Development & Building Control	Housing Planning Delivery Grant	1.08	
Housing Planning Delivery Grant		0.72		
Subtotal		3.689		
PHW	Public Protection	Animal Movements/Passports	0.049	
	Community Safety	Community Safety Grant	0.246	
Subtotal		0.295		
DOR	Revenues & Benefits	Revenue & Benefits Grant	94.146	
		Revenue & Benefits Grant Admin	2.817	
		Revenue & Benefits Grant - NNDR cost of collection allowance	0.689	
	SS Reception and Customer Care	REIP grant	0.079	
Subtotal		97.731		
TOTAL		436.953		

Area Based Grant Advised November 2009

Department	Grant Name/Description	Govt Dept	2010/11 £m	
DCE	14-19 Flexible Funding Pot (Previously School Standards Fund)	DCSF	0.132	
	Adult Social Care Workforce (formerly HRDS & NTS)	DH	0.197	
	Care Matters White Paper	DCSF	0.286	
	Carers	DH	0.313	
	Child and Adolescent Mental Health Services	DH	0.542	
	Child Death Review Processes	DCSF	0.041	
	Children's Social Care Workforce (formerly HRDS and NTS)	DCSF	0.096	
	Children's Fund	DCSF	0.666	
	Choice Advisers (Previously School Standards Fund)	DCSF	0.027	
	Connexions	DCSF	3.369	
	Designated Teacher Funding	DCSF	0.036	
	Education Health Partnerships (Prev. Sch Standards Fund)	DCSF	0.100	
	Extended Schools Start Up Costs (Prev. Extended Sch's Grant)	DCSF	0.690	
	Positive Activities for Young People (LAA)	DCSF	0.122	
	School Development Grant (Local Authority element) (LAA)	DCSF	0.600	
	School Improvement Partners (Prev. Sch Standards Fund)	DCSF	0.243	
	School Intervention Grant (Prev. Sch Standards Fund)	DCSF	0.170	
	School Travel Advisers (LAA)	DCSF	0.079	
	Sustainable Travel General Duty (Prev. Sch Standards Fund)	DCSF	0.040	
	Teenage Pregnancy	DCSF	0.132	
	Secondary National Strategy – Behaviour & Attendance (LAA)	DCSF	0.126	
	Secondary National Strategy – Central Coordination (LAA)	DCSF	0.220	
	Primary National Strategy – Central Coordination (LAA)	DCSF	0.280	
	Childs Trust Fund	DCSF	0.006	
	Preventing Violent Extremism Toolkit	DCSF	0.000	
	Subtotal			8.513
	DCS	Adult Social Care Workforce (formerly HRDS and NTS)	DH	0.847
		Carers	DH	1.519
		Community call for Action/Overview Scrutiny Committee	HO	0.002
		Young Peoples substance Misuse Partnership	HO	0.072
Learning & Disability Development Fund		DH	0.263	
Local Involvement Networks		DH	0.183	
Mental Capacity Act & Indep't Mental Capacity Advocate Service		DH	0.207	
Mental Health		DH	0.928	
Preserved Rights		DH	2.040	
Supporting People Administration		DCLG	0.277	
Supporting People		DCLG	8.175	
Young People Substance Misuse		DCSF	0.067	
Subtotal				14.580
NAP	Climate Change	CLG	0.022	
	Economic Assessment Duty		0.065	
	Environmental Damage Regulations	DEFRA	0.001	
	Road Safety Grant	DfT	1.388	
	Rural Bus Subsidy	DfT	1.444	
	Extended Rights to Free Transport (Previously School Standards Fund)	DCSF	0.458	
Subtotal			3.378	
PHW	Crime Reduction, Drugs Strategy and Anti Social Behaviour (Stronger Safer Communities - LAA)	HO	0.420	
Subtotal			0.420	
Unallocated	Cohesion Grant *1	CLG	0.075	
Subtotal			0.075	
TOTAL			26.966	

LINKING BUDGET AND PERFORMANCE AGAINST CORPORATE PLAN PRIORITIES

The corporate plan for the new council is being developed and will be considered by Cabinet in March. The draft priorities are shown below against the department leading on each of the priorities, but as these are cross-cutting all departments will contribute. Once the priorities are finalised measures and targets to show progress against these will be set.

DEPARTMENT	Budget 2010/11	DRAFT CORPORATE PLAN PRIORITIES (shown against lead department)
CHILDREN AND EDUCATION	£m	
Funding Schools		■ Working in partnership to support vulnerable individuals and families
Schools & Learning Branch	12.338	■ Increasing opportunities to help young people achieve their potential
Social Care	30.001	
Targeted Services & Commissioning & Performance	9.870	
Safeguarding	0.770	
Subtotal	52.979	
COMMUNITY SERVICES		
Supporting People	7.468	■ Working in partnership to support vulnerable individuals and families
Older People	36.997	■ Local honest open decision making
Physical Impairment	6.533	
Learning Disability	31.030	
Mental Health	19.934	
Strategy & Commissioning	5.757	
Community Leadership & Governance	4.348	
Libraries Heritage & Arts	7.401	
Subtotal	119.468	
NEIGHBOURHOOD AND PLANNING		
Neighbourhood Services	22.566	■ Improving our roads and improving road safety
Strategy	25.283	■ Supporting the local economy
Waste Services	27.374	■ Meeting housing needs
Housing	1.903	
Development & Building Control	1.051	
Economy & Enterprise	3.286	■ Reducing our environmental impact
Management & Support Services	2.653	
Subtotal	84.116	
PUBLIC HEALTH AND WELLBEING		
Emergency Planning	0.261	Close working with Children & Education, Community Services and Neighbourhood and Planning on:
Community Safety	0.875	■ Working in partnership to support vulnerable individuals and families
Public Protection	3.615	■ Increasing opportunities to help young people achieve their potential
Subtotal	4.751	■ Improving our roads and improving road safety
RESOURCES & CHIEF EXECUTIVE		
Chief Executive	0.573	■ Local honest open decision making
Policy & Communications	1.103	
Finance Teams	5.425	■ Achieving savings, efficiency and value for money
Corporate Items	5.427	■ Customer focus and improved access to services
Revenues & Benefits	1.110	
Shared Services	7.095	
HR	2.024	
Legal & Democratic Serv's & Governance	5.197	
Coroner	0.549	
Performance & Risk	0.393	
Business Transformation	0.292	
Procurement	1.265	
ICT	17.115	
Corporate Director	0.195	
Property Management	8.183	
Subtotal	55.946	
TOTAL	317.260	

WILTSHIRE COUNCIL

CABINET

11 FEBRUARY 2010

CAPITAL PROGRAMME PROPOSALS 2010-11 TO 2012-13

Executive Summary

This report proposes a Capital Programme for 2010-11 to 2012-13 of £285.638 million.

Cabinet needs to consider the Capital Programme proposals and make appropriate recommendations to Council on 23 February 2010.

Proposals

1. That Cabinet make the following recommendations to Council on 23 February 2010.
 - a) To approve the proposals for the Wiltshire Council Capital Programme for 2010-11 to 2012-13 as shown in Appendix B.
 - b) To approve the use of additional borrowing of £20.617 million in 2010-11 and £53.164 million over the three years.

Reasons for Proposals

The Cabinet needs to make the proposals to Council in order to:

- a) Enable the Council to set the Capital Programme for 2010-11 to 2012-13.
- b) Enable Council to ratify the level of additional borrowing.

Martin Donovan
Chief Financial Officer

WILTSHIRE COUNCIL

CABINET

11 FEBRUARY 2010

CAPITAL PROGRAMME PROPOSALS 2010-11 TO 2012-13

Purpose of Report

1. To present a proposed capital programme for Wiltshire Council for 2010-11 to 2012-13.

Background

2. Following the creation of the new Wiltshire Council on 1 April 2009, the setting of the capital budget for the next three years is clearly of strategic importance to the organisation.
3. The overall challenging state of public sector funding is well documented and while levels of Government Grant for 2010-11 are unlikely to change, the position for both 2011-12 and 2012-13 is less certain. Further, both Developer Contributions and Capital Receipts are important sources of funding and these have been impacted upon significantly by the economic downturn.

Preparation of Capital Programme

4. A base position for 2010-11 and beyond was available from the capital budget agreed by the Implementation Executive and Wiltshire County Council in February 2009. This is shown in Appendix A.
5. In preparing the Capital Programme, capital was defined in accordance with the Statement of Recommended Practice (SORP). The definition of Capital expenditure is "Expenditure on the acquisition, creation or enhancement of a fixed asset." In general it is fairly clear what is defined as capital though there are shades of grey regarding certain aspects which were clarified where necessary during this process.
6. Further new and additional projects across the Council were identified as part of preparing the new Capital Programme. A project appraisal form was used to evaluate projects using the following criteria: contribution to the Council's strategic objectives, service standards, planning and performance, risk and revenue implications. This evaluation allowed for the appropriate ranking of projects.
7. Property maintenance requirements were assessed against a number of criteria including health and safety and the risk of disruption to the service.

Funding of the Capital Programme

8. Funding of the Capital Programme is available from seven major sources
- a. Capital Grants
 - b. Third Party contributions (including Developers contributions)
 - c. Available Capital Receipts
 - d. Revenue resources
 - e. Supported Borrowing
 - f. Unsupported Borrowing
 - g. Housing Revenue Account (HRA)- Major Repairs Allowance (MRA)

The table below summarises the source of funding for the capital base position before new schemes are approved.

	2010-11	2011-12	2012-13	TOTAL
	£000	£000	£000	£000
Grant/Developer Funded	60,464	32,050	18,531	111,045
Capital Receipts	16,526	1,774	0	18,300
Revenue Funding	2,268	1,265	0	3,533
Supported Borrowing	19,897	19,948	0	39,845
Unsupported Borrowing	13,457	24,672	8,583	46,712
HRA – MRR	3,500	3,600	3,600	10,700
TOTAL	116,112	83,309	30,714	230,135

Capital Grants

9. Government Grants are available to fund a range of projects. The largest of these grant allocations relate to Education and Transport. There are a number of Education grant allocations, the majority of which relate to schools. The grant settlements were allocated by the Department of Children, Schools and Families (DCSF) in late 2007 to cover the three years 2008-09 to 2010-11. Reasonable estimates of the allocations for 2011-12 and 2012-13 have been undertaken by officers based on the latest information available.
10. The availability of Grants for Transport is much more limited. The Local Transport Plan (LTP) 3 year settlement, again up to March 2011, managed by the Department of Transport, dictates the extent of Government “allocations” but the vast majority of this is in the form of Supported Borrowing. As with the Education allocations, estimates have been made for 2011-12 and 2012-13.

Third Party Contributions

11. These arise from a number of sources, e.g. developers contributing towards new schools or school extensions and infrastructure arising from planning requirements. They can also arise from voluntary sector organisations supporting service development. A large number of such contributions are described as Section 106 contributions which the Council has to monitor closely due to associated legal requirements.

Capital Receipts

12. An estimate of capital receipts has been made for the next three financial years. Receipts have been appraised based on a detailed analysis by strategic property services and the central finance team. This has then been incorporated into the model which details the financing of the overall capital programme. It should be noted that Cabinet has recently approved policies in relation to consulting Area Boards on the disposal of Council's assets, giving local communities an opportunity to propose alternative use of assets earmarked for disposal. It should be noted that in some cases, any approval of an alternative use of these assets may reduce the Projected Capital receipt.
13. The new Wiltshire Council inherited approximately £18 million of useable capital receipts from predecessor authorities but it is expected that all of this will be applied against capital expenditure during the 2009-10 financial year.

Revenue Resources

14. Revenue resources can be made available as a contribution to assist with funding of the capital programme.

Supported Borrowing

15. Supported Borrowing has no cash value to Wiltshire Council due to the Council's position as a "floor" authority. Due to the funding mechanism it is no longer possible to see supported borrowing as a direct transfer of cash into Revenue Support Grant (RSG). The council is notified of the amount of borrowing being supported in a similar way to a grant announcement.
16. In previous years, Wiltshire County Council has funded most of the Supported Borrowing allocations though in the 2009-10 process such allocations were prioritised using the same methodology as unsupported schemes. The 2009-10 approach has been maintained for the 2010-11 budget process.
17. As indicated above in the Grants section, the vast majority of Local Transport Plan (LTP) expenditure is funded from Supported Borrowing. In the 2009-10 process, members voted to fund all of the LTP allocation in 2009-10 but the proposed allocations for 2010-11 and 2011-12 were lower. These were based on grant funding only for integrated transport and for highways maintenance were based on the amount required to prevent the overall condition of the highway infrastructure from deterioration.

Unsupported Borrowing

18. The Prudential code of Local Authority Accounting has existed since 2004 and allows Local Authorities more flexibility in borrowing including setting their own borrowing limit. This allows for a reasonable degree of unsupported borrowing within the context of affordable, prudent and sustainable capital investment plans. To demonstrate that authorities have fulfilled these objectives, the prudential code sets out the indicators that must be used and the factors that must be taken into account when calculating the indicators. This is covered in the separate report on Treasury Management Strategy.

Housing Revenue Account

19. The HRA is a ring fenced account which is treated separately. Capital Resources are allocated from the Major Repairs Reserve (MRR) (part of the Government's Housing subsidy regime) to facilitate expenditure on improving the condition of the Council's housing stock. The Salisbury area is the only part of the new Wiltshire Council which has retained its own housing stock.
20. In addition to the MRR, two successful bids for new build housing have been granted by the Homes and Communities Agency (HCA). This has attracted £4.3 million of grant funding in total for the years 2010-11 and 2011-12 which has been supplemented by other funding sources as shown in Appendix A.

Capital Programme 2010-11 to 2012-13

21. The proposed Capital Programme is both significant in total spending levels and in the number of large and high profile projects. A number of schemes for the 2010-11 and 2011-12 financial year have already been approved as part of the 2009-10 capital programme setting process.
22. Appendix A summarises the approved programme and the funding that would be used to support it. For 2012-13 grant funded and other approved changes have also been incorporated into this schedule.
23. The Construction of the new Wellington Academy has been approved by Partnerships for Schools (PfS) working in conjunction with the Department of Children, Schools and Families (DCSF). The core elements of the scheme are grant funded by PfS. Non core elements including off site works have been funded from Wiltshire Council's own resources.
24. The Salisbury Academy has recently gained the appropriate Expression of Interest (Eoi) sign off from the DCSF and the scheme is now in its feasibility stage. Successful progression is dependant on a number of factors but in this event all of the core construction costs will be funded from DCSF grant. There are certain non core elements, including some professional fees and sprinklers which will not be grant funded by the DCSF and provision for these costs has been made within the commitments section of Appendix A.

25. There have been a number of challenges with the proposed Laverstock Academy and this will no longer be progressing. All costs relating to Laverstock have been removed from the appendices.

New Schemes for Prioritisation and Approval

26. The prioritised schemes are shown in Appendix B as follows:

- Priority A – essential health & safety and must prioritised.
- Priority B – essential service delivery.
- Priority C – high priority service improvements
- Priority D – lower priority service improvements.

27. Any new scheme in 2010-11 and 2011-12 will have to be funded from additional unsupported borrowing. A line of ‘affordability’ has been drawn on Appendix B. This represents the level to which the cost of funding those capital projects above the line has been factored into revenue budget proposals. Any changes or additions to this level would have to be reflected in the revenue proposals, a rule of thumb would be approximately £1 million of additional capital expenditure, equates to £100,000 revenue financing costs

28. The table below shows a summary of the already approved schemes, as per Appendix A, and the prioritised new schemes that are funded above the line, as per Appendix B.

		2010-11 £000	2011-12 £000	2012-13 £000	TOTAL £000
APPENDIX A	APPROVED SCHEMES	105,260	78,237	27,114	210,611
	HRA	10,852	5,072	3,600	19,524
APPENDIX B	NEW SCHEMES	20,925	9,852	24,726	55,503
TOTAL		137,037	93,161	55,440	285,638

29. For Highways & Transport (non LTP as well as LTP elements) the proposed capital programme provides an increase in highways maintenance expenditure in 2010-11 compared to 2009-10. Appendix C demonstrates that overall the level of funding for those capital budgets has increased by nearly £200,000. Therefore, the requisite schemes have been included “above the line” in Appendix B.

30. A new scheme entitled Corporate Carbon Reduction Programme has been submitted. This needs to be considered in conjunction with SALIX Funding. Salix is a not-for-profit company funded by the Carbon Trust to work with the public sector to reduce carbon emissions through investment in energy efficiency technologies. Officers are currently in the process of applying for appropriate sources of funding.

31. It should be noted that there is a total of £3 million for the Salisbury Vision. This is comprised of unsupported borrowing of £750,000 in 2010-11 together with £750,000 unsupported borrowing that will be rolled forward from 2009-10. There are also amounts of £750,000 in the 2010-11 and 2011-12 financial years funded from within the LTP arrangements.

Workplace Transformation Programme (WTP)

32. A detailed report was taken to Cabinet in October 2009 describing the strategy relating to core office buildings and describing how a significant amount of short and medium term capital investment would lead to medium and long term revenue savings. An estimated amount of £17.558 million of capital receipts from the sale of surplus buildings is planned to occur in 2012-13 and this will in part fund the capital programme. The report was approved by Cabinet and the figures have been incorporated into the commitments section of Appendix A. Previous related headings for Bourne Hill, Salisbury and Hubs Strategy have been removed from the schedules as these have now been entirely superseded by the WTP.
33. A further report went to Cabinet on 15 December 2009 looking at service areas where investment would be beneficial, namely around Children and Families Resource Centres, Learning Disability Community Centres, Dementia cafes, Children's homes complex needs, children's homes autistic spectrum disorder and children and families 16 plus towpath.
34. This report was approved by Cabinet adding further expenditure of £10.4 million, subject to prioritisation as part of the capital budget, and this has been included in Appendix B.
35. Following the Cabinet report in December the Workplace Transformation Board will be required to provide to Cabinet quarterly updates, in addition to the regular monthly budget monitoring, on the progress of the total budget for WTP scheme which, subject to approval in this report, will total £67.377 million over the 3 years.
36. A scheme for Learning Difficulties Best Value has been removed from the budget schedules as this has now been included within the WTP project.

Risk Assessment

37. The programme includes a number of large projects which often have complex and uncertain funding and assumptions. With limited resources, the ability to meet the costs of risks as they materialise and maintain other elements of the programme becomes a severe challenge.
38. Members could reduce the proposed Capital spending by removing or reducing capital schemes which, depending on the funding source, could reduce the revenue costs of borrowing.

39. The approach to the programme is to prioritise the projects within the available resources. There is a potential for changes in affordability of large projects which can have a significant impact on the programme, even for those intended to be self-funding.
40. Active management and intervention in the Capital Programme will be maintained through the Corporate Leadership Team to manage the risks inherent in the programme. Capital Budget monitoring reports will continue to be taken to Cabinet regularly.

Equalities Impact of the Proposal

41. None has been identified as arising directly from this report.

Environmental Implications of the Proposals

42. Please refer to paragraph 30 above regarding the Corporate Carbon reduction Programme.

Financial Implications

43. The report as a whole considers the financial implications to the Council's Capital Programme 2010-2013.

Legal Implications

44. None has been identified as arising directly from this report.

Conclusion

45. The recommended Capital Programme is shown in Appendix B, which balances the available resources and priorities over the next three years.

Reasons for Proposals

46. The proposals seek to match available resources, consistent with current policies to priority projects, annual allocations and commitments to set a balanced Capital Programme which is affordable over the next three years.

Proposals

47. a) Approve the proposals for the Wiltshire Council Capital Programme for 2010-11 to 2012-13 as shown in Appendix B.
- b) Approve the use of additional borrowing of £20.617 million in 2010-11 and £53.164 million over the three years.

Martin Donovan
Chief Financial Officer

Report Author: Adam Stirling

Unpublished documents relied upon in the production of this report: None
Environmental impact of the recommendations contained in this report: None

Appendix A : Baseline Position for Capital Programme 2010-11 to 2012-13
Appendix B : Capital Programme 2010-11 to 2012-13 New Schemes for
 Prioritisation & Approval
Appendix C : Highways & Transportation Capital Budget Allocations

BASELINE POSITION FOR CAPITAL PROGRAMME 2010-11 to 2012-13

APPENDIX A

Dept	Scheme	2010-11	2011-12	2012-13*	Total 2010-13	2010-13 SOURCES OF FUNDING SUMMARY				
		Budget	Budget	Budget	Budget	Grants Developer Contributions	Capital Receipts	Revenue Contris	Supported Borrowing	Unsupported Borrowing
		£000	£000	£000	£000	£000	£000	£000	£000	£000
	Grant & Developer Funded Elements (existing base position)									
DCE	Wellington Academy	12,897	12,910		25,807	25,807				
DCE	Devolved Formula Capital	4,431	7,160	7,160	18,751	18,751				
DCE	Extended Schools	413			413	413				
DCE	Sure start, early years	3,119	0	0	3,119	3,119				
DCE	Youth Capital Grant	187	200	200	587	587				
DCE	Primary Capital Programme - building schools for the future	9,793	4,000	4,000	17,793	17,652			141	
DCE	Targeted Capital for 14-19, Special Educational Needs & Access	7,700			7,700	7,700				
DCE	Aiming High for Disabled Children (AHDC) Short break funding	478	0		478	478				
DCE	New Deals for Schools Modernisation Funding Grant Element only	3,946	4,500	4,500	12,946	12,946				
DCE	DCSF Targeted Capital Funding for practical cooking spaces	810	0		810	810				
DCE	Playbuilder	596			596	596				
DCE	School Kitchens Grant	929			929	929				
DCE	Quakers Walk New Primary School	1,885			1,885	1,885				
DCE	Clarendon College Expansion	727			727	727				
NAP	Other Housing Grants	1,373	770		2,143	2,143				
NAP	Commuted Sums for Housing (developer contribution)	137			137	137				
NAP	Mandatory Disabled Facilities Grants - Housing	1,010	1,110	1,210	3,330	3,330				
NAP	Thingley Transit Site	1,575			1,575	1,498		77		
NAP	LTP Integrated Transport Grant element	1,461	1,400	1,461	4,322	4,322				
NAP	Bridges & Structures - grant funded part of LTP Maintenance	330			330	330				
DCS	Adult Social Care IT Infrastructure Grant	127			127	127				
DCS	Social Care Grant	239			239	239				
DCS	Mental Health Grant	141			141	141				
	TOTAL GRANT/DEVELOPER FUNDED	54,304	32,050	18,531	104,885	104,667	0	77	141	0

BASELINE POSITION FOR CAPITAL PROGRAMME 2010-11 to 2012-13

APPENDIX A

Dept	Scheme	2010-11	2011-12	2012-13*	Total 2010-13	2010-13 SOURCES OF FUNDING SUMMARY				
		Budget	Budget	Budget	Budget	Grants Developer Contribs	Capital Receipts	Revenue Contribs	Supported Borrowing	Unsupported Borrowing
		£000	£000	£000	£000	£000	£000	£000	£000	£000
	Commitments									
DCE	Melksham Oak Community School	1,023			1,023		1,023			
DCE	Wellington Academy - off site works	200			200				200	
DCE	New Deals for Schools Modernisation Funding - 50% maintenance element	232	250		482				482	
DCE	Additional Accommodation (basic need) - revised amount	4,142	3,529		7,671	613			7,058	
DCE	Access & Inclusion	855	850		1,705				1,705	
DCE	Salisbury Academy - net cost to Council only (assumes reprofiling approved)	476	1,690	185	2,351		2,000			351
DCE	Clackers Brook Primary School - Furniture & Equipment	230			230		230			
NAP	Salisbury Vision: Renaissance of Salisbury Market Place	750			750	750				
NAP	LTP Maintenance - core amount to prevent further maint. Backlog	10,548	10,295		20,843				20,843	
NAP	Carriageway Surface Dressing	500	500		1,000				1,000	
NAP	Footways	250	250		500		500			
NAP	Land Drainage	200	200		400				400	
NAP	Land Drainage maintenance	300	300		600				600	
NAP	Land Compensation and Acquisition-previous schemes	150			150		150			
NAP	Street Cleaning Vehicles	284	284		568				568	
NAP	Waste Vehicles	1,611	1,611		3,222	628			2,594	
NAP	Highway Depots	2,686			2,686		2,686			
DCS	Stronger Safer Community Fund	114	0		114	114				
RES	Building Maintenance - core amount to prevent further maint. Backlog	2,125	2,129		4,254				4,254	
RES	Workplace Transformation Programme (WTP)	24,280	24,299	8,398	56,977		11,711			45,266
	TOTAL COMMITMENTS	50,956	46,187	8,583	105,726	2,105	18,300	0	39,704	45,617
	Housing Revenue Account (HRA)									
NAP	Housing Revenue Account - R&M of Council properties - MRA	3,225	3,325	3,325	9,875			9,875		
NAP	HRA - Disabled Adaptions - MRA	275	275	275	825			825		
NAP	HRA - New Housing - Tranche 1	5,354	1,265		6,619	3,163		3,456		
NAP	HRA - New Housing - Tranche 2	1,998	207		2,205	1,110				1,095
	TOTAL HRA	10,852	5,072	3,600	19,524	4,273	0	14,156	0	1,095
	SUBTOTAL EXISTING BASE POSITION INCLUDING HRA	116,112	83,309	30,714	230,135	111,045	18,300	14,233	39,845	46,712

* None of the planned expenditure for 2012-13 has been approved previously, so this all requires approval as part of this report.

Dept	Scheme	Prioritisation Category	2010-11	2011-12	2012-13*	Total 2010-13	2010-13 SOURCES OF FUNDING SUMMARY						
			Cap Bid	Cap Bid	Cap Bid	Cap Bid	Grants	Capital	Revenue	Supported	Unsupported		
			£000	£000	£000	£000	Developer Contribs	Receipts	Contribs	Borrowing	Borrowing		
							£000	£000	£000	£000	£000		
	New Schemes for Prioritisation & Approval												
DCE	Access & Inclusion	A	0	0	855	855					855		
DCE	Additional Accommodation - core amount for 12-13	A	0	0	3,529	3,529					3,529		
RES	Building Maintenance - core amount to prevent further maintenance backlog	A	426	136	2,265	2,827		418					2,409
NAP	Local Transport Plan Maintenance - core amount to prevent further maintenance backlog - total amount for 2012-13	A	0	0	10,295	10,295					10,295		
RES	WTP - Operational Estate - DCE & DCS Projects	B	10,400			10,400							10,400
RES	Building Maintenance - The Shambles, Devizes	B	380	0	0	380							380
DCE	Additional Accommodation	B	500	500	500	1,500		500					1,000
DCE	New Deal for Schools Modernisation Funding	B	231	213	463	907		463					444
NAP	HRA Disabled Adaptations	B	150	150	150	450		150					300
NAP	Mandatory Disabled Facilities Grants	B	800	1,800	1,900	4,500							4,500
NAP	Road Safety Grant	B	308			308	308						
NAP	Bradford on Avon Cemetery Extension	B	35	270	0	305							305
NAP	Local Transport Plan - Integrated Transport Block	B	2,921	2,679	2,564	8,164					2,564		5,600
NAP	LTP Road and Bridge Maintenance Funding - to reduce backlog	B	1,801	1,705	1,705	5,211					1,705		3,506
NAP	Highways Structural Maintenance -Additional Bid	B	250	0	0	250							250
NAP	Melksham Cemetery Extension	B	100	320	0	420							420
NAP	Purchase of replacement kerbsider recycling collection vehicles	B	775	479		1,254							1,254
NAP	Purchase of additional boxes to support additional recycling	B	220			220							220
NAP	Corporate Carbon Reduction Programme	C	500	500	500	1,500		500					1,000
NAP	NAP consolidated IT System	C	350	350	0	700							700
RES	Revenues & Benefits combined system	C	750	750	0	1,500							1,500
DCE	Porch at Wootton Bassett Youth Centre	C	28	0	0	28							28
	SUBTOTAL, SUGGESTED PRIORITISED BIDS		20,925	9,852	24,726	55,503	308	2,031	0	18,948	34,216		
RES	Building Maintenance - to reduce backlog (being addressed by WTP)	C	900	900	900	2,700							
DCS	Malmesbury Library Refurbishment	D	323	0	0	323							
NAP	Grass Cutting & Grounds Maintenance Vehicles	D	100	282	0	382							
	SUBTOTAL, BIDS NOT SELECTED FOR PRIORITISATION		1,323	1,182	900	3,405							

HIGHWAYS & TRANSPORT CAPITAL BUDGET ALLOCATIONS

	2009-10 APPROVED BASE BUDGET	2010-11 PROPOSED BASE BUDGET	2010-11 PROPOSED BUDGET BIDS	2010-11 TOTAL OF BASE BUDGET AND BIDS
	£000	£000	£000	£000
Integrated Transport Grant funded element (LTP)	1,386	1,461		1,461
Integrated Transport Supported Borrowing element (LTP)	2,773		2,921	2,921
Specific Maintenance Works Grant (LTP)	330	330		330
LTP Maintenance of Roads & Bridges - Health & Safety related & to maintain existing conditions	10,189	10,548		10,548
LTP Maintenance of Roads & Bridges - to reduce backlog	1,742		1,801	1,801
SUBTOTAL LTP	16,420	12,339	4,722	17,061
Road Safety Grant (unringfenced grant)*			308	308
Carriageway Surface Dressing	500	500		500
Additional one off highways maint to cover 107km of road maint in total	1,000			
Highways structural maintenance (additional bid)			250	250
Footways	250	250		250
Land Drainage	200	200		200
Land Drainage Maintenance	300	300		300
SUBTOTAL NON LTP	2,250	1,250	558	1,808
TOTAL HIGHWAYS & TRANSPORT**	18,670	13,589	5,280	18,869

* Not allocated to Road Safety in 2009-10 because as an unringfenced grant, it was utilised to fund other priorities.

** Does not include other items such as Land Acquisition & Compensation.

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WILTSHIRE COUNCIL

CABINET

11 FEBRUARY 2010

FEES AND CHARGES 2010-11

Executive Summary

This report details the current budget proposals for 2010-11 for fees and charges across the council.

Proposal

To approve the fees and charges as included in the revenue budget proposals for 2010-11.

Reasons for Proposals

Cabinet are aware of the fees and charges, as detailed in Appendix 1, and that they have been incorporated into the revenue budget proposals for 2010-11.

Martin Donovan
Chief Financial Officer

WILTSHIRE COUNCIL

CABINET

11 FEBRUARY 2010

FEES AND CHARGES 2010-11

Purpose of Report

1. This report details the range of fees and charges that are included within the budget proposals for 2010/11.
2. In summary the proposed level of Fees and Charges income for 2010/11 is £60.479 million compared to £55.341 million in 2009/10. This represents a 0.9% increase in total budget terms. However it should be noted that although fees and charges may have been increased other factors e.g. economic and demographic have impacted on the proposed budgeted income.
3. Fees and Charges represent a significant source of income to the Council. In some cases Fees and Charges make a full contribution to the cost of the relevant Services, whilst in others they make a part contribution.
4. It is important that fees and charges are set an optimal level which balances a range of issues including:
 - a. Market conditions, demands and trends (including the current economic climate)
 - b. Inflationary cost pressures
 - c. Policy priorities across the Council such as social inclusion, anti-poverty and equality impacts
 - d. User needs
 - e. Strategic powers of charging
 - f. Legal requirements, notification requirements and other statutory obligations
5. This report presents the fees and charges 2010-11 after consideration of the above issues as incorporated into the 2010-11 revenue budget proposals.

Main Considerations for the Council

6. Like all authorities, the Council is experiencing financial constraints which are likely to increase from 2011-12 onwards. This increases the importance of a clear income strategy for Fees and Charges.
7. Since Wiltshire Council was established on 1 April 2009, work is continuing to ensure that Fees and Charges are harmonised where appropriate. The

Council will incorporate its strategy on Fees and Charges as part of the medium term financial plan.

Statutory Fees and Charges

8. There are a range of Fees and Charges which are governed by statute over which the Council has no discretion to change the rates and alter income levels.
9. This report sets out below, by department, an explanation of the income included in the revenue budget proposals for both statutory and non statutory fees and charges

Department of Children and Education

Schools & Learning Branch - £4.057m

10. This income includes the training and conference income charged by Urchfont Manor and Braeside in order to offset running costs. Also included are charges made by the Council to individual schools that have their own delegated budgets. This is agreed under the Right Choice regime and income increases are proposed in line with the minimum funding guarantee to schools for their budgets of 2.1%. This covers fees within DCE but also recharges of costs within Human resources, payroll and other support functions.

Department of Community Services

Adult Social Care - £15.393m

11. The vast majority of charges levied within Adult Social Care are non-discretionary. Charges for residential care are determined in accordance with statutory regulations. Each person has a financial assessment which determines the fee level. Domiciliary care fees are also subject to a financial assessment which covers allowable expenses and disposable income.

Department of Neighbourhood and Planning

Highways Skips and Scaffolding - £0.048m

12. This is income from charging for licences to place skips and scaffolding on the highway.

Street Cleaning Amenities and Fleet - £4.054m

13. There are a wide variety of services which are chargeable within this service area including fleet maintenance, market stalls, parks & open spaces, grounds maintenance, churchyards and certain public conveniences.

Car Parking - £8.982m

14. Car Parking charges are proposed to increase by an average 5%.
15. As a separate and longer term review of car parking charges a review is proposed into the varying levels of car parking charges across the county. The proposed review will look at the current charging structures and the proposal to create bands across the county with different levels of charging within them. The whole process will be subject to an extensive consultation exercise.

Leisure Services - £4.628

16. Leisure services charge for all activities and courses which are undertaken at each leisure centre, including all fees for swimming, sports hall hire, squash courts, fitness facilities, pitch hire and tennis courts.
17. The fees and charges are set locally, and differ between hubs and individual centres. The overall increase for fees and charges for 2010/11 has been set at 5% on average. However overall the budget proposals for 2010-11 provide for a loss of income due to the recession.
18. It has been decided not to harmonise fees and charges at this time due to the complexity and number of differing fees and charges. Each leisure centre competes in a local market against private facilities, and must therefore be mindful of this competition when setting its fee structure. The quality of centres varies considerably and is reflected in the charges. In addition, facilities in two districts are outsourced and therefore fees are set externally.

Waste Collection - £3.748

19. This is income from charging for commercial waste collection, waste recycling, skips, and extra garden waste.

Planning Fees - £3.106m

20. This is income for planning fees charged for planning applications. Planning fees are set nationally and a pledge has been made by Central Government to freeze planning fees on applications to help developers and builders through the economic recovery. Therefore for 10/11 a budget of £3.106 has been proposed which is the same as 09/10.

Building Control - £1.690m

21. The setting of charges for Building Control works has been devolved to local authorities by the Secretary of State, and therefore Wiltshire Council has discretion over its charging structure. The Building Control service sets fees as part of a wider Wessex Group, under the Local Authority Building Control brand. The Group regularly reviews charges and ensures consistency over the charging structure within the geographic area of Wessex. The Building Control service operates within a competitive market.

Local Land Charges - £1.325m

22. Fees for the LLC1 (Register of Local Land Charges) and the CON29 (Enquiries of Local Authorities) are all set locally. There is significant competition in this area from private sector search agents.

Economy and Enterprise - £3.089m

23. The majority of fees and charges within the Economy and Enterprise budget are related to rents and service charges received from council owned commercial properties. The charges are subject to periodic reviews in accordance with their tenancy agreements.
24. Other income in this service area relates to fees and charges received mainly through tourism and the activities of Tourist Information Centres (TIC), through general sales and advertising.

Department of Wellbeing and Health

Public Protection - £1.065m

25. Public Protection encompasses a large number of activities for which licensing is required, such as hackney carriage, liquor, petrol, animal passports, gambling, and temporary event notices. In addition, the pest control service comes within this remit.
26. The outsourced Pest Control Service in Salisbury is currently under review and it is proposed that this service comes back in house, thereby increasing income by £40 k for 10/11.
27. The increase in fees and charges is determined in a number of ways. Where there is an element of discretion, then the increase will depend upon the nature of the service. In a competitive market, such as Pest Control, the prevailing market conditions will determine any price sensitivities and therefore any increases.
28. For other services, such as some of the licensing functions, the fees can be set after appropriate consultation. Benchmarking exercises with other neighbouring authorities are carried out to enable reasonable comparisons with similar services. For the 2010-11 budget an average increase of 1.5% has been proposed.

Department Of Resources

Property - £0.819m

29. Around £0.450m of income is in relation to rents received from council farm tenants, which are subject to periodic review in accordance with their tenancy

agreements. The Council is professionally advised by estate and valuation consultants as to the commercial rate in setting rentals.

30. The remaining income, £0.369m, is received through the letting of space within council office buildings.

Payroll - £0.820m

31. The provision of external payroll services has an anticipated charges increase of 1% for external organisations and 2.1% for Schools.

Registrars - £0.658m

32. There are a variety of charges for services involved with births, deaths and marriages.

Legal - £0.223m

33. Anticipated professional fees for external work have been maintained at the current charge-out rate of between £90 to £150 per hour, this is consistent with other authorities.

Equality and Diversity

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

Legal Implications

35. There will be legal implications in some service areas e.g. car parking regarding the notification and consultation on fee increases. These will be addressed by the relevant department.

Risk Assessment

36. In setting the 2010-11 revenue budget proposals assumptions have been made about the demand for services proposed, where the level of Fees and Charges is proposed to increase.
37. There is a risk that demand for services will differ from the assumptions made and income levels fall below that which is anticipated. This would create a cost pressure which would have to be managed and mitigated by the services concerned as part of the normal budget monitoring process.
38. There is also a risk that external factors e.g. economic and demographic could change beyond the boundaries of those factored into service assumptions on the budgeted level of income to be received. Again this would have to be managed and mitigated through the monthly budget monitoring process.

Financial Implications

39. The financial implications are incorporated as part of the revenue budget proposal 2010-11 report.

Proposals

40. The fees and charges as included in the revenue budget proposals for 2010-11 are approved.

Reasons for Proposals

41. Cabinet are aware of the fees and charges, as detailed in Appendix 1, and that they have been incorporated into the revenue budget proposals for 2010-11.

Martin Donovan
Chief Financial Officer

Report Author: Leanne Sykes

Unpublished documents relied upon in the production of this report:	None
Environmental impact of the recommendations contained in this report:	None

Appendix 1: Detailed fees and charges budgets per department.

Total Fees and Charges Budget 2010-11

Department	Service	Description	£m	
DCE	Funding Schools	Recoupment income	0.082	
		Income from schools	2.647	
	Schools & Learning Branch	Conference income	0.204	
		Adult Education income	0.415	
		Rental income	0.060	
		Internal Business - Urchfont	0.154	
		Other income from trading activities	0.577	
		Targeted Services & Commissioning & Performance	Youth centre lettings (largely internal YPSS etc)	0.118
			Oxenwood Residential Centre	0.082
			PASISS	0.016
			EOTAS recoupment	0.011
			YPSS	0.296
			Staff development	0.015
			Connexions SLA with Swindon (ICT & Staff Development)	0.116
		Connexions sublet spare office accommodation	0.012	
Other	0.078			
Subtotal		4.883		
DCS	Older People	Client contributions	6.899	
	Physical Impairment	Client contributions	1.050	
	Learning Disability	Client contributions	3.622	
	Mental Health	Client contributions	3.790	
	Strategy & Commissioning	Other fees and charges	0.032	
Subtotal		15.393		
NAP	Highways Maintenance	Highways - skip & scaffolding licensing	0.048	
	Street Cleaning, Amenities and Fleet	Highways Rents	0.122	
		Street cleansing	0.253	
		Fleet maintenance	1.428	
		Churchyards	0.192	
		Markets & Fairs	0.315	
		Enforcement	0.015	
		Parks & Open Spaces	1.132	
		Grounds Maintenance	0.186	
		Public conveniences	0.424	
		Countryside management	0.074	
		Misc income	0.035	
		Car Parking	Car Parking charges	8.982
			Street works charges	0.375
		Network Management	Shop-mobility	0.013
			Commission income	0.163
		Leisure	Income traded services	0.265
			Leisure centre income	3.449
			Letting income	0.170
			Other fees income	0.024
	Other Leisure activities		0.067	
	Other income ex trade acts		0.490	
	Service Charge		0.087	
	Gipsy	Rents	0.255	
		Road Safety income	0.041	
	Road Safety	Road Safety income	0.041	
	Transport & Development	Section 38 supervision fees	0.186	
	Education Transport	16+ income	0.485	
		Denominational transport	0.100	
	Waste Collection	Spare seat income	0.064	
		Waste commercial	2.357	
		Waste recycling	1.034	
		Skips	0.148	
		Garden waste income	0.209	
	Housing	Hostel income	0.084	
		Lifeline income	0.237	
	Development & Building Control	Building Control fee income	1.690	
		Development Control fee income	3.106	
		Land charges income	1.325	
	Economy & Enterprise	Fees & Charges / Commercial Rents	3.089	
Subtotal		32.719		

Total Fees and Charges Budget 2010-11

Department	Service	Description	£m
PHW	Public Protection	Fees & Charges	1.065
Subtotal			1.065
DOR	Chief Executive	Swindon Lord Leut	0.013
	Policy & Communications	Income from Advertising and Sponsorship	0.450
	Finance Teams	Charge to Pension Fund	1.225
		Charge to Schools	0.295
		External provision of Pension service (Police, Fire etc)	0.037
		DCS Finance income	0.080
	Corporate Items	HRA Income	1.169
	Shared Services HR	Right Choice income	0.254
		CRB checks	0.025
		Advertising	0.019
	Shared Services Registration & D	Marriage & Civil ceremonies income	0.658
	Shared Services Payroll	Payroll - right choice income	0.354
		Payroll - Police, Fire Probation payroll contracts	0.466
	SS Occupational Health / Health & Safety	Right Choice income	0.058
		Additional Health & Safety Income	0.010
	HR	Right choice	0.221
	Legal	Legal - externally invoiced legal work	0.223
	Elections	Elections - sale of copies of electoral register	0.006
	ICT	Street naming and numbering	0.034
		Pension Fund Income (SAP system)	0.003
Property	Farms	County Farms - rental income	0.450
	Office Accommodation	Rents	0.369
Subtotal			6.419
TOTAL			60.479

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WILTSHIRE COUNCIL

CABINET
11 FEBRUARY 2010

TREASURY MANAGEMENT STRATEGY 2010-11

Executive Summary

This report presents the Treasury Management Strategy for 2010-11 including:

- a) the Prudential and Treasury Indicators (Prls and Trls) for the next three years;
- b) other debt management decisions required for 2010-11 that do not feature within the Prls or Trls; and
- c) the Annual Investment Strategy for 2010-11.

Proposals

The Cabinet is requested to recommend that the Council:

- a) adopt the revised CIPFA Code of Practice on Treasury Management in the Public Services;
- b) adopt the Prudential and Treasury Indicators (Appendix A);
- c) adopt the Annual Investment Strategy (Appendix B);
- d) delegate to the Chief Finance Officer the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;
- e) authorise the Chief Finance 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 and deposits; and
- g) agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.

Reasons For Proposals

The proposals are required to comply with statutory guidance and reflect best practice.

Martin Donovan
Chief Finance Officer

TREASURY MANAGEMENT STRATEGY 2010-11

Purpose of Report

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 2010-11.

Background

2. The Council is required by legislation to approve a Treasury Management Strategy, which incorporates the setting of Prudential and Treasury Indicators and an Annual Investment Strategy, before the start of the financial year.
3. A review of the position in the current year was reported to Cabinet at its meeting on 15 December 2009 as part of the Interim Report.
4. Since the interim report was issued, an amended Prudential Code, Treasury Management Code and Treasury Management Guidance Notes have been published, which bring them into line with the requirements of International Financial Reporting Standards (IFRSs). The Prudential and Treasury Indicators and Treasury Strategy (Appendices A and B) have been prepared in accordance with these updates and, as a result, some figures will differ from those reported in the interim report, particularly actuals for 2008-09, where borrowing and investments have been amended to exclude all accounting adjustments, as required by the updated code.

Main Considerations for the Cabinet

Prudential and Treasury Indicators

Basis of the Indicators

5. A summary of the PrIs and TrIs is shown in Appendix A. The key indicators are the Treasury Indicators relating to the Authorised Limit (TrI 1) and the Operational Boundary (TrI 2), which control the Council's exposure to debt.
6. The PrIs and TrIs have been set on the basis of all known commitments and the effect of all known revenue and capital proposals relating to the council, including those outlined elsewhere on this agenda.
7. For the purpose of comparison, the figures for 2008/09 incorporate information from the former district councils.

Monitoring and Reporting of the Prudential Indicators

8. Progress will be monitored against the PrIs and TrIs throughout the year, particularly against the two borrowing limits. Cabinet will be kept informed of any issues that arise, including potential or actual breaches. Members will receive monthly capital monitoring reports and an Interim Report on Treasury Management Strategy for 2010-11 in November 2010.
9. The elements within the Authorised Limit and the Operational Boundary (Trl 1 and 2 in Appendix A), for borrowing and other long term liabilities require the approval of the Council. In order to give operational flexibility, Members are asked to delegate to the Chief Finance Officer the ability to effect movements between the two elements where this is considered necessary. Any such changes will be reported to Members.

Other Debt Management Issues

Debt Rescheduling

10. Opportunities will be taken to reschedule existing debt where this results in the generation of reasonable cash savings at minimum risk or to enhance the long term portfolio. Sector Treasury Services, the Council's treasury management adviser, has made previous recommendations that have generated considerable savings in the past. However, the premium associated with premature repayment rates, introduced by the Public Works Loan Board (PWLb) in November 2007, makes it more expensive to redeem debt prior to its maturity date, which has severely limited the ability to make savings from debt rescheduling. Consultation is in progress at the time of writing in respect of a proposal to reduce the current differential between premature repayment and new loan rates, to which Sector have submitted a response.
11. The current average interest rate for the Council overall is 4.3%, which is one of the lowest rates of interest when compared with the latest available information available in respect of other English local authorities.
12. It is proposed that the Chief Finance Officer should continue to be authorised to act on Sector's advice should rescheduling opportunities arise. Any rescheduling will be reported to Cabinet members.

Lender Option Borrower Option (LOBO) Market Loans

13. There are basically two main types of LOBO loan:
 - a) where there is an 'initial period' at a relatively low rate of interest, on the completion of which the rate will automatically increase to a 'secondary rate' as per the loan agreement. The interest rate is then subject to 'call option dates' at certain predetermined stages (e.g. every six months, every five years) over the life of the loan, at which time the lender has the option to set a revised interest rate and the borrower has the option to repay the loan without penalty; or

- b) where the loan is subject to 'call option dates' only (i.e. there is no 'secondary rate') at which time the lender has the option to raise the interest rate and the borrower has the option to repay the loan without penalty.
14. If the lender exercises his option to revise the interest rate at one of the 'call option dates', the Council will always exercise its option to repay the loan. Consideration will then be given to rescheduling the debt where the overall level of debt prior to the repayment needs to be maintained.

Short Term Cash Deficits

15. 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 capital requirements in the short term until longer term loans become more cost effective. The majority of these loans will be at fixed interest rates, maturing on specific dates. It is recommended that the Council continue to utilise temporary loans for any short term cash deficits that arise in respect of revenue and/or capital.

Cash Investments

Annual Investment Strategy

16. The Annual Investment Strategy for 2010-11, which sets out the policy framework for the investment of cash balances, is shown in Appendix B.

Short Term Cash Surpluses

17. It is anticipated that temporary short term cash surpluses will arise regularly during the year. Investment of these surpluses should be in specific investments (e.g. short term Sterling investments of less than one year). Such investments will normally be short term deposits to specific dates depending on cash flow requirements. However, under certain market conditions, money market funds may be used if they provide improved returns.

Longer Term Cash Surpluses

18. Some cash surpluses, for example core revenue balances, net creditors, accrued reserves and special funds such as those for insurance and PFI can be invested on a long term basis. These cash surpluses may be used for capital financing requirements, where long term interest rates mean that it is less cost effective to take out long term loans.
19. Improved returns may be obtained by placing these surpluses in money market funds. The Chief Finance Officer has delegated authority to select money market funds and appoint External Cash Managers within the current approved strategy and it is recommended that this authority is retained.
20. The proposed Investment Strategy for 2010-11 includes the use of unspecified investments (e.g. more than 12 months to maturity and for which external professional advice is required) that Sector may recommend for investment of longer term cash surpluses, such as the PFI Sinking Fund.

21. Although the Council has been well positioned in terms of the balance between both loans and investments, rates of interest paid on deposits have continued to fall, but, although low compared to last year, have been fairly static over the last few months. Following a period of similarly low rates, interest rates are expected to start to rise towards the end of the third quarter of 2010-11.
22. The repayment of the outstanding investments held in Icelandic banks (Heritable Bank – £9 million and Landsbanki Islands hf – £3 million) is being actively pursued and we are continuing to liaise with both the Local Government Association (LGA) and Ernst and Young (who are dealing with the administration of Heritable Bank). Bevan Brittan Solicitors (via the LGA) are liaising with the Landsbanki Winding-up Board in respect of local authority claims. The Council has so far received approximately £2.6 million (29%) from the administrators of Heritable Bank and the latest information received from them indicates that they intend to declare a third interim dividend “during the course of 2010. The precise timing and quantum of this dividend remains subject to the continued collection of funds via the run-off of the various loan books”. The position with Landsbanki, following the creditors meeting in Iceland in November 2009, is that local authorities have been granted priority status in the repayment of investments. Although no payments have been received to date from Landsbanki, this means that it is likely the Council will receive a total repayment of around 80% to 90% of its investment, provided any challenge to the decision on priority status, in the Icelandic courts, is unsuccessful. Should this not be the case, it is currently estimated that the return would drop to 36%.
23. It is still anticipated that the Council will eventually recover between 80% to 90% of its overall investment, however, it is likely that the recovery of the investments will be a long process, dependent upon the progress of the administration of the banks involved.

Minimum Revenue Provision

24. 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.
25. In accordance with Local Authorities (Capital Finance and Accounting) Regulations 2008 the council adopted a MRP annual policy in May 2009 for the financial year 2009-10.
26. For financial year 2010-11 it is proposed to keep the annual policy unchanged, in that a regulatory method of setting aside 4% of the borrowing requirement for supported borrowing and an asset life method calculation for any unsupported borrowing is to be applied.

Environmental Impact of the Proposals

27. None have been identified.

Equalities Impact of the Proposal

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

Risk Assessment

29. 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 (the organisations with which the Council deposits cash surpluses).
30. The strategies in Appendices A and B take account of the forecast movement in interest rates and allow sufficient flexibility to vary strategy if actual movements in interest rates are not in line with the forecast.
31. Sector is currently predicting the following interest rate movements:
- a) the Bank Rate, which was reduced to 0.50% in March 2009, where it has remained, is expected to rise to 0.75% by the end of the third quarter of 2010, rising further to 1.00% by the end of the fourth quarter of 2010. Sector then expect it to rise (in stages) to 3.25% by the end of 2011;
 - b) short term rates are expected to rise from 4.00% to 4.30% during 2010 and rise to 4.90% by the end of the fourth quarter of 2011;
 - c) medium term rates are expected to rise from 4.55% to 4.80% during 2010, rising to 5.10% by the end of 2011; and
 - d) long term rates are expected to rise to 4.90% (from 4.60%) during 2010 and then rise to 5.20% by the end of quarter four 2011.
32. Significant decreases in interest rates, linked with the economic crisis, were experienced during the latter part of 2008 and continued into 2009. During the last few months of 2009 the rates stabilised and, based on current forecasts, are expected to remain fairly static before increasing during the last two quarters of 2010.
33. The risk that counterparties are unable to repay investments could jeopardise the Council's ability to meet its payments. Investment counterparty risk is controlled by using suitable criteria for assessing and monitoring credit risk, including the use of an up to date lending list. The lending list categorises counterparties according to country, type, sector, maximum investment, and maximum duration of investment (see Appendix B). An overlay of Credit Default Swap (CDS) spreads (default risk) is also used to give early warning of likely changes in credit ratings and Sector provides access to the ratings of all three credit rating agencies.

Financial Implications

34. The financial implications of the strategies discussed in this report are fully reflected within the revenue and capital budget figures included elsewhere on this agenda.

Reasons for Proposal

35. The proposals are required to comply with statute and associated guidance and reflect best practice.

Options Considered

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

Proposals

37. The Cabinet is requested to recommend that the Council:
- a) adopt the revised CIPFA Code of Practice on Treasury Management in the Public Services;
 - b) adopt the Prudential and Treasury Indicators (Appendix A);
 - c) adopt the Annual Investment Strategy (Appendix B);
 - d) delegate to the Chief Finance Officer the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;
 - e) authorise the Chief Finance 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 and deposits; and
 - g) agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.

MARTIN DONOVAN
Chief Finance Officer

Report Author: Keith Stephens

The following unpublished documents have been relied on in the preparation of this Report: NONE

Appendix A - Prudential and Treasury Indicators for 2010-11, 2011-12 & 2012-13
Appendix B - Wiltshire Council- Annual Investment Strategy For 2010-11

Prudential and Treasury Indicators for 2010-11, 2011-12 & 2012-13

- 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 codes analysed between Prudential Indicators and Treasury Indicators.

Prudential Indicators**Prl 1 – Capital Expenditure**

- This Prl shows the actual and anticipated level of capital expenditure for the five years 2008-09 to 2012-13. The three years 2010-11 to 2012-13 are discussed in detail in the Capital Programme Proposals 2010-11 to 2012-13 report elsewhere on this agenda.

Department	2008-09 Actual £ million	2009-10 Expected £ million	2010-11 Estimate £ million	2011-12 Estimate £ million	2012-13 Estimate £ million
Community Services	0.5	1.1	0.6	0.0	0.0
Children & Education	35.1	67.2	55.8	35.8	21.4
Neighbourhood and Planning	23.8	42.3	42.2	30.0	23.3
Resources	12.3	18.2	38.4	27.3	10.7
Sub Total County Council	71.7	N/A	N/A	N/A	N/A
West Wiltshire	1.1	N/A	N/A	N/A	N/A
North Wiltshire	7.9	N/A	N/A	N/A	N/A
Kennet	8.3	N/A	N/A	N/A	N/A
Salisbury	14.5	N/A	N/A	N/A	N/A
TOTAL	103.5	128.8	137.0	93.1	55.4

- The capital expenditure figures shown in Prl 1 assume a certain level of financing from borrowing each year. New and existing borrowing needs to be affordable and sustainable. There is a detailed discussion on the policy on borrowing for capital purposes in the Capital Programme Proposals 2010-11 to 2012-13 report.

Prl 2 – Ratio of Financing Costs to Net Revenue Stream

- Prl 2 expresses the net costs of financing as a percentage of the funding receivable from the Government and council tax payers. The net cost of financing includes interest and principal repayments for long and short term borrowing, as well as similar credit arrangements, reduced by interest receivable in respect of cash investments.

Prudential and Treasury Indicators for 2010-11, 2011-12 & 2012-13

	2008-09 Actual £ million	2009-10 Expected £ million	2010-11 Estimate £ million	2011-12 Estimate £ million	2012-13 Estimate £ million
Financing Costs	13.7	19.1	19.6	23.3	28.0
Net Revenue Stream (est.)	334.5	332.2	347.1	341.5	336.2
Financing Costs as a percentage of Revenue Budget	4.1%	5.8%	5.6%	6.8%	8.3%

- The cost of financing will rise proportionately over this period, because new debt is expected to rise faster than old debt is repaid. Previously the rise in financing costs was not an affordability issue as the new borrowing taken out was supported by Revenue Support Grant. Only by the use of continued Unsupported Borrowing was there any pressure on the Council Tax.
- However, the changes to the Revenue Support Grant mechanism that were introduced for 2006-07 and later years (specifically the grant “floor”) mean that the Council may not be able to afford the financing costs of all the supported capital expenditure indicated by the Government, because we do not receive the full grant. This has the effect of “levelling the playing field” so that support for capital borrowing has to be considered alongside all other revenue priorities in the budget process. Support for capital can no longer be “passported” automatically.

Prl 3 – Estimate of Incremental Impact of Capital Investment Decisions on the Council Tax

- Prl 3 represents the potential increase in Council Tax required to fund the planned increase in the capital budget for the forthcoming year and future years as a proportion of the tax base at Band D.

	2010-11 £	2011-12 £	2012-13 £
Effect on Band D Council Tax	3.23	11.20	13.44

Prl 4 – Net Borrowing and the Capital Financing Requirement

- Prl 4 measures the so-called “Golden Rule” and focuses on prudence. Its purpose, as described in the Prudential Code, is: *“In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that net borrowing does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two years”.*
- The Capital Financing Requirement (CFR) increases whenever capital expenditure is incurred. If resourced immediately (from capital receipts, direct revenue contributions or capital grant/contributions) the CFR will reduce at the same time that the capital expenditure is incurred, resulting in no net increase in CFR.

Prudential and Treasury Indicators for 2010-11, 2011-12 & 2012-13

10. Where capital expenditure is not resourced immediately, there is a net increase in CFR, represented by an underlying need to borrow for capital purposes, whether or not external borrowing actually occurs. The CFR may then reduce over time through future applications of capital receipts, capital grants/contributions or further charges to revenue.
11. This Prl is necessary, because under an integrated treasury management strategy (in accordance with best practice under the CIPFA Code of Practice on Treasury Management in the Public Services), borrowing is not associated with particular items or types of expenditure, whether revenue or capital.

	2008-09 Actual £ million	2009-10 Expected £ million	2010-11 Estimate £ million	2011-12 Estimate £ million	2012-13 Estimate £ million
Capital Financing Requirement	235.8	259.9	299.0	338.1	333.2
Net Borrowing	94.6	113.6	157.3	201.8	211.1
CFR not funded by net borrowing	141.2	146.3	141.7	136.3	122.1

12. The increase in the net borrowing figure between 2008-09 and 2009-10 is as a result of a fall in the level of investments held due to increased spending.
13. No problems are foreseen in meeting the “Golden Rule” over the period under review. The table above shows a significant margin not funded by net borrowing.

Prl 5 – Compliance with the CIPFA Code of Practice for Treasury Management in the Public Services (“The Code”)

14. The original 2001 CIPFA Code of Practice for Treasury Management in the Public Services (“The Code”) was adopted by Wiltshire County Council at its meeting of 14 May 2002.
15. All recommendations within this report are consistent with the **revised** CIPFA Code of Practice for Treasury Management in the Public Services, which it is proposed that Cabinet recommend Council to adopt.

Treasury Management Indicators within the Prudential Code

Trl 1 – Authorised Limit for External Debt

16. The Authorised Limit is the Operational Boundary (see Trl 2 below), including an allowance for unanticipated and irregular cash movements. This allowance is difficult to predict, 15% is proposed for 2010-11 to 2012-13 and this will be kept under review. This allows 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).

Prudential and Treasury Indicators for 2010-11, 2011-12 & 2012-13

Authorised Limit	2010-11 £ million	2011-12 £ million	2012-13 £ million
Borrowing	375.0	419.9	414.2
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	375.2	420.1	414.4

17. The Authorised Limit set by the Authority is the statutory borrowing limit under Section 3(1) of the Local Government Act 2003, a breach would be serious and therefore there is the need to build in sufficient headroom.

Trl 2 – Operational Boundary for External Debt

18. The Operational Boundary and the Authorised Limit are central to the Prudential Code and reflect the limits that authorities place on the amount of their external borrowing.

19. 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 2010-11 (£326.1 million) is:

- Capital Financing Requirement at 31 March 2010 of £259.9 million
- Plus the expected long-term borrowing to finance capital expenditure (supported borrowing £20.1 million and unsupported £34.2 million)
- Less the expected set-aside for debt repayment (£15.1 million)
- Plus the expected maximum level of short-term cash flow borrowing that is anticipated (£27.0 million).

Operational Boundary	2010-11 £ million	2011-12 £ million	2012-13 £ million
Borrowing	326.1	365.1	360.2
Other Long Term Liabilities	0.2	0.2	0.2
TOTAL	326.3	365.3	360.4

20. The Operational Boundary for each year includes a provision for other long term liabilities (£0.2 million for 2010-11).

21. The Operational Boundary is a key management tool for monitoring the Authority's expected level of borrowing. It is essential to ensure that borrowing remains within the limits set and to take appropriate action where any likely breach is anticipated. Monitoring will take place through the year and will be reported to Cabinet.

Trl 3 – External Debt – Actuals at 31 March 2009 and 2010

22. This Trl shows the amount of gross external debt outstanding in periods prior to the budget years under consideration. Other long term liabilities relate to finance leases on certain properties, plant, vehicles and equipment. It should be noted that as these actual figures are taken at a point in time, they are not comparable with the Authorised Limit and Operational Boundary, which are control limits.

Prudential and Treasury Indicators for 2010-11, 2011-12 & 2012-13

	31/3/09 Actual £ million	31/3/10 Expected £ million
Borrowing	190.3	185.2
Other Long Term Liabilities	0.2	0.2
TOTAL	190.5	185.4

Treasury Management Indicators within the Treasury Management CodeTrl 4a and 4b – Upper Limit on Fixed Interest Rate Exposures and Variable Interest Rate Exposures, respectively

23. Future interest rates are difficult to predict. Anticipated rates are shown in the main report, under Risk Assessment. Indications are that best value will be achieved by taking long-term loans at fixed rates in 2010-11. However, consideration of short term variable rate loans may prove to be advantageous, in 2010-11 and in future financial years.
24. Interest rates will be monitored closely, in conjunction with Sector, to take advantage of any favourable changes in circumstances. The strategy should still be flexible, the upper limit for fixed interest rate and variable interest rate exposures are set out below.

The Council's upper limit for fixed interest rate exposure for the three year period 2010-11 to 2012-13 is 100% of net outstanding principal sums.

The Council's upper limit for variable interest rate exposure is 20% for 2010-11, 20% for 2011-12 and 25% for 2012-13 of net outstanding principal sums.

Trl 5 – Upper & Lower Limits on the Maturity Structure of Borrowing

25. The Council's policy needs to ensure that it is not forced to refinance too much of its long term debt in any year when interest rates are high. The present long-term debt of £185.3 million (as at 8 December 2009) falls due for repayment over the next 60 years. LOBO (Lender Option Borrower Option) market loans are included (according to latest CIPFA guidance) at rates based upon their 'contractual lives'. This means that most of the Council's debt is reported as maturing within the period "10 years and above".
26. In addition to the main maturity indicators it is considered prudent that no more than 15% of long term loans should fall due for repayment within any one financial year. The actual maximum percentage falling due for repayment in any one year is currently 7.0% (£13 million in both 2052-53 and 2053-54). The average interest rate on present long-term debt is 4.3%, which, according to the latest available information, is one of the lowest local authority rates.

Prudential and Treasury Indicators for 2010-11, 2011-12 & 2012-13

27. In order to protect the Council from this risk and to safeguard the continuity in treasury management financing costs, the following limits have been adopted, including the extension to the previous “10 years and above” limit to reflect the change in treatment of LOBO loans. The upper limit for this period has, therefore, been increased to 100% (previously 90%).

Limits on the Maturity Structure of Borrowing	Upper Limit	Lower Limit
Maturing Period:		
- under 12 months	15%	0%
- 12 months and within 24 months	15%	0%
- 2 years and within 5 years	45%	0%
- 5 years and within 10 years	75%	0%
- 10 years and above	100%	0%

Trl 6 – Principal Sums invested for periods of longer than 364 days

28. This Trl is covered by the Annual Investment Strategy, which is detailed in the following appendix.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2010-11**The Main Strategy**

1. The Council will have regard to the Department for Communities and Local Government's (DCLG's) Guidance on Local Government Investments ("the Guidance") issued in March 2004, any revisions to that guidance, the Audit Commission's report on Icelandic investments and the 2009 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The general investment policy of the Council is the prudent investment of any surplus cash balances, the priorities of which are:
 - a) the security of capital and
 - b) the liquidity of investments.
2. The Council will also aim to achieve the optimum return on investments commensurate with high levels of security and liquidity.
3. The Council will not borrow purely to invest or lend-on specifically to make a return.
4. All Council investments will be in sterling. This will avoid foreign exchange rate risk.
5. Investment of the Council's normal cash flow requirements will be in specified investments, as prescribed in "The Guidance". The categories of organisations with whom investments will be placed and the minimum high credit ratings required for each category are those set out in the minimum requirements for high credit rating below.
6. Investments in money market funds may be made if the fund has a high credit rating, as prescribed in the minimum requirements for high credit rating below.
7. In addition, using Sector's professional judgement, non specified investments may be made in UK Government Bonds (Gilts) and in multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a high credit rating, as prescribed in the minimum requirements for high credit rating below.
8. Such investments are the only non-specified investments authorised for use and will only be:
 - a) in sterling
 - b) in the case of UK Gilts, for a maximum of 50 years; and
 - c) for investments maturing in excess of 12 months, limited to £30 million.
9. For specified investments made under Sector recommendations, the approved policy must be followed and is bound by the minimum requirements for high credit rating below.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2010-11

10. The Council will comply with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, which were implemented on 1 January 2010, and from 1 April 2010 will not pool pension fund cash with its own cash balances for investment purposes. Any investments made by the pension fund directly with this local authority after 1 April 2010 will comply with the requirements of SI 2009 No 393.
11. The Council uses the creditworthiness service provided by Sector. This service has been progressively enhanced over the last year and now uses a sophisticated modelling approach, with credit ratings from all three rating agencies (Fitch, Moodys and Standard and Poors), forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays:
 - a) credit watches and credit outlooks from credit rating agencies;
 - b) CDS spreads to give early warning of likely changes in credit ratings; and
 - c) sovereign ratings to select counterparties from only the most creditworthy countries
12. This modelling approach combines credit ratings, credit watches, credit outlooks and CDS spreads in a weighted scoring system for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are also used by the Council to determine the duration for investments and are therefore referred to as durational bands. The Council is satisfied that this service now gives a much improved level of security for its investments. It is also a service which the Council would not be able to replicate using in house resources.
13. The selection of counterparties with a high level of creditworthiness will be achieved by selection of institutions down to a minimum durational band within Sector's weekly credit list of worldwide potential counterparties. The Council, where it is considered appropriate and in line with its whole investment strategy, will therefore use counterparties within the following durational bands:
 - a) Purple – 2 years;
 - b) Blue – 1 year (only applies to nationalised or semi nationalised UK Banks and their subsidiaries);
 - c) Orange – 1 year;
 - d) Red – 6 months;
 - e) Green – 3 months; and
 - f) No Colour – not to be used.

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2010-11

14. This Council will not use the approach suggested by CIPFA of using the lowest rating from all three rating agencies to determine creditworthy counterparties as Moodys are currently very much more aggressive in giving low ratings than the other two agencies. This would therefore be unworkable and leave the Council with few banks on its approved lending list. The Sector creditworthiness service does though, use ratings from all three agencies, but by using a scoring system, does not give undue prevalence to just one agency's ratings.
15. All credit ratings will be monitored weekly. The Council is alerted to changes to ratings of all three agencies through its use of the Sector creditworthiness service. Following receipt of this information from Sector:
- a) any financial institutions meeting the criteria are updated on the list of authorised lenders and investments may then be placed with "qualifying" institutions immediately;
 - b) 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;
 - c) if funds are held by an institution that subsequently falls outside the current credit rating criteria and CDS overlay, all funds will be withdrawn from that institution at the earliest opportunity. This will normally be on the maturity of that deposit. If the fall is significant and there are more than three months before the maturity date and in any other extreme circumstances, negotiations for premature repayment will be pursued;
 - d) whenever there is a change in the list of authorised lenders, a revised list will be provided to those authorised to deal in investments on behalf of the Council, including its authorised brokers.
 - e) in addition to the use of Credit Ratings the Council will be advised of information in movements in Credit Default Swap against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Council's lending list.
16. Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and information, information on government support for banks and the credit ratings of that government support.

The Minimum requirements for "high credit rating"

11. In accordance with the DCLG Guidance on Local Government Investments in respect of selection of counterparties with whom investments are placed, Wiltshire Council will comply with the minimum requirements below.
12. Credit ratings will be those issued by Fitch Ratings Ltd in respect of individual financial institutions (as shown below, where F1+ is the highest short term rating and AAA the highest long term rating). An exception is made in respect

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2010-11

of money market funds, as shown below, where a different overall AAA rating is the highest.

13. The minimum requirements for high credit rating, by type of institution, are as follows:
- **Banks incorporated inside the United Kingdom with a short term credit rating of at least F1 or Government backed and their subsidiaries;**
 - **Banks incorporated outside the United Kingdom with a short term credit rating of at least F1+ and a long term rating of A+;**
 - **United Kingdom building societies with a short term credit rating of at least F1 or Government backed;**
 - **All local authorities and public bodies (as defined in S23 of the Local Authorities Act 2003) (ratings are not issued for these bodies);**
 - **Multilateral development banks (as defined in Statutory Instrument 2004 No. 534) with a short term credit rating of at least F1 and long term credit rating of AAA;**
 - **All banks & building societies must have an individual rating of at least C;**
 - **In addition, all banks and building societies to which the Authority may lend funds must have a support rating of no more than 3 (1 being the highest support rating);**
 - **Money market funds, which have been awarded the highest possible rating (AAA) from at least one of the following credit rating agencies, Standard and Poor's, Moody's Investor Services Ltd or Fitch Ratings Ltd.; and**
 - **Deposits must only be placed in money market funds subject to individual signed management agreements.**
14. In addition to the above 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):
- a) **Up to £15 million:**
- **UK incorporated banks with a long term credit rating of at least AA;**
 - **Overseas banks that have a long term credit rating of at least AA;**
 - **Multilateral development banks;**

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2010-11

- **Local authorities and other public bodies; and**
 - **Money market funds.**
- b) **Up to £8 million:**
- **Other UK incorporated banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**
 - **Other overseas banks (that have a long term credit rating of less than AA but which also satisfy the credit rating conditions within this Strategy);**
 - **UK Building societies with long term credit rating of at least A; and**
 - **Government backed UK and overseas banks and UK building societies and their subsidiaries.**
15. The following investment duration matrix shows the maximum duration for which an investment can be placed, depending on the combination of the individual institution's long term, short term, individual and support ratings (e.g. up to five years where an institution is classified as F1+ (short term rating), AAA (long term rating), A (individual rating) and 1 (support rating) or up to one year where an institution is classified as F1, A+, A, 2).

WILTSHIRE COUNCIL- ANNUAL INVESTMENT STRATEGY FOR 2010-11

Investment Duration Matrix

		Ratings			
Short Term	Long Term	Individual	Support		
			1	2	3
F1+	AAA	A	1-5yrs	1-5yrs	1 yr
		A/B	1-5yrs	1-5yrs	3 mths
		B	1-5yrs	1-5yrs	3 mths
		B/C	1-5yrs	1-5yrs	3 mths
		C	1 yr	1 yr	3 mths
	AA+	A	1-5yrs	1-5yrs	1 yr
		A/B	1-5yrs	1-5yrs	3 mths
		B	1-5yrs	1-5yrs	3 mths
		B/C	1-5yrs	1-5yrs	3 mths
		C	1 yr	1 yr	3 mths
	AA	A	1-5yrs	1-5yrs	1 yr
		A/B	1-5yrs	1-5yrs	3 mths
		B	1-5yrs	1-5yrs	3 mths
		B/C	1-5yrs	1-5yrs	3 mths
		C	1 yr	1 yr	3 mths
	AA-	A	1-2yrs	1-2yrs	1 yr
A/B		1-2yrs	1-2yrs	3 mths	
B		1-2yrs	1-2yrs	3 mths	
B/C		1-2yrs	1-2yrs	3 mths	
C		1 yr	1 yr	3 mths	
F1	A+	A	1 yr	1 yr	3 mths
		A/B	1 yr	1 yr	3 mths
		B	1 yr	1 yr	3 mths
		B/C	3 mths	3 mths	n/a
		C	3 mths	3 mths	n/a
	A	A	1 yr	1 yr	3 mths
		A/B	1 yr	1 yr	3 mths
		B	1 yr	1 yr	3 mths
		B/C	3 mths	3 mths	n/a
		C	3 mths	3 mths	n/a

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WILTSHIRE COUNCIL CABINET

11 FEBRUARY 2010

HOUSING REVENUE ACCOUNT BUDGET AND RENT-SETTING 2010/2011

Executive Summary

The report outlines the main points concerning the Housing Revenue Account, including changes resulting from the Government's rent restructuring policy. It proposes that rents increase in line with rent restructuring requirements of a maximum of -1.4% plus £2 per week. Applying this guideline gives an actual average rent increase for April 2010 of £1.39 per week (50 week basis) or 1.83%

Following two years of £2 per week rises to bring garage rents up to more comparable levels with others locally, it is proposed this year not to increase these rents to address the decline in demand for these garages.

Service charges are increased by a maximum of RPI. Utility recharges are increased by a maximum of £1 per week. The report also sets out the budget for 2010/2011 and the revised budget for 2009/2010.

Proposal

It is recommended to Council that:

- (a) The HRA Budget for revised 2009/2010 (revised) and 2010/2011 (original) be approved.
- (b) Councillors approve the increase for dwelling rents in accordance with rent restructuring.
- (c) Councillors approve the level of increase for garage rents at zero percent.
- (d) Councillors approve the level of increase for service charges at a maximum of RPI and utility recharges as a maximum £1 per week.

Reason for Proposal

The Housing Revenue Account (HRA) is a separate account that all local authorities with housing stock are required to maintain by law. An annual rent increase is required each year to comply with government guidelines on rent restructuring

Martin Donovan – Chief Finance Officer
Graham Hogg – Director of Housing

11 FEBRUARY 2010

HOUSING REVENUE ACCOUNT BUDGET AND RENT-SETTING 2010/2011

Purpose of Report

1. To set the Housing Revenue Account budget and agree rent and service charges for 2010/2011.

Background

2. The Housing Revenue Account (HRA) is a separate account that all local authorities with housing stock are required to maintain by law. This account contains all transactions relating to local authority-owned housing. It is a ring fenced account and it is not legal to have a deficit on the account

Main Considerations for the Council

Revenue Budget – Revised 2009/2010 and Original 2010/2011

3. The HRA Budget for 2010/2011 is attached at Appendix A, together with a further statement showing the movement from 2009/2010 original estimate to revised budget and the movement from 2009/2010 original estimate to the original estimate for 2010/2011.
4. Assuming that rents are increased in line with the proposals set out in 3 below, the budget for 2010/2011 shows that income exceeds expenditure and that there will be a contribution to HRA balances of £1,292,120m. A contribution of this level would result in a projected balance as at 31 March 2011 of £10,043,426. This includes using the £3.5m agreed by Councillors earlier in the year for the building of new council housing. The business plan shows that this balance is needed as it will diminish over future years. This has improved the position of the business plan further but more work is required to establish the full impact. Furthermore in February we expect the government to provide further details of how we may be able to go self financing which we anticipate will considerably improve the business plan position and we will provide a report to Councillors on this issue as soon as the guidelines are available.

Rent Restructuring

5. In line with government policy, all Councils and Registered Social Landlords are expected to set their rents using the rent restructuring formulae to meet a target rent by 2012/2013. This was brought back in from the 2023/2024 target last year which had been delayed from the original convergence deadline of 2011 and subsequent target of 2017. The rent for each of the Council's HRA dwellings has been calculated in accordance with the new rent restructuring guidance.
6. The effect in 2010/2011 is to reduce the formula or target rent by £0.64 per week (-1.4%). Applying the transitional arrangements means that the average rent increase for April 2010 will be £1.39 per week (50 week basis) or 1.83%, against a national average of 3.1%. At individual property level rent increases range from a reduction of 2.26% to a rise of 5.13%, with no rent increasing by more than the national maximum of -0.9% + £2 per week, from last years formula rent.
7. Because Wiltshire Council decided to take advantage of the governments offer to reduce the rent rise for 2009/2010, some actual rent rises will appear higher than guidelines. However, we remain compliant within the national guidelines regarding rent restructuring.

Service Charges and Utility Recoveries

8. This area was subject to a thorough review in 2007/08. This resulted in the agreement in principal by the HRA business plan project board to increase service charges by a maximum of RPI as assessed in the subsidy determination and the utility recoveries by a maximum of utility inflation plus £1 per week until such time as costs match expenditure.
9. It will lead to convergence of costs and income on these elements within a shorter time period whilst limiting the annual increases to the tenants. This proposal to increase service charges in this way has been approved by the tenant panel and sheltered housing forum.
10. Due to the detailed work which has been carried out in the area of service and utility charges, it is necessary to create a new sub account which will show the communal element of utility charges separately. This will more accurately reflect the costs to tenants of the various sub categories within their service charge and will involve a reduction in what is shown as the rebateable service charges and a corresponding increase in utility charges but not affect either the overall levels charged, or the tenants eligibility for Housing Benefit.
11. The past year has seen utility deflation, so an increase of £1 will only be applied to those properties that still require the convergence of income to costs

Garage Rents

12. For the 2010/2011 budget a zero rental increase has been assumed on garage rents. After 2 consecutive years of increasing these rents by £2 per week to bring them more in line with private sector rents there has been a reduction in demand. These are outside the restructuring legislation and can be set at a level determined by the Council. The average Garage rent for 2009/2010 was £7.19 per week within Salisbury District.

Capital Programme

13. The detailed Capital (Planned Maintenance) Programme for the HRA will be brought to a future Cabinet meeting for approval.

Reserves

14. The reserves are at a high level because of future demands on the service and will need to be used to ensure the stock is kept up to standard. This is in line with initial projection of the housing business plan. This is currently being reviewed. This will give estimates for reserves for the next 30 years.

Environmental Impact of the Proposal

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

Equalities Impact of the Proposal

16. The proposals do not have a disproportionate impact on any particular groups of people.

Risk Assessment

17. Adherence to the Government Rent Structure policy minimises risks by avoiding possible financial penalties through the subsidy system.

Financial Implications

18. These are contained within the report.

Legal Implications

19. Whilst local authority landlords are not subject to any statutory control in respect of any rents that they charge the Government's rent restructuring policy provides for the calculation and capping of rents.

Conclusions

20. It is recommended to Council that:

- (a) The HRA Budget for revised 2009/2010 (revised) and 2010/2011 (original) be approved.
- (b) Councillors approve the increase for dwelling rents in accordance with rent restructuring.
- (c) Councillors approve the level of increase for garage rents at zero percent.
- (d) Councillors approve the level of increase for service charges at a maximum of RPI and utility recharges as a maximum £1 per week.

Martin Donovan
Chief Finance Officer

Graham Hogg
Director of Housing

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Unpublished documents relied upon in the production of this report:	None
Environmental impact of the recommendations contained in this report:	None

Appendix A : HRA Budget 2010/2011.

2008/09		2009/2010	2009/2010	2009/2010	2010/2011
Actual Outturn	Service	Original budget	Latest Approved Month 6	Revised Estimate	Original Estimate
£		£	£	£	£
117,430	HRA Expenditure				
3,447,640	Provision for Bad Debts	30,000	30,000	30,000	30,000
53,059	Capital Financing Costs	3,655,300	3,614,900	3,614,900	3,690,650
7,370,849	Rent Rebates	85,130	85,130	85,130	85,130
4,891,826	HRA Subsidy Payable	7,896,180	7,866,880	7,866,880	7,424,760
2,800	Repairs and Maintenance	4,573,370	4,572,940	4,720,580	4,971,400
709,997	Rent, Rates Taxes etc	2,550	2,550	2,550	2,550
2,777,602	Supervision & Management Special	752,790	695,910	714,210	706,810
	Supervision & Management	3,053,070	3,180,080	2,976,500	3,165,130
19,371,203		20,048,390	20,048,390	20,010,750	20,076,430
	Housing Income				
(378,550)	Interest	(303,620)	(303,620)	(189,620)	(214,620)
(20,279,987)	Rents	(21,220,490)	(21,220,490)	(21,136,930)	(21,153,930)
(20,658,537)		(21,524,110)	(21,524,110)	(21,326,550)	(21,368,550)
	Total Housing Revenue Account	(1,475,720)	(1,475,720)	(1,315,800)	(1,292,120)
(1,287,334)					
	Housing Revenue Account Balance				
	Balance Brought Forward	(10,942,148)	(10,942,148)	(10,942,148)	(12,257,948)
	Contribution (to)/from Revenue Account	(1,475,720)	(1,475,720)	(1,315,800)	(1,292,120)
	Use of reserves for new build project	-	-	-	3,506,642
	Balance Carried forward	(12,417,868)	(12,417,868)	(12,257,948)	(10,043,426)

WILTSHIRE COUNCIL

AGENDA ITEM NO.

CABINET

11 February 2010

Schools Budget Proposals 2010/11

Purpose of Report

1. To present the recommendations from the Wiltshire Schools Forum in respect of the Dedicated Schools Budget for 2010/11.

Background

2. Schools Forum met on 21st January to consider budget proposals for 2010/11. The estimated Dedicated Schools Grant (DSG) for 2010/11 is £252.392 million after adjustments for Academies. This estimate is based on September pupil projections, the final grant will reflect January 2010 pupil numbers and will be notified to the Authority in June 2010.
3. Accounting rules for DSG allow for carry forward of over or underspends against DSG in to the following year although there is no expectation that deficits will be carried forward after the end of a 3 year funding period, in this case 31 March 2011. Budget monitoring for 2009/10 indicates a small underspend of £0.088 million for the current year which may be carried forward to 2010/11.

Main Considerations for the Council

4. After allocating inflation costs to fund the Minimum Funding Guarantee (2.1%) and taking in to account funding earmarked for Ministerial priorities, Schools Forum recommended that the following priorities are funded from headroom within the overall DSG:

Priority	Amount
Special School Banding Moderation – funding of the outcome of the banding moderation and additional places	£230,000
Secondary Enhanced Learning Provision (ELP) - increase in numbers	£98,000
Secondary ELPS – restore relative value (not inflated in 2009/10)	£45,000
Early Years Single Funding Formula (EYSSF) – implementing proposed formula	£272,000
EYSSF – Return on Capital Invested/Goodwill element	£220,000
Named Pupil Allowances for pupils with special educational needs – increase value	£300,000
Early Years – increase in take up of free entitlement for 3 & 4 year olds	£200,000
Total	£1,365,000.00

5. In order to fund all of these priorities a Schools Budget of **£252.392 million** is recommended in line with the estimated level of grant. The proposals above leave approximately £0.380 million unallocated and Schools Forum have recommended that this be held in contingency until the final level of grant is announced in June.
6. Cabinet should consider the budget proposals presented in this report, and make appropriate recommendations to Council on 23 February 2010.

Equality and Diversity

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

Legal Implications

8. The Schools forum makes recommendations to Cabinet in relation to the schools budget, the final budget will be agreed by Council.

Risk Assessment

9. The recommended schools budget is based on an estimate of the level of DSG to be received by Wiltshire Council. It is possible that the final DSG will be higher than the current estimate (as happened in 2009/10) and therefore further funding will be available in 2010/11. It is equally possible, however, that the estimate of DSG is too high and priorities will not be affordable. For this reason Schools Forum have recommended that a contingency is held until the final allocation of grant.

Financial Implications

10. The recommended schools budget is £252.392 million. This will be fully funded from the Dedicated Schools Grant. The budget needs to be spent in accordance with the school finance regulations.

Proposals

11. It is proposed that Cabinet agree the overall schools budget of £252.392 million

Martin Donovan
Chief Financial Officer

Report Author: Liz Williams, Head of DCE Finance

Unpublished documents relied upon in the production of this report:	None
Environmental impact of the recommendations contained in this report:	None

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WILTSHIRE COUNCIL

CABINET

11 February 2010

WILTSHIRE COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT

Cabinet member: Councillor John Brady

Executive Summary

The Wiltshire Council Statement of Community Involvement (SCI) is a statutory document that sets out how the Council will involve the community when preparing planning policy and determining planning applications in Wiltshire. The SCI has been prepared in accordance with Regulations and national planning policy, and has been informed by a pre-draft consultation with statutory consultees.

This report informs the Cabinet of the Statement of Community Involvement, and recommends that it be approved and referred to Full Council for adoption.

Proposal

That the Cabinet:

- (i) Approves the content of the Wiltshire Council Statement of Community Involvement;
- (ii) Authorises the Service Director for Economy and Enterprise, in consultation with the Cabinet Member for Economic Development, Planning and Housing, to make any incidental corrections to the document; and
- (iii) Recommends to Full Council on 23 February 2010 that the SCI should be formally adopted by the Council.

Reason for Proposal

To ensure that Wiltshire Council has a Statement of Community Involvement in place in order to provide a clear set of consultation procedures for Local Development Documents and planning applications across the county.

ALISTAIR CUNNINGHAM

Service Director, Economy and Enterprise

CABINET

11 February 2010

WILTSHIRE COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT

Purpose of Report

1. To seek approval for the Wiltshire Council Statement of Community Involvement (SCI).

Background

2. The SCI describes how the Council will involve the community in planning for the future use of land in their area and how planning can achieve local, open, honest decision making in Wiltshire. It explains who Wiltshire Council will consult on planning matters, and how and when the community can become involved in the preparation of planning policy documents and the determination of planning applications. Once adopted, the procedures contained within the SCI must be followed for consultation on all Local Development Documents (LDDs) and all planning applications within Wiltshire.
3. The Local Government Transitional Regulations has allowed Wiltshire Council, as a new unitary authority, to operate without an SCI while a new one is prepared. This is to prevent confusion arising from different consultation criteria applying in different parts of Wiltshire. The SCIs which were adopted by the former district and county councils are therefore no longer in formal use.
4. The SCI is a statutory document, which the Council is required to prepare under Section 18 of the Planning and Compulsory Purchase Act 2004. As part of the process, Regulation 26 of the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended in 2008 and 2009) requires that Wiltshire Council should consult with certain bodies before preparing an SCI.
5. The Local Development Scheme (LDS) for Wiltshire, approved by the Implementation Executive in December 2008, sets out the timetable and documents that will be produced by Wiltshire Council to update planning policy within the county. The LDS includes a timetable for the preparation of a new SCI for Wiltshire, with a target date for finalising the SCI by June 2009. This timetable has since been amended on the Council's website, with a new target date for adoption of the SCI by the end of February 2010. It is necessary that a new SCI for Wiltshire is adopted as soon as possible, in order to provide a clear set of consultation procedures to be used across the county.

Main Considerations for the Council

6. The main considerations for the Council are to understand how the SCI has been prepared including details of the pre-draft consultation and the proposed content of the SCI. These are discussed below.
7. The content of the SCI has been prepared to reflect government guidance in Planning Policy Statement 12 (PPS12), which states the following:

An SCI should:

- *Explain clearly the process and methods for community involvement for different types of local development documents and for the different stages of plan preparation. This needs to include details of how the diverse sections of the community are engaged, in particular those groups which have been underrepresented in previous consultation exercises.*
- *Identify which umbrella organisations and community groups need be involved at different stages of the planning process, with special consideration given to those groups not normally involved.*
- *Explain the process and appropriate methods for effective community involvement in the determination of planning applications and where appropriate refer to Planning Performance Agreements.*
- *Include details of the Local Planning Authorities (LPAs) approach to pre-application discussions.*
- *Include the LPAs approach to community involvement in planning obligations (S106 agreements).*
- *Include information on how the SCI will be monitored, evaluated and scrutinised at the local level.*
- *Include details of where community groups can get more information on the planning process, for example, from Planning Aid and other voluntary organisations.*
- *Identify how landowner and developer interests will be engaged.*

(p.12, PPS12, 2008)

8. The proposed SCI is attached to this report as **Appendix 1**. The SCI has been prepared in accordance with Regulations, which require that the Council carries out a pre-draft consultation to inform the content of the SCI. Details of the pre-draft consultation, which was undertaken between June and July 2009 are provided below in paragraphs 11 - 16.
9. In addition to the pre-draft consultation, the SCI has been informed by internal consultation with other Council directorates, in particular Development Services and Community Leadership and Governance, and has been approved by the LDF Board. This has provided an opportunity for other Wiltshire Council departments to contribute to the SCI, leading to a more corporate document reflecting the Wiltshire Council priority of 'open honest dialogue with the community'.

10. The SCI has also been informed by the Wiltshire 2026 consultation, which ran between 30 October and 31 December 2009. The response to the Wiltshire 2026 consultation will help inform the development of a Core Strategy for Wiltshire.

Pre-draft consultation

11. The aim of the pre-draft consultation was to collect views from statutory consultation bodies, as to the form and content of the new Wiltshire Council SCI. At this stage, since the former district and county SCIs had already been the subject of consultation exercises, it was not considered appropriate to undertake wider public consultation. Instead, a review of the former district and county SCIs was carried out to identify best practice and inform the development of the new Wiltshire Council SCI.
12. As part of the pre-draft consultation, a letter was sent to all statutory consultees, explaining that Wiltshire Council was intending to prepare a new SCI. This invited comment as to what the new SCI should contain with responses requested by 19 June 2009. A number of consultees sought further information and an extension of the consultation period. In response to this request, a second letter was circulated. This second letter included a link to the former district and county SCIs, to give an indication as to what an SCI might include and inform consultees of an extended deadline for responses of 3 July. The consultation therefore ran for a total of 5 weeks. However, responses received after the extended deadline have also been taken into account.
13. In line with the list of statutory consultees for the pre-draft consultation on the SCI, as set out in Regulation 26, the following bodies were contacted as part of the consultation:
 - Town and parish councils within or adjacent to Wiltshire.
 - Neighbouring local planning authorities and county councils.
 - Police authorities operating within or adjacent to Wiltshire.
 - The regional planning body for the South West.
14. A total of 68 responses were received, including responses from 46 town and parish councils, from Wiltshire Police Authority, and from two neighbouring county councils (some of these bodies responded more than once). A number of responses were received from other groups and individuals. These included five responses from community area partnerships (or similar bodies), a response from the umbrella organisation for community area partnerships in Wiltshire (WFCAP), and seven responses from other groups or individuals. All of the comments received have been taken into account during the preparation of the Wiltshire Council SCI.
15. Key points from the consultation responses included that the SCI should be written in plain English, and that it should include details about what happens to consultation responses and how these are used when

making decisions. It was stated that the SCI should include information about community area boards and community area partnerships. The consultation also highlighted the fact that town and parish councils wish to remain involved in planning processes despite the current focus on area boards. Comments were received which related to the methods of community involvement to be used, and appropriate timescales for consultation. In addition, a number of comments related specifically to the procedures for consultation on planning applications.

16. Further details of the pre-draft consultation, including a schedule of each of the comments received and the Council's response to these, is provided in the 'Pre-draft consultation report' which is attached as **Appendix 2**. Due to the length of this document, Appendix 2 is available from the Council's website http://www.wiltshire.gov.uk/wiltshire_statement_of_community_involvement_pre-draft_consultation_report_january_2010.pdf or on request from Democratic Services on 01225 713018 or committee@wiltshire.gov.uk

Content of the SCI

17. The SCI explains in detail the Council's policy for engaging the community in the preparation of the Wiltshire Local Development Framework (LDF) and in the consideration of planning applications. The principles in the SCI will also guide consultation on the Local Transport Plan (LTP), although the processes for consultation on the LTP are different to those for the LDF. In drafting the SCI, which is a statutory document, Officers have sought to balance the need for clarity in order to make it accessible to the community and meet the requirements of the Regulations.

18. The content of the SCI can be summarised as follows:

Chapter 1 provides an introduction to the SCI and the planning system, and explains the way in which planning is delivered in Wiltshire through the spatial planning and development services.

Chapter 2 contains details of the Wiltshire community to identify who Wiltshire Council will consult on planning matters. This includes lists of specific consultation bodies, and the groups which form the local and extended communities. This chapter explains how Wiltshire Council will seek to involve groups which have traditionally been under-represented in the planning process. The approach to be taken to engage with landowners, infrastructure providers and developers is set out. Links with existing community initiatives and the LTP are also explained.

Chapter 3 introduces the methods of consultation which Wiltshire Council will use and how these will be resourced. This includes an introduction to the Limehouse software for electronic consultation.

Details of the consultation methods to be used are presented in appendix 1.

Chapter 4 explains how and when the community can become involved in the production of planning policy documents in Wiltshire. It explains the minimum legal requirements for consultation, and the steps that the Council will take to meet and exceed these requirements. This chapter includes details of the consultation to be undertaken during the preparation of Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and Sustainability Appraisal (SA). A commitment is made that consultation periods for DPDs will follow the guidelines set out in the Wiltshire Compact where practicable. Information is also included about other supplementary documents, such as village design statements, town and parish plans, and conservation area appraisals and management plans, and how these can be incorporated within the LDF.

Chapter 5 explains how and when the community can become involved in the determination of planning applications in Wiltshire. This includes information about the public involvement to be undertaken on major development applications, and the Council's approach to pre-application discussions and planning obligations.

Chapter 6 outlines how Wiltshire Council will monitor the success of consultation initiatives, and sets out how and when the Council will review the SCI.

In addition to the above, the SCI includes a glossary of terms and contact details for further information about the Wiltshire LDF and planning applications within the county.

19. The content of the SCI is considered to fulfil the requirements of PPS12, as set out in paragraph 7 above. The SCI also responds to the issues raised during the pre-draft consultation exercise, and reflects the outcomes of internal consultation. Furthermore, it integrates Wiltshire Council's community governance arrangements into the planning policy preparation process.

Environmental Impact of the Proposal

20. There are no environmental implications for the Council involved in adopting the SCI.

Equalities Impact of the Proposal

21. The aim of the SCI is to allow opportunities for involvement in the planning process by all sections of the community. The SCI includes details as to how the Council will seek to engage with 'hard to reach'

groups which have traditionally been under-represented in the planning process.

Risk Assessment and Options Considered

22. The Council has a statutory duty to prepare an SCI. The original target date for adoption of the SCI has passed. If the Council decides not to adopt the SCI there will be further delay to the production of a set of clear consultation procedures to be used across Wiltshire.

Financial Implications

23. The cost of preparing the SCI has been met through existing budgets. There will be financial implications associated with the delivery of community involvement activities and consultation as set out in the SCI. These costs will need to be met from existing and future budgets. Care has been taken to ensure that the level of consultation proposed in the SCI is proportionate to the document to be consulted on and that the Council does not incur unreasonable costs in the process.

Legal Implications

24. The Council has a statutory duty to prepare an SCI under Section 18 of the Planning and Compulsory Purchase Act 2004.
25. There are statutory requirements for consultation on LDDs and planning applications which the Council has to meet. However, the SCI goes beyond these minimum requirements, and includes a commitment that the spatial planning and development services will endeavour to comply with the consultation guidelines set out by the Wiltshire Compact where practicable. The Secretary of State has various broad powers of intervention where local authorities do not comply with their duties related to the LDF process.

Conclusion

26. The Wiltshire Council SCI has been prepared in accordance with the regulations and reflects policy contained within PPS12. Internal consultation has been undertaken during the process of preparing the SCI. A pre-draft consultation has been undertaken with statutory consultees, and the issues raised in this consultation have been taken into account in the preparation of the SCI. The SCI has also been informed by the methods used for the Wiltshire 2026 consultation, which ran between 30 October and 31 December 2009.
27. Wiltshire Council does not currently have an SCI in place. The former district and county council SCIs are no longer being used for the

preparation of LDDs or during the determination of planning applications by Wiltshire Council. The Council has a statutory duty to prepare an SCI, and the LDS target date for adoption of an SCI has passed. There is therefore a need for a new Wiltshire Council SCI to provide a clear set of consultation procedures to be used across the county.

28. It is recommended that the Cabinet approves the content of the proposed SCI and agrees to refer the SCI to Full Council on 23 February 2010, with a recommendation that the Council adopts the document. Once adopted, the procedures in the SCI must be followed for consultation on all LDDs and all planning applications within Wiltshire.

Appendices

Appendix 1 – Proposed SCI (attached)

Appendix 2 – Consultation responses

(available from the Council's website

http://www.wiltshire.gov.uk/wiltshire_statement_of_community_involvement_pre-draft_consultation_report_january_2010.pdf or on request from Democratic Services on 01225 713018 or committee@wiltshire.gov.uk

Appendix 1

Wiltshire Council

Local Development Framework

Statement of Community Involvement

Draft for Cabinet

January 2010

How to use this Statement of Community Involvement (SCI)

Chapter 1 introduces the SCI and the planning system.

Chapter 2 contains details of the Wiltshire community to identify **who** Wiltshire Council will consult on planning matters.

Chapter 3 introduces the methods of consultation which Wiltshire Council will use and how these will be resourced. This chapter is concerned with **how** Wiltshire Council will consult you on planning matters.

Chapter 4 explains **how** and **when** you can become involved in the production of planning policy documents for Wiltshire.

Chapter 5 explains **how** and **when** you can become involved in the determination of planning applications in your area.

Chapter 6 outlines how Wiltshire Council will monitor the success of consultation initiatives, and sets out how and when Wiltshire Council will review the SCI.

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Glossary of terms

A brief explanation of the key terms in the Statement of Community Involvement (SCI) is provided in this glossary. We have tried to keep the use of acronyms to a minimum throughout the document. All those acronyms which have been used are identified and explained below.

Annual Monitoring Report (AMR) The council is required to produce a report in December each year assessing the effectiveness of the Local Development Framework.

Core Strategy The core strategy is the key planning document for an area. The core strategy sets out the long-term vision for the area and provides the strategic policies and proposals that will deliver that vision. The core strategy is a development plan document.

Development plan The development plan consists of the Regional Spatial Strategy prepared by South West Councils (the Regional Planning Body) and Development Plan Documents produced by Wiltshire Council (or jointly with neighbouring authorities). Planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.

Development Plan Document (DPD) A number of documents setting out the council's planning policies and proposals. DPDs are subject to community involvement, consultation and independent examination.

Independent examination Development plan documents are subject to an examination by a planning inspector to test 'soundness'.

Local Area Agreement (LAA) This is an agreement between Wiltshire and central government, which sets out targets for improvement in the local area. The LAA for Wiltshire is included within the Local Agreement for Wiltshire (LAW). The LAA includes actions for Wiltshire Council, the police, the NHS, the fire service, the voluntary sector and the business sector.

Local Development Documents (LDD) The individual documents that make up the Local Development Framework. They can take the form of Development Plan Documents or present guidance in the form of Supplementary Planning Documents (SPDs).

Local Development Framework (LDF) This is simply the term used to describe the 'folder' of documents which form the local spatial planning framework for Wiltshire.

Local Development Scheme (LDS) The LDS sets out the timetable for preparing the local development framework. This includes details of the topics to be covered by individual DPDs.

Local Transport Plan (LTP) The LTP is a statutory document that steers the development of national transport policies at the local level.

Material consideration A material consideration is any planning matter which is relevant to a particular case.

Minerals and waste development plan documents DPDs that set out the planning policy for Wiltshire with regards to minerals extraction and waste management.

Planning Inspectorate (PINS) The Planning Inspectorate holds independent examinations to determine whether or not DPDs are 'sound'. The Planning Inspectorate also handles planning and enforcement appeals.

Proposals Map The council must produce a proposals map which illustrates all of the policies contained within adopted DPDs. The proposals map must be revised every time a new DPD is adopted.

Sound/soundness This describes where a DPD is considered to 'show good judgement' and also to fulfil the expectations of legislation, and conforms to national and regional planning policy.

South West Regional Spatial Strategy (RSS) The RSS sets out the south west region's policies in relation to the development and use of land. Local planning policies in the Local Development Framework must be in conformity with those in the RSS.

Spatial planning An approach to planning that uses land in the most effective way to promote 'sustainable development'.

Statement of Community Involvement (SCI) A document explaining to the community how and when they can be involved in the preparation of the Local Development Framework and the determination of planning applications, and the steps that will be taken to encourage this involvement.

Strategic Environmental Assessment (SEA) An SEA is an assessment of the environmental impacts of policies and proposals.

Supplementary Planning Document (SPD) SPDs do not have 'development plan' status, but are intended to elaborate upon the policies and proposals in DPDs. They can be used as a 'material consideration' in the determination of planning applications.

Sustainability Appraisal (SA) An SA is an assessment of the social, economic, and environmental impacts of policies and proposals.

Sustainable Community Strategy (SCS) The SCS sets out the strategic vision for sustainable communities in Wiltshire, and forms the basis of the Local Area Agreement. The Core Strategy aims to deliver the spatial aspects of the SCS.

Sustainable development Defined as ‘development that meets the needs of the present without compromising the ability of future generations to meet their own needs’.

Wiltshire community The Wiltshire community is made up of all the people who live, work or have an interest in Wiltshire and its continued development. Wiltshire Council keeps a database of all the people and organisations interested in the Local Development Framework or planning applications. This database is continually evolving as organisations are added or removed.

Wiltshire Compact The Wiltshire Compact is an agreement between the statutory and voluntary sectors in Wiltshire. It aims to improve the quality of life in Wiltshire by improving joint working arrangements between these sectors.

Wiltshire Council This is the unitary authority which was formed on 1 April 2009, replacing the former Kennet, North Wiltshire, Salisbury and West Wiltshire District Councils and Wiltshire County Council.

1 Introduction

- 1.1 Wiltshire Council's vision is to "create stronger and more resilient communities¹". A key part in achieving this vision will be ensuring that these communities are involved in decision making. The SCI describes how Wiltshire Council will involve the community in planning for the future use of land in their area and how planning can achieve local, open, honest decision-making in Wiltshire.
- 1.2 The SCI is here to provide the community with clarity on the levels of involvement that they should expect in planning processes. The SCI explains in detail the council's policy for engaging the community in the preparation of the Wiltshire Local Development Framework (LDF) and in the consideration of planning applications. The principles in the SCI will also guide consultation on the Local Transport Plan (LTP).
- 1.3 Wiltshire Council is committed to using new and innovative ways of involving the community in the planning system. The council will use a combination of methods, such as public exhibitions and meetings and online consultations. Further details of the methods the council will use are provided in appendix 1. The council wants to ensure that everyone with an interest in planning understands how they can contribute to, and influence, the planning decision-making process.
- 1.4 This SCI builds on the work already carried out in Wiltshire by the former district councils in the preparation of their individual LDFs and by the former county council, in conjunction with Swindon Borough Council, in the preparation of joint minerals and waste DPDs. The development management teams of the former district councils also have an extensive experience of consultation and will utilise this knowledge when engaging in planning applications. This has assisted the local community in understanding how to become involved in the process effectively. The transfer of these skills will form a key part of the updated consultation strategy.
- 1.5 Wiltshire Council's commitment is to provide opportunities for you to influence planning decisions that affect you or your community directly.

¹ This vision is taken from 'Our First Year Plan 2009-10'

The planning system

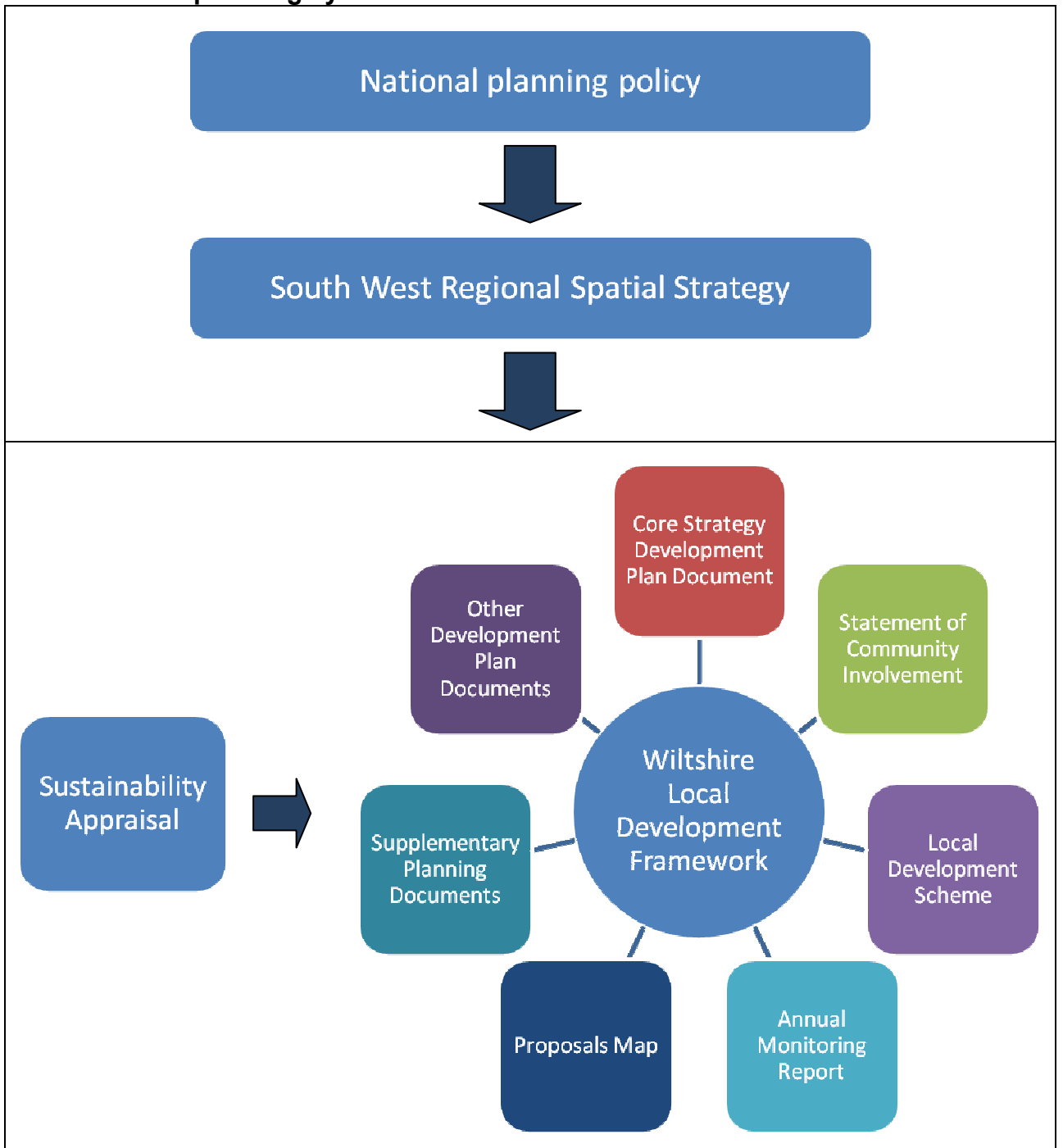
- 1.6 The current planning policy system consists of:
- National policy in the form of planning policy statements/guidance, planning circulars, and national policy statements
 - Regional policy in the form of regional spatial strategies (RSS), and
 - Local policy in the form of local development frameworks (LDF).
- 1.7 Together regional and local policy form the statutory development plan for the area. The documents which will form the Wiltshire LDF are illustrated in diagram 1 overleaf. These documents will outline the spatial planning strategy for Wiltshire. Further details on the contents and timetable of these documents are set out in the Wiltshire Local Development Scheme².
- 1.8 Planning applications are determined according to the policies in the development plan for the area unless material considerations indicate otherwise. Material considerations may include site specific details, emerging planning policy and relevant local planning guidance and strategies, such as village design statements or conservation area management plans.

Spatial planning and development management in Wiltshire

- 1.9 Planning in Wiltshire is delivered by the spatial planning and development services. The spatial planning service is part of the wider economy and enterprise service, and has three broad functions:
- Preparing the LDF, a group of planning policy documents that act together to guide development in Wiltshire.
 - Monitoring the effectiveness of existing planning policies and collating information that informs the preparation of these policies.
 - Protecting and conserving Wiltshire's landscape and natural heritage, and working with countryside colleagues to provide facilities, access and opportunities for people to enjoy it.
- 1.10 The development service is concerned with determining planning applications. There are currently four development management teams, based in north, south, east and west Wiltshire. There is also a minerals and waste development management team, which is concerned with the determination of applications for minerals extraction and waste management facilities. Contact details for the teams within the spatial planning and development services are provided at the end of this SCI.

² The Wiltshire Local Development Scheme is available at:
www.wiltshire.gov.uk/localdevelopmentscheme

Diagram 1: The Wiltshire Local Development Framework, and how this fits within the planning system



2 The Wiltshire community

- 2.1 Wiltshire Council is committed to open and honest dialogue with the community and will endeavour to include as many bodies, organisations and individuals in the planning process as possible. This chapter details who and what we consider to be the Wiltshire community. In addition to this we detail how we will link in with some of the existing community initiatives in Wiltshire. The aim of this SCI is to allow opportunities for involvement in the planning process by all sections of the community.

Whom to consult?

- 2.2 Wiltshire Council has undertaken work to define our 'community'. A list of consultees has been developed based on past experience and previous consultation exercises carried out by the former district and county councils. This list also draws on central government advice, previous local plan processes, the Sustainable Community Strategy, and other community planning processes.
- 2.3 The consultees in the council's community database have been identified through consolidation and evaluation of the existing consultee databases. The database will be the first point of reference that the council will use when determining which groups should be consulted in relation to each LDF document. The list has been sub-divided into three categories: specific consultation bodies (people we have to consult by law at certain stages of the LDF); the local community (people who live and work in Wiltshire); and the extended community (people who have an interest in planning in Wiltshire). Together the local and extended communities form the general consultation bodies. The regulations³ require that Wiltshire Council must consult general consultation bodies as considered appropriate during the preparation of the LDF. The three categories are summarised below.

³ The Town and Country Planning (Local Development) (England) Regulations 2004 as amended in 2008 and 2009.

2.4 The **specific consultation bodies** include:

- Central, regional and local government and regional agencies (including neighbouring local authorities)
- The Secretary of State for Transport (in relation to the Secretary of State's functions with regard to railways and highways)
- Statutory advisory bodies (the Coal Authority, the Environment Agency, English Heritage, and Natural England⁴)
- Town and parish councils within or adjacent to Wiltshire
- Infrastructure providers
- Primary care trusts operating in any part of Wiltshire
- Police authorities operating within or adjacent to Wiltshire

2.5 The **local community** includes:

- The general public
- Community area boards and community area partnerships
- Resident/community/civic societies and associations
- Local businesses and business groups
- Charity and voluntary organisations
- Under-represented groups within the community

2.6 The **extended community** includes:

- Landowners, developers and agents
- National interest groups
- General business and industry
- Housing bodies
- Transport bodies
- Regional development agencies

2.7 Wiltshire Council is committed to undertaking regular reviews of the Wiltshire community database. We wrote to all the members on the database to check that they wished to continue to be contacted by the new Wiltshire Council in regard to planning matters. In addition, any interested groups or bodies may contact the spatial planning policy team by telephone, email or post to request to be added to or removed from the community database.

⁴ The Homes and Communities Agency will also be a specific consultation body from the 6 April 2010.

Area based involvement

- 2.8 In some cases it may not be appropriate to consult with the whole Wiltshire community, for example, if the issue is likely to have only a localised impact within a certain parish. In these cases, consultation may be undertaken on an area basis, subject to this fulfilling the minimum legal requirements. Conversely, when a proposed policy or development is likely to have an impact on a wider area it will be important to ensure that all those who may be affected have a chance to have their say. This may apply, for example, when development is planned in a town, but would have an impact on the outlying villages. Wiltshire Council will therefore carefully consider the appropriate area for consultation in all cases.

Cross boundary working

- 2.9 Wiltshire Council works with Swindon Borough Council to prepare joint minerals and waste planning policy documents. Consideration will therefore be given to the Swindon Borough Council SCI⁵ when undertaking consultation on these documents and consultation will also involve the Swindon community. Collaboration with adjoining councils may also be relevant for other planning policy documents and in these cases consultation will extend beyond the Wiltshire community.

Complete community involvement

- 2.10 In addition to the consultees above we are proposing to increase the scope of public consultation and directly engage with groups in our community who do not normally get involved, or have limited opportunity to be involved with the planning system in Wiltshire.

⁵ The Swindon SCI was adopted in January 2007 and can be accessed at: www.swindon.gov.uk/environment-planning-sci

2.11 Those groups which have been under-represented within the planning process in Wiltshire include the following:

- People with disabilities
- Children and young people
- 25-40 year olds (especially those in employment)
- Lone parents
- Those who don't speak English as their first language
- Older people
- Black and minority ethnic people
- Gypsies, travellers and canal dwellers
- The military
- Isolated rural people and community groups
- Residents who work outside Wiltshire
- People who work in Wiltshire but live elsewhere.

2.12 In order to reach the groups above, and those not identified, a continual process of fostering and creating relationships is being established. Initiatives such as partnership and cross-team working with relevant external bodies and internal council departments responsible for these groups will ensure the council actively engages these groups. Examples of some of the methods we will use to encourage the involvement of under-represented groups are provided in table 1 below. We will monitor the extent to which we are succeeding in involving the groups listed above and review our methods on a regular basis.

Table 1: Examples of methods for involving under-represented groups

Method	Groups targeted
Use of techniques such as forums and interactive sessions.	Young people and 25-40 year olds.
Information to be available in electronic format and consultation responses able to be submitted online.	Isolated rural people, children and young people, and people who may not have time to attend events, such as working people.
Provide copies of consultation materials in large print, Braille, and audio format on request. Hold exhibitions and events in locations with easy access.	Older people and people with specific access needs.

Engaging with landowners, infrastructure providers and developers

2.13 Landowners, infrastructure providers and developers are identified above as forming part of the extended community. National planning policy emphasises the importance of early engagement with landowners, infrastructure providers and developers when producing the core strategy and other DPDs. Therefore, in addition to the general consultation procedures outlined in chapter 5, Wiltshire Council will seek to involve landowners and developers in the production of DPDs using methods such as:

- Holding forums at the early stages of DPD production, in order to gain input from landowners, infrastructure providers and developers. These forums may be directed towards those who are likely to have a specific interest in the subject matter of the DPD.
- Involving landowners and developers in the evidence gathering stages of DPDs. This may include 'call for sites' exercises, in which developers and landowners are invited to put forward potential development sites for consideration through the DPD process.

Links with existing community groups and partnerships

2.14 Planning has a role as a facilitator for a number of other plans, strategies and community ambitions. The following paragraphs describe how the planning teams will work with other community groups and partnerships when promoting community involvement.

Community area boards

2.15 Across Wiltshire, there are 18 area boards representing 20 community areas. The area boards provide an opportunity for Wiltshire Councillors, statutory public service partners including the police and the NHS, together with key representatives of the community area (such as town and parish councils, housing associations, businesses and voluntary groups) to consider and help shape services and proposals within the context of the geography, character and identity of local places. The area boards also provide a valuable way of discussing proposals, collecting evidence, publicising and involving the community and its elected representatives in the development of spatial planning policy at an early stage. Where appropriate, the area boards will also provide a forum for pre-application discussions, giving an opportunity for attendees to comment on issues such as the nature of traffic calming measures, and the nature and location of public open space to be provided for a proposed development. Further detail on pre-application discussions is provided in Chapter 5 of this SCI. It should be noted, however, that while area boards may be involved in the development of planning policy and pre-application discussions, they will not be directly involved in deciding planning applications or approving policy. A handbook has been produced which provides more detail on the area

boards and how these will be run. The handbook is available to download from the council website⁶.

Community area partnerships

2.16 Community area partnerships have developed in Wiltshire over a number of years, with membership including town and parish councils, representatives of business, the voluntary sector, local people and community leaders. Community area partnerships are independent of the council and have a key role in representing the local community at the community area boards. The partnerships are responsible for producing community area plans in consultation with local people and these plans form part of the evidence base for the Wiltshire LDF. Responses to our pre-draft consultation on the SCI highlighted the desire for community area partnerships to be directly consulted on planning matters and the partnerships have been identified above as forming an important part of the local community.

Thematic delivery partnerships

2.17 The thematic delivery partnerships are responsible for delivering specific action and developing strategy to achieve the ambitions in the Local Agreement for Wiltshire (LAW), including the Local Area Agreement (LAA). The thematic delivery partnerships help influence and develop strategy in the Wiltshire Co-ordinating Group and the Wiltshire Assembly, as well as being responsible for delivering the actions and targets of the LAW through the Wiltshire Public Service Board. There are eight thematic delivery partnerships linked to the LAW ambitions. These are the Wiltshire Strategic Economic Partnership, the Wiltshire Children and Young People's Trust Board, the Community Safety Partnership, the Housing Partnership, the Resilient Communities Partnership, the Transport Partnership, the Wiltshire Environmental Alliance, and the Health and Wellbeing Partnership Board.

Town and parish councils

2.18 Town and parish councils are the most local tier of democratic representation and, as such, they provide a key link with local communities. Wiltshire Council is required to consult town and parish councils by regulation (they are statutory consultation bodies). Responses to our pre-draft consultation on the SCI indicated that town and parish councils wish to remain fully involved in planning processes, and Wiltshire Council is committed to continuing to consult with the local councils, alongside the community area boards and community area partnerships. Town and parish councils are often involved with the production of parish plans, village design statements and similar

⁶ Wiltshire's Area Boards: The Handbook is available at: www.wiltshire.gov.uk/areaboards

documents. Further details on how these documents can be integrated within the LDF are provided in chapter 4.

Local strategic partnership

2.19 The local strategic partnership (LSP) for Wiltshire is the Wiltshire Assembly. This brings together around 300 partners to articulate the vision for Wiltshire and produce the sustainable community strategy. These partners represent the Wiltshire family of partnerships, led by the Public Service Board, which is responsible for the development of the local area agreement (LAA) – the action plan of the community strategy, and the Wiltshire Coordinating Group, which focuses on service delivery against the targets in the LAA. Public, business, and voluntary/community sector organisations, MPs, area boards, community area partnerships, thematic delivery partnerships, town and parish councils and local specialist groups all form part of the LSP.

Other plans and strategies

2.20 Alongside links with the groups set out above, the spatial planning team will also seek links with other plans and strategies. The Wiltshire Sustainable Community Strategy and the Wiltshire Compact are two documents which we will refer to and these are explained in turn below.

Wiltshire Sustainable Community Strategy

2.21 The Wiltshire Sustainable Community Strategy sets out an overarching vision for Wiltshire and includes analysis of the key characteristics, trends and challenges in the county. The strategy forms the basis of the Wiltshire Local Area Agreement. The current Wiltshire Sustainable Community Strategy was published in 2007 and is available on the council website⁷. It is likely that it will be updated in the near future.

The Wiltshire Compact

2.22 The Wiltshire Compact is a set of principles which determine how the statutory and voluntary/community sectors will behave towards one another. Wiltshire Council has signed up to the Wiltshire Compact and therefore agrees to act within the principles which are expressed in the Wiltshire Compact codes of practice. The code of practice on communication and consultation sets the minimum consultation period at eight weeks, and recommends a standard consultation period of 12 weeks. The spatial planning and development services will endeavour to comply with the consultation guidelines set out by the Wiltshire Compact where practicable.

⁷ The Wiltshire Sustainable Community Strategy is available at:
www.wiltshire.gov.uk/wiltshirefamilyofpartnershipsworkingtogether

Links with the Local Transport Plan

- 2.23 The Local Transport Plan (LTP) is made up of a long-term strategy, including transport objectives and policies, and a shorter-term implementation plan, which is a programme of transport schemes and measures. The LTP is an important tool to help local authorities work with partners and stakeholders to strengthen its role in promoting the general well-being of a community and its citizens. In particular, the LTP can help to support and facilitate the development growth that is being proposed through the LDF.
- 2.24 The government requires local authorities to involve the community in the preparation of LTPs. While the LTP preparation process is different to that employed for the LDF, the council is fully committed to ensuring that the preparation of the Wiltshire LTP will continue to involve comprehensive and widespread consultation with the community based on the principles set out in this SCI.

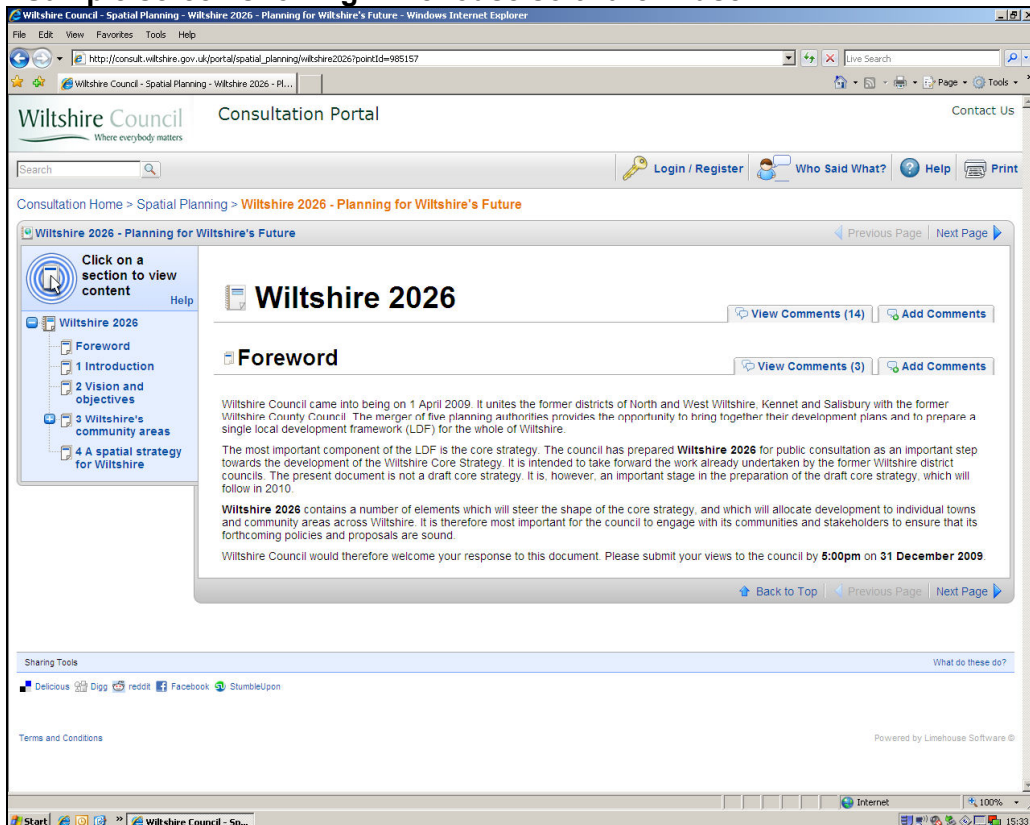
3 Methods of consultation and resources

- 3.1 This chapter introduces the methods of consultation which we will use and how these will be resourced. It explains how we will consult you on planning matters.
- 3.2 Various consultation techniques will be used to obtain feedback during the development of local planning policy, relating to the type and scope of the document. At each stage of policy preparation there will be different levels of consultation. This reflects national planning policy, which specifies that the level of consultation when preparing development plan documents should reflect the scale of the issues involved⁸. We will also use various techniques for consultation on planning applications.
- 3.3 There are three basic categories that these techniques fall into, dependent upon the required outcomes and appropriate level of engagement:
- Awareness raising – informing the Wiltshire community of the consultation and signposting access to that consultation.
 - Existing networks – using established forums, partnerships and other networks to gather opinions on the consultation.
 - Direct involvement – using public participation events and face-to-face meetings to consult with the Wiltshire community.
- 3.4 Details of the consultation methods we will use are presented in appendix 1. The list in appendix 1 is not exhaustive and not all of the methods are necessarily appropriate for consultation at all stages of planning policy preparation, or for all planning applications.
- 3.5 The process of planning policy preparation and consultation has been made more efficient with the use of specialist computer software provided by a company called Limehouse. All documents prepared by the council are available to view and comment upon via the council's website. The council is aiming to conduct all correspondence on policy documents electronically through the web. This will reduce costs by significantly limiting the amount of paper produced and distributed during consultations, as well as generally helping to speed up the processes of document preparation and consultation activity.

⁸ See paragraph 4.25 of Planning Policy Statement 12: Local Spatial Planning

- 3.6 Documents will be made available on the web for people to view and comment upon electronically via a simple series of standard, easy to use representation forms. Anyone who has previously submitted representations to the council and provided an email address will be automatically set up as a user of the Limehouse software and notified about how to operate the system. However, as all the council's documents will primarily be available on the website, anyone with an interest in submitting representations electronically can also register to use the Limehouse software.

Sample screen showing Limehouse software in use



- 3.7 The council's website provides full support to all those wishing to use the electronic consultation system. A short introductory video tutorial is available to help users navigate the website and explain how to prepare and submit comments on policy documents at the click of a button.
- 3.8 However, the council recognises that not all people with an interest in planning matters within Wiltshire have access to a computer, or the desire to submit comments on documents electronically. Therefore, measures are in place to ensure that paper copies of documents are available and representation forms can be sent to those people who prefer such methods of engagement. The council will also receive representations in a number of forms and will endeavour to make the options for response as transparent and as easy as possible to allow all parts of the community to respond at any stage of the planning process.

- 3.9 The resources that will be made available to provide and support consultation during the LDF process will principally comprise the staff from within the spatial planning policy and minerals and waste policy teams. Support may be provided from other council teams, particularly relating to issues of housing, economic development, regeneration, climate change, countryside, environmental health, the Sustainable Community Strategy, urban design and historic buildings. The development management (planning applications) element of the SCI will be implemented by staff from the development management teams. Specialist consultants may be used as part of the process and will also possibly provide training sessions, specialist sessions and forum facilitation where required.

4 Community involvement in the LDF

- 4.1 This chapter sets out when and how we plan to involve you in the preparation of LDF documents. The box below sets out the minimum legal standards the council must achieve when preparing LDF documents.

Minimum legal standards

The legal requirements for consultation on LDDs are set out in the Town and Country Planning Regulations 2004, as amended in 2008 and 2009. The council is obliged to meet these basic standards, which can be summarised as follows:

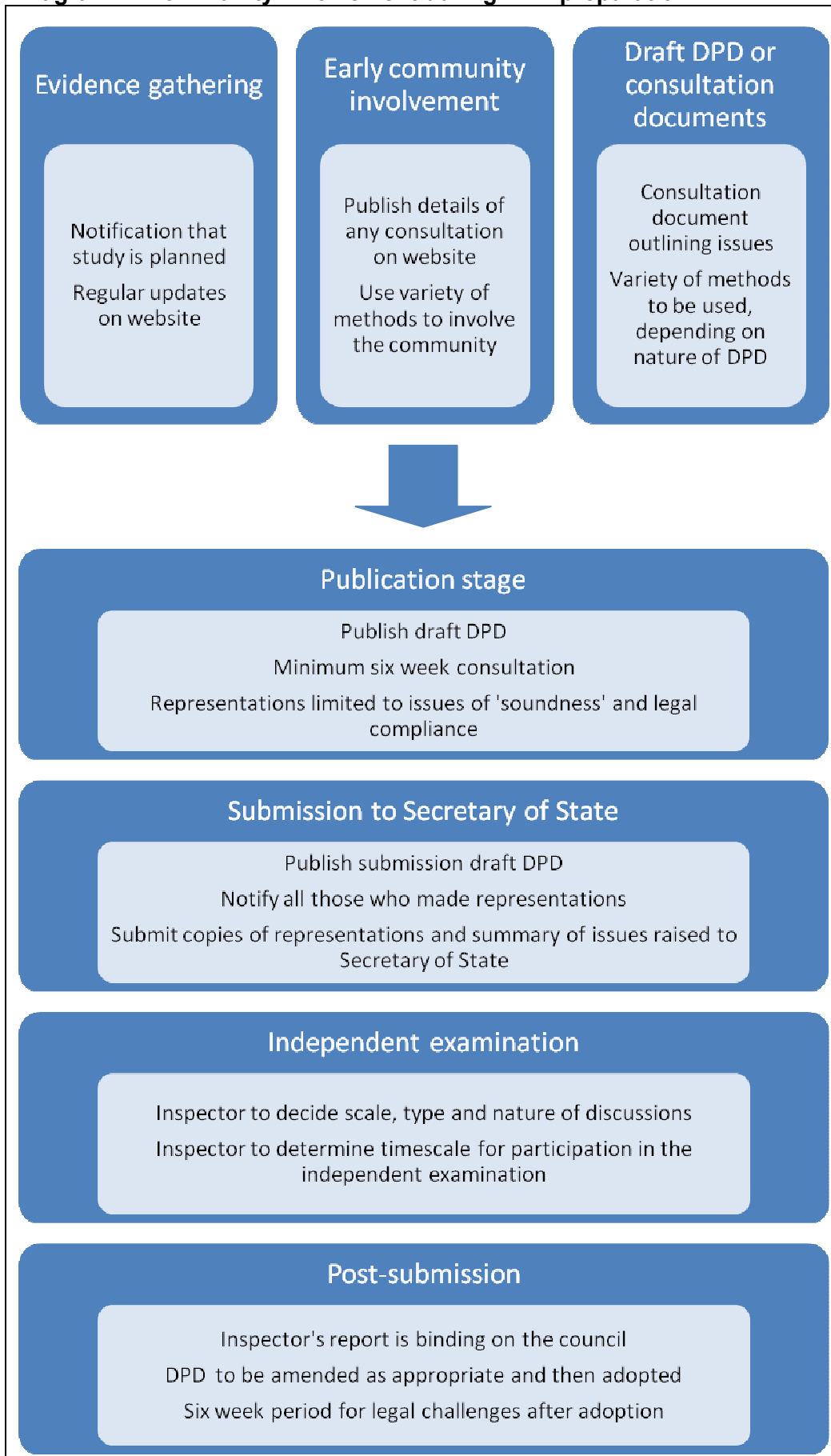
- Formal consultation for a defined period. This must be for a minimum of six weeks for DPDs and between four and six weeks for SPDs.
- Notification and issue of information to specific consultation bodies which the council considers would have an interest in the subject matter.
- Notification to other consultees as the council considers appropriate.
- Make information available on the council's website.
- Make information available at the principle council office, and at other places in the area as the council considers appropriate.
- Publish details of the formal consultation by local advertisement.
- Publish a statement setting out who has been consulted during preparation of DPDs and SPDs and how this consultation was undertaken. This statement will include a summary of any issues raised and details as to how these issues have been addressed.
- There is also a requirement for the council to notify certain bodies when it is intending to produce a DPD. These bodies can then make representations to the council regarding the contents of the proposed DPD. In addition, certain bodies must be invited to comment before the council prepares an SCI.

- 4.2 Wiltshire Council will endeavour to exceed the minimum requirements for consultation where possible. For example, consultation periods for DPDs will follow the guidelines set out in the Wiltshire Compact (8-12 weeks) where practicable.
- 4.3 The following sections will identify the ways in which you can be involved at different preparation stages of LDF documents. There are three different types of LDF document which we will ask your opinion on: Development Plan Documents (DPDs); Supplementary Planning Documents (SPDs); and Sustainability Appraisal (SA). These are covered, in turn, beginning with DPDs.

Development Plan Documents (DPDs)

- 4.4 There are various opportunities for the community to influence the policies in DPDs. It is important for us to get your opinion on these policies as planning applications in your area will be determined with reference to them. The process for preparing a DPD can be broadly split into informal and formal stages:
- Informal stages – These include evidence gathering, early community involvement and the production of draft DPD/consultation documents. The council is required to notify certain bodies that it intends to produce a DPD and must invite comment from these bodies as to what the DPD should contain. This notification and invitation for comment is the only formal requirement at the early stages of DPD production and further involvement at these stages is carried out at the council's discretion. However, early involvement is vital in ensuring the DPD fulfils the community's needs and these early stages are your opportunity to comment on the content of the DPD.
 - Formal stages – These include publication, submission to the government, independent examination and adoption of the DPD. There is a formal requirement for a consultation lasting at least six weeks at the publication stage. Consultation at this stage has a different purpose to that at the early stages and representations should focus on whether or not the DPD is 'sound' and has been produced in accordance with legislation.
- 4.5 Diagram 2, on the next page, outlines the opportunities for community involvement during DPD preparation. Further detail on each of the seven stages is provided in the supporting text below.

Diagram 2: Community involvement during DPD preparation



The informal stages in detail

Evidence gathering

4.6 In order to ensure the policies in our DPDs are based on evidence, a period of gathering together relevant information will be undertaken. This may be collated either from internal sources and teams within the council, or we may use external expertise such as private consultants or national bodies, such as the Environment Agency. This evidence will be used to identify the key issues associated with planning for future development in Wiltshire.

- 4.7 To ensure that you are aware and able to influence our evidence base we will:
- notify relevant groups, organisations and individuals where appropriate
 - update our website regularly with details of the evidence we are collecting and the finalised reports displaying the results⁹.

What we want from you

During the evidence gathering stage, opportunities for community involvement are likely to be limited to us seeking your specialist knowledge and experiences to help us better understand specific issues. Consultation at this stage is likely to focus on the extended community and specific consultation bodies.

Early community involvement

4.8 The early stages of community involvement are similar to the evidence gathering in that it is the council's opportunity to gather information on specific issues. We will use a variety of different methods to collect your knowledge and expertise and find out about your concerns and wishes.

4.9 As with the evidence gathering stage we will publish details of any opportunities for community involvement on our website and notify relevant groups, organisations and individuals.

4.10 This stage of DPD preparation is seen as an opportunity to undertake more open and wider consultation with the whole community, including the local community, seeking to gather wider community views and to ensure they are taken into account when producing the DPD.

⁹ Details of our current evidence and the projects we are undertaking can be found at: www.wiltshire.gov.uk/planningpolicyevidencebase

- 4.11 Methods of involvement at this stage could include the following:
- Focussed questionnaires, working groups and/or specialist sessions seeking views on particular issues.
 - Forums for particular groups if they have specific knowledge of an area or subject. For example we may seek the views of one particular community area board on local issues, or possibly an environmental group such as the Wiltshire Environmental Alliance if the issue is relevant to them.
 - Where we want to gather a wider community view it may be appropriate to hold a public exhibition and/or surgeries or interactive sessions to raise awareness of a certain issue.
 - If necessary full use will be made of external and internal media sources, both broadcasting and written, to publicise issues and generate interest. The exact use of media will depend on the scope and range of the consultation exercise.

Draft DPD/consultation documents

4.12 During the preparation of some DPDs it will be necessary for the council to consult on various proposals, whether this is a draft of the whole DPD or a targeted consultation relating to certain sections of the DPD. This is an important process as it will assist in a thorough examination of the options before submission of the DPD. This stage, though an informal part of the process, will involve a public report.

4.13 Various techniques will be used during consultations on draft documents and different groups will be targeted. Flexibility will be employed to take account of the type of DPD. This is in line with the national guidance that the level of involvement should be ‘appropriate’ to the DPD concerned.

What we want from you
 This is an important stage as future development in Wiltshire will begin to be set out by these documents. We will want to capture your views to make sure the initial stages of our plans and policies are going to meet the community’s needs and desires.

4.14 A wide variety of issues, options and constraints will have emerged through the evidence gathering and early community involvement discussed above. At this stage we will be showing you our early thoughts on what plans and policies the DPD is likely to include.

How we will gather your views

During the consultation on draft documents we will:

- Bring together all of the relevant issues identified in a draft DPD or consultation document. Consultation on this document will take the form of notifying community members via letter/email of the document and updating our website accordingly stating, amongst other things, when and how comments can be made.
- The draft documents will be deposited as considered appropriate at libraries, information points and the main council offices. Copies of the document will be available for purchase to the general public. Where appropriate, summary documents will be produced, at for example community area level, explaining the key points and issues.
- Consider appropriate methods of signposting information regarding the DPD being consulted on. This may include production of a spatial planning service newsletter or briefing note, informing the community of the key issues currently being tackled by the planning service.
- Depending on the scale of issues raised, we may hold a series of forums where community members with an expressed interest in the particular issues can attend and determine the issues they believe should be taken forward to the publication stage. The use of external facilitators may be appropriate.
- Appropriate use will be made of external and internal media sources, both broadcasting and written, to publicise issues and generate interest.
- Details of our response to representations received will be contained within the 'Pre-Submission Consultation' document which will be prepared when the DPD is submitted to the Secretary of State.

- 4.15 At every consultation exercise and/or correspondence with the community, we will state the current stage of the document, its importance and the next stages in its development. Any comments received will be fully considered and taken into account before progressing to the next stage.

Formal stages

Publication stage

- 4.16 Unlike the previous stages of the preparation process, the publication stage is the first **formal** period for representations and the way we involve you is dictated by regulations.
- 4.17 By this time in the document's preparation, all options will have been considered and we will produce a draft DPD identifying the proposed policies for development in Wiltshire.

What you need to know: legal compliance and 'soundness'

The DPD must be produced in accordance with relevant legislation. This includes the requirements that the DPD:

- has been prepared in accordance with Wiltshire Council's Local Development Scheme and Statement of Community Involvement
- has been prepared in accordance with the Town and Country Planning Regulations 2004, as amended
- has been subject to a sustainability appraisal
- is in general conformity with the Regional Spatial Strategy
- has regard to the Sustainable Community Strategy.

To be sound, the DPD must be:

- justified; this means that the DPD must be founded on a robust and credible evidence base and must be the most appropriate strategy when considered against the reasonable alternatives
- effective; this means that the DPD must be deliverable, flexible, and able to be monitored
- consistent with national policy.

(Adapted from Planning Policy Statement 12)

- 4.18 The nature of how you can comment changes at this stage. The consultation and involvement carried out during the informal stage should ensure that all appropriate issues have already been raised. Representations at this stage should relate to the 'soundness' and legal compliance of the DPD. Details of the requirements for legal compliance and soundness are outlined in the box above¹⁰.

¹⁰ It should be noted that, before adoption of the Wiltshire Council SCI, DPDs in Wiltshire have been prepared in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004, as amended in 2008 and 2009. This is in accordance with the Local Government (Structural Changes) (Transitional Arrangements) (No. 2) Regulations 2008, as amended in 2009.

- 4.19 The process of advertising the publication to make you aware of the DPD will be similar to the draft DPD stage. As with the draft DPD stage, notification by letter and/or email to everyone on the consultation database will give details of how to respond to the council.
- 4.20 At this stage we will:
- invite formal representations to be made within a specified period of at least six weeks
 - ensure all representations on the DPD are catalogued in a database, in preparation for the submission stage.
- 4.21 The council will review all the representations made and summarise the main issues. The council will then respond to the main issues in a report that will be submitted to Secretary of State alongside the submission draft of the DPD.
- 4.22 Only in exceptional circumstances will changes be made to the DPD at this stage. If the council does wish to make significant changes based on the comments received, it will consider whether or not these changes can be addressed through an addendum. Where the changes can be addressed through an addendum, this will be published for further comment, and will then be submitted with the DPD to the Secretary of State. Ultimately it will be the inspector who will decide, during the public examination, whether or not these recommended changes will take place (see the next stage and the box below).
- 4.23 If issues are raised at this stage which necessitate fundamental changes to the DPD, then the council may decide to delay submission of the DPD in order to undertake further work as required. This would necessitate further consultation with relevant specific consultation bodies, followed by publication of the altered DPD for formal representations.

Submission of the DPD to the Secretary of State and independent examination by the Planning Inspectorate (PINS)

- 4.24 Following the steps above, the DPD will be formally submitted to the Government Office for the South West (acting for the Secretary of State) and the Planning Inspectorate (PINS). At this stage we will:
- submit copies of all representations received during the publication stage and a summary of the main issues identified. We will also submit a statement outlining consultation exercises undertaken during the earlier stages, and the ways in which this has influenced the DPD
 - publish the submission draft DPD and such associated submission documents (evidence base) as are appropriate
 - notify, by letter and/or email, the current position to all those who made representations. We will also update our website, and will publish a local advertisement setting out the time and location of the examination, and the name of the inspector.
- 4.25 The inspector will at this point consider the conformity of the DPD preparation process with the council's SCI. If it fails to comply, the DPD may have to be withdrawn.

Independent examination

What you need to know – the independent examination

The purpose of the independent examination is to ascertain whether the DPD is sound and legally compliant. The examination usually involves informal discussions. Round table sessions are held to discuss specific issues before the inspector.

At this stage, it will be up to the discretion of the inspector to decide the scale, type and nature of discussions, as well as the timescale for participation in the independent examination. The inspector will have access to all representations made at the publication stage and will also have a report written by the council summarising the main issues and its response to them. Details and timescale will be made available at a pre-examination meeting.

Post-submission and adoption

- 4.26 Following the independent examination, the inspector will prepare a report advising of any changes to the DPD which are considered appropriate in order to make it sound. The inspector's report will be binding on the council which will amend the DPD on the basis of this report and adopt the DPD as soon as possible after receipt of the report. There is a six week period for legal challenge after adoption.

4.27 At this stage we will:

- notify, by letter and/or email, all those who made representations
- update our website accordingly, including publishing the inspector's report and all modifications to the DPD as a result
- publish notification of adoption of the DPD by local advertisement
- issue a spatial planning team newsletter if considered appropriate.

Supplementary planning documents (SPDs)

4.28 The process for adopting SPDs is different from that for DPDs, as there is no requirement for SPDs to undergo independent examination. This means that the opportunities for community involvement in the preparation of SPDs are slightly different, particularly in the later stages.

4.29 The degree of community involvement will inevitably vary according to the nature of the SPD, and the methods used will be proportionate to the SPD concerned. Consultation will generally be focused on the area covered by the document. As with DPDs however, there are plenty of opportunities to become involved. Diagram 3 below demonstrates the opportunities available at the four main stages. Further detail of the consultation to be undertaken during the preparation of SPDs is provided in the following paragraphs.

Informal stages

Evidence gathering and early community involvement

4.30 In terms of the evidence gathering and early community involvement stages, the council will normally follow similar processes to those used for DPDs, as set out above. However, any consultation will be proportionate to the subject matter of the SPD, and may be limited to the local area which is most likely to be affected by the contents of the document.

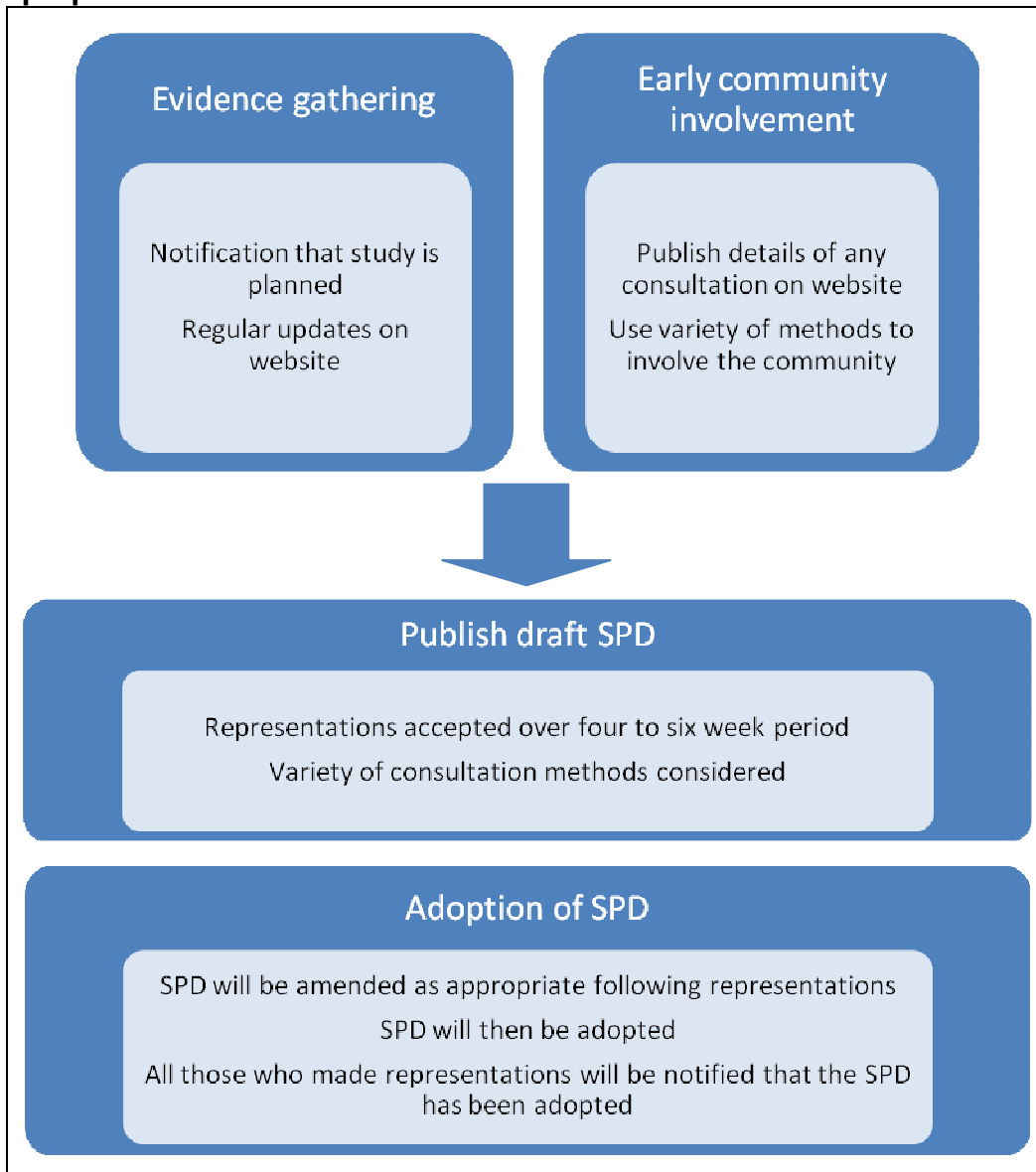
Formal stages

Publish draft SPD

4.31 The **formal** public participation that is required by the regulations is to publish the draft SPD and invite representations. This consultation is not limited to issues of soundness and legal compliance, and the draft SPD may be changed in the light of the representations received. The draft SPD will be published together with a statement setting out how any consultation was undertaken during preparation of the SPD and summarising the main issues that emerged. Representations will be invited during a four to six week period; the regulations require that consultation is for no longer than six weeks.

- 4.32 In addition to the minimum requirements at this stage we will:
- where possible attend meetings of the organisation/groups or bodies making up the community members directly affected by the SPD
 - make appropriate use of the media to publicise the consultation.
- 4.33 At the end of all community consultation exercises, comments received will be fully considered and taken into account before progressing to the next stage.

Diagram 3: Opportunities for community involvement during SPD preparation



Adoption

- 4.34 After this period, we will amend the draft SPD, taking into account appropriate representations received. The SPD will then be placed before the relevant council committee for adoption. Upon adoption of the SPD we will:
- send a letter and/or email to all those who have made representations, explaining what we have done in relation to their comments
 - publish a statement which contains a summary of the representations received and outlines how the SPD has been altered as a result of the representations
 - make copies of the amended adopted document available on the council's website
 - make copies of the amended adopted document available at the principle council office and at libraries and other information points as appropriate
 - if necessary, produce a briefing note to accompany the adopted document and explain its content.

Other supplementary documents

- 4.35 Alongside SPDs, there are other documents which may have an influence on planning policy and are regarded as a material consideration in the determination of planning applications. These documents may be produced by other teams within Wiltshire Council, for example conservation area appraisals and management plans, by local communities and parish councils, for example parish plans and village design statements, or by external bodies, for example Area of Outstanding Natural Beauty (AONB) management plans.
- 4.36 The purpose of an SPD is to provide further detail to amplify policy in the core strategy or another DPD. Therefore, the council will need to have adopted the relevant DPD before documents such as village design statements can be adopted as SPD. Under certain circumstances it may be appropriate for such documents to be adopted as SPD once the appropriate DPD has been adopted. However, supplementary documents may be endorsed by Wiltshire Council as 'supplementary guidance', and may subsequently have weight in planning decision-making processes. Details of the approach to be followed for consultation on village design statements, parish and town plans and conservation area appraisals and management plans are provided below.

Village design statements

- 4.37 Village design statements are based on an analysis of the design characteristics of the village. They aim to influence the design of future development, so that it is in keeping with the existing local character. The statements are produced by the local community, with only advisory input from Wiltshire Council. A key element of village design statements is that they should represent the views of the whole village community, and early community involvement is therefore encouraged.
- 4.38 The approach outlined below gives an indication of best practice when preparing a village design statement:
- An initial consultation should be undertaken to identify the characteristics of the village which are felt to be important by the local community. This could include a 'village character workshop' and a questionnaire delivered to every household.
 - The local community should be kept informed as the village design statement progresses. A range of methods should be used, and sufficient time should be allowed for responses at each stage. This may involve exhibitions/meetings to discuss draft documents at various stages of production. Details of progress should be provided on notice boards/at information points within the village. It may also be appropriate to notify each household of progress using leaflets/newsletters, and to publish details of any consultation in the local press.
 - Planning officers, parish councils, and the Wiltshire councillor for the area concerned should be kept informed throughout the process. Planning officers will not attempt to direct the development of the village design statement, but may be able to provide useful help and advice on the relevant planning processes.
 - Clear records should be kept of all consultation events and responses.
- 4.39 The final village design statement should include details as to the consultation which has been undertaken, the responses received and how these have influenced the content of the document.
- 4.40 If village design statements are to be adopted as SPDs then a formal consultation on the draft document will be required. This formal consultation will be led by Wiltshire Council and will follow the requirements for consultation on a draft SPD, as set out above. The formal consultation will be in addition to the early community involvement suggested above.

Parish and town plans

- 4.41 Parish and town plans set out a vision for the future of the community, and the actions which are needed to achieve this. The production of parish and town plans is led by town and parish councils, and should reflect the views of the whole community. Consultation during the preparation of town and parish plans should follow similar principles to those set out above for village design statements. It is important that the local community are involved in the process of producing the plan, that council officers and Wiltshire councillors are kept informed, and that clear records are kept of any consultation events. If the parish or town plan is to be adopted as an SPD then a formal consultation led by Wiltshire Council will be required.

Conservation area appraisals and management plans

- 4.42 Conservation area appraisals and management plans differ from village design statements and parish and town plans in that they are produced by the Wiltshire Council development management teams. Conservation area appraisals give an overview of the history and development of the conservation area and define the distinctive characteristics of the area. Conservation area management plans identify measures to maintain or improve the conservation area and may include details of suggested boundary changes. Wiltshire Council will follow a similar process for consultation on both conservation area appraisals and management plans, as set out below.
- 4.43 Before preparing a conservation area appraisal or management plan, the officer responsible for the document will:
- notify the relevant Wiltshire councillor, area board manager, and parish council of the intention to prepare an appraisal or management plan
 - contact other relevant individuals and groups, such as local history or interest groups and internal council departments, as appropriate
 - publish details of the likely timetable for production of the document on the council website, and consider holding a public meeting.

- 4.44 A draft document will then be produced, following best practice guidance. Consultation on the draft appraisal or management plan will be focused on the area covered by the document, and will include:
- hard copies of the draft document to be available at the local library and at the local council offices
 - direct notification to identified consultees
 - discussion of the document at a public meeting if considered necessary
 - direct notification and leaflet drop to any properties affected by proposed changes to the boundaries
 - site notices to be displayed in a number of locations within the conservation area
 - notices to be published in the local newspaper
 - details to be provided on the council website.
- 4.45 The consultation will run for at least six weeks, after which the draft document will be amended as appropriate. A consultation summary will be produced at this point, setting out who was consulted, how the consultation was undertaken, which issues were raised, and how these issues were addressed. Any revisions which affect the boundary of a conservation area will be subject to a further consultation with those people affected, with at least four weeks for responses to be received.
- 4.46 If the proposals involve the designation or changes to the boundary of a conservation area then this needs to be approved by the appropriate council committee. If the document is approved, all those who responded to the consultation will be notified, site notices will be displayed and the council website will be updated accordingly. If the conservation area boundary has been revised, then English Heritage and the Government Office for the South West should be notified, and notices must be published in the London Gazette and at least one local paper.

Sustainability Appraisal (SA)

- 4.47 Current legislation requires that all DPDs and certain other documents are subject to a Sustainability Appraisal (SA) and that a report on the findings of the SA is published alongside the DPD. SA performs a key role in providing a sound evidence base for the DPD and ensures that sustainable development is treated in an integrated way in the plan preparation process.
- 4.48 SA fully incorporates the requirements of the European Directive on Strategic Environmental Assessment, which requires that an assessment of the significant environmental effects of the DPD should be undertaken through a strategic environmental assessment (SEA).
- 4.49 Following recent changes in the regulations¹¹, an SA is no longer required for all SPDs. However, it is still necessary for the local authority to publish a 'screening report' which draws on the SA report of the parent DPD, and which clarifies whether or not the SPD is likely to lead to any further significant effects. The screening report should also ensure that any requirements under the European Directive on SEA are met for the SPD.
- 4.50 The legal requirements to carry out SA and SEA are different. However, they are combined into a single process, meeting the requirements of both. For ease of reference, this SCI will refer to both processes as Sustainability Appraisal (SA). A number of key stages can be identified for community involvement in the preparation of the SA. These are presented in diagram 4 below.

Context, objectives and baseline

- 4.51 The first stage of SA is the establishment of an evidence base for the SA, and this is often referred to as the scoping stage. This evidence base will be developed using the existing local development framework evidence base.
- 4.52 When developing the evidence base during the scoping stage, the following actions will be undertaken:
- identifying relevant policies, plans and programmes
 - collecting baseline information
 - identifying the sustainability issues and the appraisal objectives
 - considering options and alternatives.

¹¹ The Town and Country Planning (Local Development) (England) Regulations 2004 as amended in 2008 and 2009.

- 4.53 This scoping stage will establish a set of sustainability objectives against which DPDs can be assessed. These sustainability objectives will be included in an SA Framework to be used in undertaking appraisals.

Consulting on the scope of the Sustainability Appraisal

- 4.54 The scoping report sets out the conclusions from the 'context, objectives and baseline' stage, and includes the SA Framework mentioned above.
- 4.55 As part of DPD preparation, the SEA consultation bodies will be consulted on the information and level of detail contained within the scoping report (which will cover the SEA Directive's environmental report requirements).
- 4.56 We will also work together with, and consult members of our community, adjacent local authorities and other established groups, such as the local strategic partnerships, in this important initial stage of the SA, with a balance between those concerned with social, environmental and economic issues. An SA Working Party has also been established to discuss all aspects of the SA process.

Assessing alternative options and preferred spatial strategies

- 4.57 We will seek to integrate consultation on the assessment of alternative/preferred spatial strategies in the SA process with consultation on draft documents for individual DPDs. Consultation at this stage will therefore incorporate similar methods to those used during the draft DPD/consultation document stage, as set out above.
- 4.58 There is no mandatory requirement to consult on the SA at these initial stages of DPD development. However, it is best practice, and public participation will help to ensure the SA will be comprehensive and robust enough to support the DPD during the later stages of public consultation and examination.

Consulting on the draft plan and the SA Report

- 4.59 The SA Report on the draft DPD is a key part of the appraisal process. It provides the public with information on the effects of the plan (and the alternatives). This means the public is fully informed when they are consulted and are able to comment on the plan, the alternatives and their appraisal.
- 4.60 At publication, we will produce and publish the SA Report alongside the draft DPD. The SA Report will set out how the appraisal was carried out and how options were assessed and carried forward. It will also indicate clearly which options were not taken forward, drawing on the evidence base and appraisals to show why they were not pursued.

4.61 At this stage, consultees will be invited to consider both the draft DPD and the accompanying SA Report. Consultation will follow the same methods as those detailed for the publication stage of the DPDs. We will consider each representation made in relation to the draft SA Report, and any amendments will be made as appropriate.

Changes to the DPD with significant sustainability effects

4.62 The more robust the consultation and engagement processes, the less likely it is that changes will later be needed to the DPD and accompanying SA. However, where proposed changes to a DPD have significant sustainability effects, relevant sustainability appraisal information will be made available in the form of a revised SA Report, and published to provide an opportunity for representations to be made on the changes.

Final report

4.63 The final SA Report will be submitted with the DPD to the Secretary of State as a submission document, along with any revisions or supplements to it. The SA report will be relied upon by the council as evidence that the DPD has been subject to sustainability appraisal in accordance with current legislation and guidance.

SA statement to accompany adopted DPD

4.64 When a DPD is adopted (incorporating any changes required by the inspector), we will issue a statement summarising, in relation to the SA:

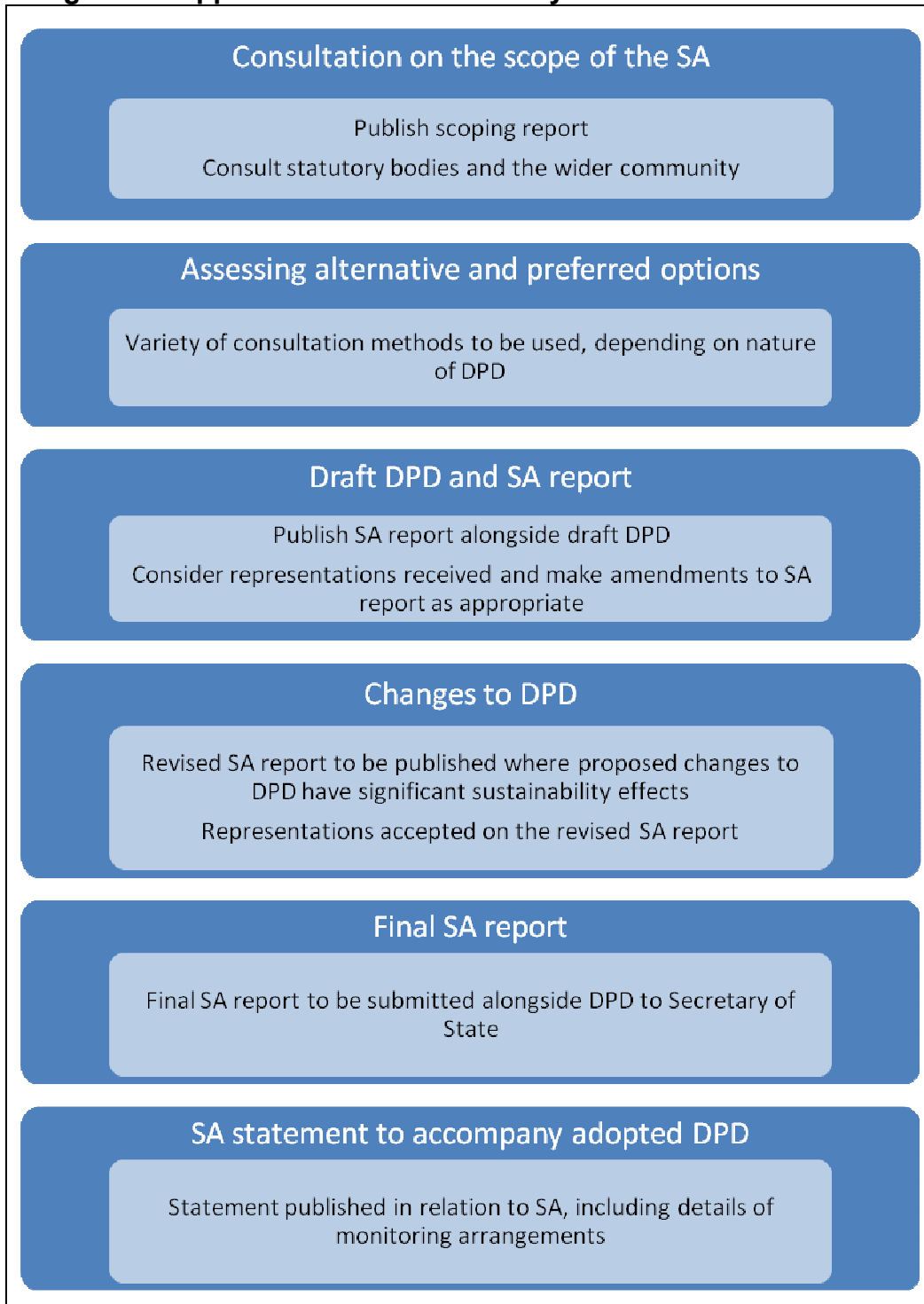
- sustainability considerations, and how these have been integrated into the development plan document;
- options and consultation responses - how any responses received on the SA reports (at all stages) have been taken into account;
- alternative options - reasons for the choice of alternatives in light of other reasonable alternatives considered in the SA; and
- monitoring sustainability effects - measures to be taken to monitor the significant sustainability effects of implementing the development plan document.

Monitoring significant sustainability effects

4.65 SA requires arrangements to be set up for monitoring the significant effects of implementing an adopted DPD. Monitoring arrangements should be designed to provide information that can be used to highlight specific performance issues and significant effects, and lead to more informed decision-making.

4.66 The SEA Directive specifically requires monitoring to identify ‘unforeseen adverse effects’ and to enable appropriate remedial action to be taken. The results of significant effects monitoring will be published annually in the Council’s Annual Monitoring Report.

Diagram 4: Opportunities for community involvement in the SA



5 Community involvement in planning applications

- 5.1 This chapter explains how and when you can become involved in the determination of planning applications in your area.

How can I find out about planning applications in my area?

- 5.2 Wiltshire Council is responsible for handling all planning applications in Wiltshire, ranging from householder extensions to large applications dealing with employment, residential development and minerals extraction/processing and waste management. The degree of community involvement will inevitably vary depending on the nature of the individual application.
- 5.3 The council takes the following steps to promote involvement on each planning application:

Online details

Details of each application received are displayed on our website. Once the application is determined, copies of the decision notice and the officer's report are also available. The website facility allows individuals to submit comments electronically.

Site notices

All planning applications are advertised by a site notice displayed on or close to the site, allowing 21 days for a response.

Neighbour notification

Where appropriate, neighbours are notified by letter that an application has been received. Further detail on this is provided below.

Town/parish council notification

The town/parish council is sent details of every application in their area and is given 21 days to respond, or longer by agreement in exceptional circumstances. The consultation period is limited to 21 days in order to meet the statutory deadline for determination of the application.

Weekly lists

Weekly lists of applications received are produced and are available both online on the council's website and on request via e-mail to local organisations. They are also sent to Wiltshire councillors.

- 5.4 In addition, the council advertises in the weekly local press all applications that fall within the following criteria:

Applications advertised within the weekly local press:

- Applications which affect the character or appearance of a conservation area
- Applications for works to listed buildings and developments likely to affect the setting of listed buildings
- Developments affecting public rights of way
- Developments of ten or more houses or employment development with 1,000 square metres or more floorspace
- Developments on sites which have an area of one hectare or more
- Waste management development and development relating to minerals extraction
- Other developments likely to be of wider interest to the community, such as planning applications for telecommunication masts or wind turbines
- Developments that are a departure from the policies of the development plan.

- 5.5 The cost of advertising in the weekly local press exceeds £130,000 per year, or £500 for every working day. In July 2009 the government published a consultation paper outlining possible changes to the current mandatory requirement to publish planning applications in the local press. Research undertaken by the council indicates that the most effective form of public consultation on planning applications is via neighbour notification and site notices, with no evidence of any response from newspaper advertising. If the government subsequently amends the legislation to remove the requirement for newspaper advertising, the council will review whether to continue this form of public engagement, based on an assessment of the costs and benefits to local residents and taxpayers. Any changes could be implemented in 2010.

- 5.6 The council recognises that many people are most interested in applications that directly affect them, such as householder applications, which constitute almost 50% of all planning applications received in Wiltshire. The council endeavours to notify occupiers of premises which adjoin the application site and may be affected by the proposed development individually by letter that an application has been received. They are invited to view the application and make any written observations within 21 days.

Are other organisations notified of planning applications?

- 5.7 The council also recognises the need to involve other organisations, both local and national. Statutory consultations are carried out on many applications with bodies such as the Environment Agency (flood risk); the regional offices of English Heritage (important listed building/conservation area/ancient monument issues) and Natural England (biodiversity issues). However, involvement also takes place with local non-statutory bodies that can offer valuable advice, such as community area boards, Campaign to Protect Rural England (CPRE), local civic societies and local branches of national organisations such as the Ramblers Association. Whom we consult will vary with the nature of the proposal and the location. Consultees have 21 days in which to respond.

Involving your community group

Your community group is welcome to comment on applications. If you wish to be alerted about planning applications in a particular area please contact the council to receive a regular electronic copy of the weekly list.

- 5.8 To minimise both costs and carbon footprint, most consultations are carried out electronically.
- 5.9 To assist parish/town councils and community groups, the council will, on request, provide advice and training on how planning applications are determined and what issues can be taken into account in deciding a planning application.

How can I comment on a planning application?

- 5.10 The best way to express your views on a planning application is to contact the council electronically. There is an online system on the council's website or you can email. You can also send a letter.
- 5.11 Oral, anonymous or defamatory comments cannot be taken into account. You should ensure that your comments relate to relevant planning matters.

Relevant planning matters include:

- the effect of the proposed development on the appearance of the area
- the quality of design
- significant overbearing impact and loss of outlook
- the economic benefits of the proposal
- highway safety issues
- loss of important trees
- intrusion into the countryside
- significantly increased noise and disturbance
- national and local planning policies.

Concerns which cannot be addressed through the planning process:

- Loss of private view
- Loss of property value
- Breach of private covenant
- Loss of trade to a competitor
- The level of profit a developer might make
- Personal circumstances of the applicant (in most cases)
- Moral objections eg to uses such as amusement arcades and betting offices
- Conflict with private access rights.

- 5.12 The council will carefully take any comments made into account before a decision is made. All comments are scanned and added to the web site once email addresses and hand written signatures are removed (it should be noted that typed names and addresses remain visible).
- 5.13 The council may negotiate changes to applications where these are expedient. Re-consultation (usually for 14 days) will take place on amendments if it is considered that they raise new issues that could lead to further comment.

- 5.14 On many major applications, the council encourages applicants to carry out public consultation in the local area before submitting a planning application. This may take the form of a public meeting and display of their initial thoughts. The council may also suggest that the relevant community area board is specifically consulted at this stage. In these cases, you may be able to make your views known directly to the developer before the plans are finalised and submitted to the council.

Who decides whether planning permission should be granted?

- 5.15 Planning applications are usually determined by officers using delegated powers. The circumstances under which an application can, or cannot, be determined using delegated powers are set out in Wiltshire Council's Scheme of Delegation, which is subject to regular review.
- 5.16 Applications which cannot be determined under delegated powers are referred to either the Strategic Planning Committee or one of the four Area Planning Committees for a decision. The Strategic Planning Committee determines larger applications, which are of relevance beyond the local area.

Area Planning Committees

There are four Area Planning Committees where local decisions on planning applications are made by local members. These committees determine non-delegated applications which are outside the remit of the Strategic Planning Committee.

The Area Planning Committee meetings are held on an area basis, making it easier for people to attend. The four Area Planning Committees are based in Salisbury (Southern Area), Chippenham (Northern Area), Trowbridge (Western Area), and Devizes (Eastern Area).

The committees meet once every three weeks. Agendas are published in advance of each meeting, and can be viewed online.

If the application that you have expressed a view on is determined at a planning committee, we will endeavour to let you know the time and date of the meeting so you are given the opportunity to attend. You may have the opportunity to address the committee before the application is decided.

What public involvement is undertaken on major development applications?

- 5.17 The council understands that many people have an interest in major applications that affect a wide area. Wiltshire is largely a rural area and less than 4% of the applications received fall within the government's definition of major applications (10 or more houses; 1,000 square metres of floor space; development relating to minerals extraction; waste management development; or development on a site with an area of one hectare or more)¹².
- 5.18 The applications that often provoke the most widespread interest are those that have an impact over a wider area summarised in the box below.

Examples of major development proposals

- Large or significant new housing or mixed use developments
- Large or significant new retail developments
- Waste disposal sites
- Large road schemes
- Mineral extraction

- 5.19 For proposals of this nature, the council will encourage prospective developers to undertake more extensive public involvement at an early stage, before a planning application is submitted. It will expect the developer to discuss with the council's planning officers details of how the community should be involved in the decision making process. The purpose of these discussions will be to:
- identify the groups/individuals that should be involved
 - agree how they should be involved
 - agree a timetable for their involvement
 - establish how the feedback from the consultation will be provided
 - discuss how the feedback from the consultation exercises will be incorporated into the development proposal.

¹² As defined in the Town and Country Planning (General Development Procedure) Order 1995.

- 5.20 The level of community involvement agreed will aim to reflect the scale and complexity of the proposal and will be the responsibility of the developer. Good practice will involve organising a meeting at a local venue at a convenient time to which all residents and businesses in the immediate area likely to be affected by the development are invited to attend. Residents' groups, the local town/parish council and elected members should also be invited to attend, with the event publicised in local papers.
- 5.21 The proposal should not be presented as a completed project but should cover the options that can be considered. Feedback should be encouraged both at the event and subsequently.
- 5.22 When the planning application is submitted the council will expect the applicant to provide evidence that sets out how the community has been involved. This should take the form of a statement of community involvement outlining what public consultation has been carried out and how the results of the exercise have been taken into account in the submitted application. Where there is a local validation checklist for submission of the planning application, and where a statement of community involvement is a requirement of this checklist, the application will not be registered without one.

Pre-application discussions

- 5.23 Pre-application discussions are encouraged for all types of applications – major, minor and others. The objective of pre-application discussions should be to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail required to enable the council to determine an application. For major applications it will also enable the applicant to discuss with the council details of how the community should be involved in the decision-making process.
- 5.24 It is recognised that at the very early stages of considering a development proposal applicants may wish for any discussions with the council to be confidential. However, applicants are encouraged to involve the local community as early as possible in the process of preparing their proposals. The community area boards may provide an appropriate forum for pre-application discussions for major applications which are of wider community interest. The council has pro-actively encouraged parish and town councils to take advantage of offers of pre-application discussion from prospective developers.

The Killian Pretty Review

The Killian Pretty Review (KPR) on the planning process recommended in its final report in 2008 that local planning authorities should publish a statement or code of good practice, clearly setting out the range of guidance and opportunities that it offers for pre-application advice.

The council will work within the framework of the KPR and will aim to publish a code of good practice on pre-application advice in 2010. This advice will include details of the situations when a planning performance agreement, or a simple project plan based approach, will be encouraged for major applications.

Planning obligations

5.25 Planning obligations are required where a new development generates wider impacts on the community that need to be mitigated. The obligations are usually entered into by the landowner and/or the developer to ensure that the costs do not fall upon the existing community. Obligations consultation will occur through both the LDF and the development management processes.

5.26 For major planning applications the council will encourage prospective developers to engage with relevant stakeholders at pre-application public meetings by setting out the details of the planning obligations they intend to provide.

What are planning obligations?

Obligations may involve paying for the additional infrastructure required as a result of the development, such as new schools, open spaces and roads, or ensuring that a balanced development takes place, including the provision of affordable housing.

5.27 When an application of this nature is submitted, the council will expect draft heads of terms of any planning obligation to accompany the application, so that full and proper consultation, including publication on the council’s website, can take place before the application is determined. Any application of this nature reported to a council planning committee will set out in the agenda the proposed heads of terms for any planning obligation.

Mineral extraction and waste management development

5.28 Applications relating to mineral extraction and waste management are dealt with through the processes outlined above. Mineral extraction and waste management developments are regarded as temporary uses of land, but can last for many years. In some cases it can take decades to work out and restore a quarry, during which time the active site will become part of the local context.

- 5.29 If planning permission is granted, the council will therefore encourage mineral and waste site operators to form liaison groups. Such groups facilitate regular liaison meetings between the site operator, the council and the local community, providing a forum in which representatives of the local community can raise any issues or concerns the community has.
- 5.30 To reinforce its support for local liaison groups where they already exist and to facilitate the setting up of new groups, the council will adopt and publish a protocol for the setting up and running of local liaison groups. This will be distributed to all operators of minerals and waste sites. The council will also maintain its involvement of local communities by producing annual site monitoring reports.

Involvement in other planning matters

- 5.31 There may also be issues of planning enforcement, with which the community may wish to become involved. A planning enforcement policy for the council is currently being prepared. This will set out how enquiries about possible breaches of planning control can be submitted and will include details of the service standards which will be applied by the council when handling enforcement enquiries and how members of the community can expect to engage in the enforcement process. Further details on planning enforcement are available on the Wiltshire Council website¹³.

¹³ www.wiltshire.gov.uk/planningenforcement

6 Monitoring and review

- 6.1 This final chapter sets out how the council will review the implementation of the SCI in planning decision-making across Wiltshire.
- 6.2 The council will actively monitor the success of community involvement techniques, ensuring that the procedures for involving the community are achieving a representative level and that they are making best use of resources. This monitoring review will occur within the council's Annual Monitoring Report (AMR) after a major consultation exercise, when the extent to which the SCI is being successfully implemented will be assessed. The success of community involvement initiatives will be measured by:
- how successfully the community and other interested groups are able to find information on the LDF documents
 - the level of involvement of under-represented groups
 - respondents' satisfaction with the council's overall consultation standards.
- 6.3 The AMR will identify the key challenges and opportunities to the SCI enabling adjustments and revisions to be made. The AMR is undertaken on an annual basis and published by the end of December each year. The council will consider revising the SCI if the AMR concludes that one or more of the following indicators have been triggered:
- Where there is substantial dissatisfaction with the community involvement process for developing local planning policy.
 - Where there is substantial dissatisfaction with the consultation process for planning applications.
 - The council resolves that the Statement of Community Involvement will be revised.
- 6.4 This will not preclude any minor adjustments to the methods of consultation or updates to the consultation database provided that such changes do not undermine the SCI in a significant way.
- 6.5 Following any review of the SCI, a report will be produced outlining the findings. We will then use the findings to refine methods in the future as required. If a review of the SCI proposes changes, these will be considered by the council through the appropriate committee process.

Contacts for further information

Wiltshire Council website

Further detail on the planning processes discussed in the SCI can be accessed on the Wiltshire Council website at: www.wiltshire.gov.uk

Local Development Framework

For information about the Local Development Framework contact the Wiltshire Spatial Planning Policy Team:

Email: spatialplanningpolicy@wiltshire.gov.uk

Phone: 01225 713489

Address: Spatial Planning Policy Team, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Minerals and waste

For information about minerals and waste policy contact the Wiltshire Minerals and Waste Policy Team:

Email: mineralsandwastepolicy@wiltshire.gov.uk

Phone: 01225 713429

Address: Minerals and Waste Policy Team, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Development management

For information about the process of applying for planning permission contact one of the following teams:

Minerals and waste development management

For information about minerals and waste planning applications contact the Minerals and Waste Development Team:

Email: mineralsandwastedevelopment@wiltshire.gov.uk

Phone: 01225 776655

Address: Minerals and Waste Development, Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Development Management North (based in Chippenham):

Email: developmentmanagementnorth@wiltshire.gov.uk

Phone: 01249 706444

Address: Planning Services, Wiltshire Council, Monkton Park, Chippenham, SN15 1ER

Development Management South (based in Salisbury):

Email: developmentmanagementsouth@wiltshire.gov.uk

Phone: 01722 434541

Address: Wiltshire Council, Planning Office, 61 Wyndham Road, Salisbury, SP1 3AH

Development Management East (based in Devizes):

Email: developmentmanagementeast@wiltshire.gov.uk

Phone: 01380 734735

Address: Development Service, Wiltshire Council, Browfort, Bath Road,
Devizes,
Wiltshire, SN10 2AT

Development Management West (based in Trowbridge):

Email: developmentmanagementwest@wiltshire.gov.uk

Phone: 01225 770344

Address: Planning Services, Wiltshire Council, Bradley Road, Trowbridge,
Wiltshire, BA14 0RD

The areas covered by the North, South, East and West Development Management teams are indicated on the map overleaf.

Area Boards and Community Governance in Wiltshire

Email: areaboards@wiltshire.gov.uk

Phone: 01722 434255

Address: Community Governance Team, Wiltshire Council, County Hall,
Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Regional planning policy

Further information about the South West Regional Spatial Strategy can be obtained from the South West Councils website at www.swcouncils.gov.uk. Alternatively you can contact South West Councils using the details below:

Email: info@swcouncils.gov.uk

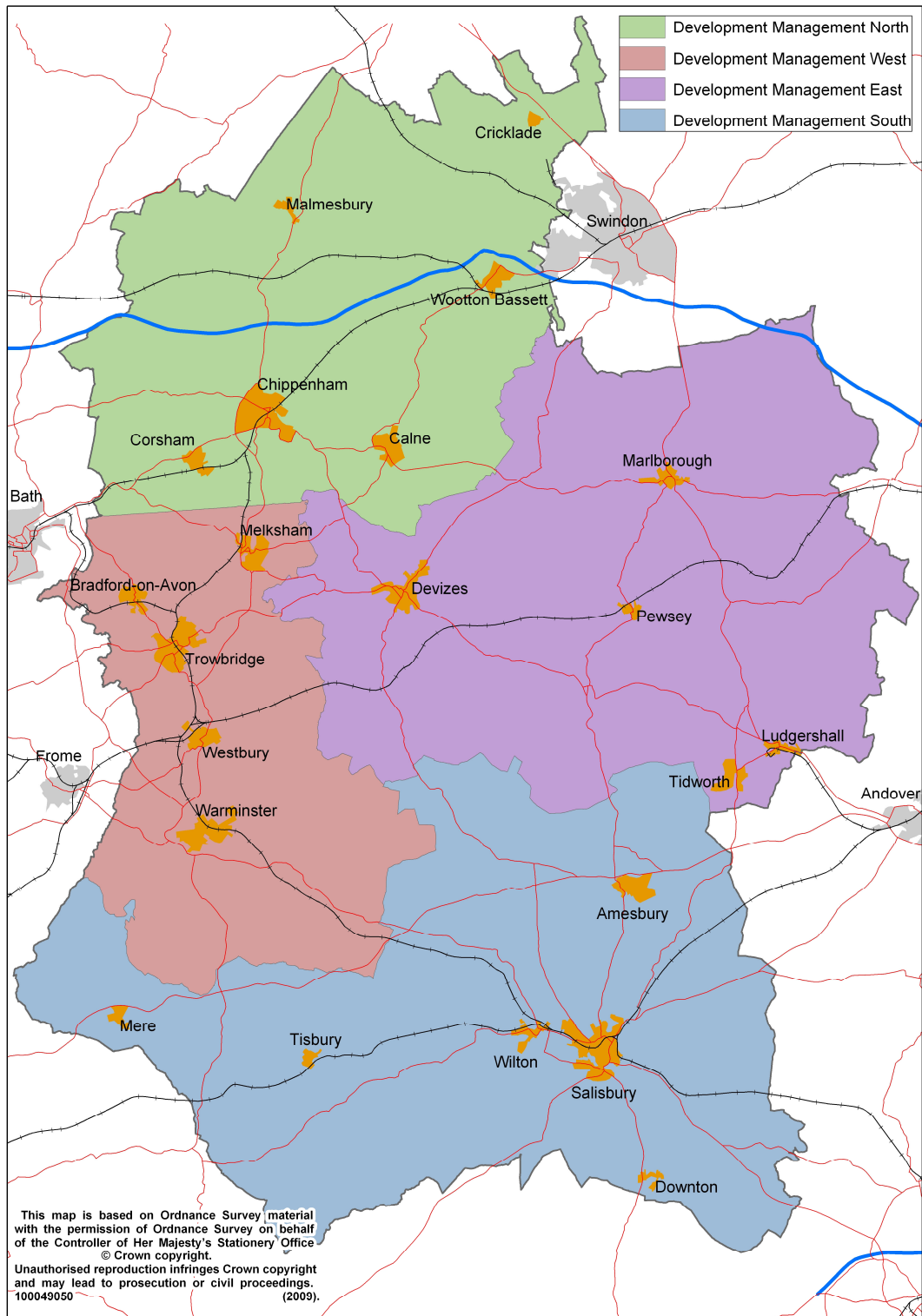
Phone: 01823 270101

Address: South West Councils, Dennett House, 11 Middle Street, Taunton,
Somerset, TA1 1SH

Planning Aid

Planning Aid is a nationwide charitable body providing free help and advice on planning matters to groups and individuals who cannot afford to pay a planning consultant. Further details are available on the Planning Aid website at: www.planningaid.rtpi.org.uk.

Map showing areas covered by the North, South, East and West Development Management teams



Appendix 1: Methods of consultation

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Methods of involvement in the LDF					
Documents available at principle council office and for purchase	At certain stages of consultation the council will publicly display documents at the principle council office and at libraries and information points where this is considered appropriate. This is to allow the general public and interested parties to view planning documents without internet access. The council will also make these documents available for purchase at a reasonable price.	Access for all. All documents and any other relevant publications available in full. Purchased documents can be taken away and examined at leisure.	Available only during certain hours. May exclude groups and individuals with specific access needs.	Minimal. Printing costs may be high for purchased documents but could be covered by purchase cost.	Low
Online consultation (through Limehouse)	All new planning documents and consultation periods will be displayed on the council's website. Limehouse allows comments and feedback to be submitted online.	Available 24 hours a day and can be accessed anywhere. All documents available in full.	Not everyone has internet access.	Minimal once system is established.	Low once system is set up.

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Notification and issue of information to specific consultation bodies and notification of other consultees as appropriate	A formal letter will be sent to all specific consultation bodies which the council considers would have an interest in the subject matter of a DPD or SPD. The letter will form part of the formal consultation process. In addition letters will be sent to other consultees on the council's community database, as considered appropriate.	Gives direct information to specific consultation bodies and to other consultees who are already on the council's community database.	Is generally limited to those that have already interacted with the planning process. Does not engage the wider community who are not already involved. Mail shots can be expensive and labour intensive if accompanied by a large amount of information.	Expensive with postage costs directly related to the amount of information sent; however emails are much less expensive.	High for letters. Low for emails.
Email to consultees on the council's community database	The council may use emails as opposed to letters for groups that regularly use their email accounts.				

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Media advertising	<p>Radio – Where appropriate local radio stations will be sent press releases to publicise key planning documents of high public interest.</p> <p>TV – Where appropriate planning documents of high public interest may be promoted by press releases to local news television.</p> <p>Newspaper – Consultation periods and new planning documents will be advertised in advance of publication/consultation where this is considered appropriate.</p>	Notifies a wide range of people. Gives accessibility to all parts of the community.	Some local papers are not widely read. Lack of detail on hand and lack of opportunity for questions.	Low in terms of producing and disseminating notices. However, cost will relate to number of press outlets used and their charges. These can be quite high.	Low
Training sessions for specific groups	Training sessions may be provided for specific groups, such as town and parish councils. These sessions will be used to explain planning processes, thereby enabling attendees to respond effectively to consultation.	Leads to improved understanding of the planning process and the limits and constraints which apply when making planning decisions.	Limited to specific invitees. High staffing resources.	Expensive for venues and staff time.	High

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Focussed questionnaires	Focussed questionnaires may be used by the council as a valuable form of data collection to assess views and opinions. The information gathered from the questionnaires will directly feed into the production of new planning documents.	Gives opportunity to gather specific information from the wider community. May reach some people who would not normally engage in planning.	Limited to those questioned. Can only provide a snap shot of public opinion which may be affected by location, time or other factors.	Expensive if verbal questionnaires are used, as likely to be carried out by external company. Lower cost for written questionnaires.	Medium
Focus groups, working groups, and specialist sessions	Forums may be held to discuss relevant issues at key early stages in the production of new planning documents. This is in line with the government's objective of early consultation at the beginning of document production. Where a document has particular relevance a focused 'specialist' session may be undertaken to empower a particular target group.	Provides a forum for debate and for issues to be examined in public. Focuses on particular issues ensuring relevant consultees are engaged.	Limited community coverage. Requirements on staff resources could be high depending on time/number of sessions held.	Expensive for venues and staff time. Use of consultants could also be expensive.	Medium/high

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Surgeries, presentations, exhibitions and public meetings	These may be held in the main towns of the county and in other locations where appropriate, to ensure as many people as possible are able to participate. Officers will attend with the expectation of explaining documents and increasing public awareness. Where possible, officers will also attend and address meetings of groups and organisations within the community during major consultation stages, although this will depend upon the time and resources available.	Allows display of information in different styles. Officers are on hand to help explain and interpret documents.	Involves large amount of advertising to provide information to community. Distance and location can be problematic to community. High staffing resources	Expensive for venues and staff time.	High

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Methods of involvement in planning applications					
Online details	All new and a large number of historic planning applications can be viewed online on the council's website. The council is seeking to develop a system with an easy interface for users so they are able to comment and feedback online.	Available 24 hours a day and can be accessed anywhere. The whole planning application and all supporting documents are available in full.	Not everyone has internet access.	Minimal. Although developing a new online system may be expensive.	Low once system is set up
Neighbour notification letters	If the council receives a planning application that it feels may affect neighbouring properties then it will notify persons affected by writing to them directly. Recipients of neighbour notification letters have 21 days in which to respond.	Gives direct information to those targeted and ensures they are aware of potential changes in their area.	Is limited to notifying neighbours only and may not notify all those who have an opinion on the application.	Minimal. Major applications might require a large mail shot.	Medium/ High

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Site notices	All planning applications are publicised by a site notice, displayed on or close to the site. Site notices contain basic information about the application and also information about where more details can be obtained. A site notice will be placed in time to give respondents the statutory 21 day period for responses.	Site notices are designed to be placed in a position where the public can easily read them to allow anyone who is in the vicinity of the application site to become aware of the application.	Site notices can often be missed and they only notify persons in the vicinity although some applications may affect wider sectors of the public.	Minimal	Minimal
Statutory notices in the weekly local press	Local planning authorities are required to publicise certain applications by notice in a local newspaper. The newspaper in which the advertisement will appear will depend on the area in which the application is made.	Notifies a wide range of people. Gives accessibility to all parts of the community.	Some local papers are not widely read. Lack of detail on hand and lack of opportunity for questions.	Low in terms of producing and disseminating notices. However, the cost will relate to the number of press outlets used and their charges.	Low

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Appendix 2

**Wiltshire Council
Statement of Community Involvement**

Pre-draft consultation June – July 2009

**Spatial Planning
Economy and Enterprise**

Wiltshire Council

January 2010

Wiltshire Council Statement of Community Involvement

Pre-draft consultation June - July 2009

1. Introduction

A new unitary council for Wiltshire was formed on 1 April 2009, replacing the former Kennet, North Wiltshire, Salisbury and West Wiltshire District Councils and the former Wiltshire County Council. The statements of community involvement (SCIs) which were adopted by the former district and county councils are no longer being used for the preparation of local development documents (LDDs) or during the determination of planning applications¹ by Wiltshire Council. This is to prevent confusion arising from different consultation criteria applying in different areas of Wiltshire. A new Wiltshire-wide SCI has therefore been prepared.

Regulation 26 of the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended in 2008 and 2009) requires that Wiltshire Council should consult with certain bodies before preparing an SCI. The council undertook a pre-draft consultation between June and July 2009; this report sets out the results of the pre-draft consultation.

Details of the pre-draft consultation process are provided in section 2 below. A summary of the main points raised during the consultation is presented in section 3, which also includes a summary of the council's response in each case. Appendix A includes full details of each of the individual comments received, and the council's responses to each individual comment. The new Wiltshire Council SCI was prepared in the light of the pre-draft consultation, taking account of the comments received and the issues raised.

In addition to the pre-draft consultation, the new Wiltshire Council SCI has also been influenced by experiences during the Wiltshire 2026 consultation, which ran between 30 October and 31 December 2009. The response to the Wiltshire 2026 consultation will help inform the development of a Core Strategy for Wiltshire. Officers received some feedback relating specifically to the consultation process during the Wiltshire 2026 consultation. This feedback will be considered by the council during the preparation of future consultation exercises. The new Wiltshire Council SCI states that the council will actively monitor the success of community involvement techniques, and includes a commitment that the council will review any major consultation exercises as part of its annual monitoring report (AMR).

This new Wiltshire Council SCI will now be submitted to Wiltshire Council for approval and adoption. Consultation on all LDDs and all planning applications within Wiltshire must in future follow the procedures contained within the adopted SCI.

2. Pre-draft consultation

The aim of the pre-draft consultation was to collect views from statutory consultation bodies as to the form and content of the new Wiltshire Council SCI. The council decided not to undertake a wider public consultation at this stage, since the former district and county SCIs had already been the subject of consultation exercises.

¹ It should be noted that the planning applications process and the consultation on the draft South Wiltshire Core Strategy have continued to follow the spirit of the former district and county SCIs.

A letter dated 1 June 2009 was sent to all statutory consultees, explaining that Wiltshire Council was intending to prepare a new SCI, and inviting comment as to what the new SCI should contain. This initial letter asked for responses to be received by 19 June. A number of consultees requested further information and an extension of the consultation period. A second letter was therefore circulated. This second letter included a link to the former district and county SCIs, to give an indication as to what an SCI might include. The deadline for responses was extended, with the consultation period ending on the 3 July. The consultation therefore ran for a total of 5 weeks. Responses received after the extended deadline have also been taken into account during the preparation of the new Wiltshire Council SCI.

The list of statutory consultees for the pre-draft consultation on the SCI is set out in Regulation 26. The following bodies were contacted by Wiltshire Council as part of the consultation:

- Town and parish councils within or adjacent to Wiltshire.
- Neighbouring local planning authorities and county councils.
- Police authorities operating within or adjacent to Wiltshire.
- The regional planning body for the South West.

A total of 68 responses were received, including responses from 46 town and parish councils, from Wiltshire Police Authority, and from two neighbouring county councils (some of these bodies responded more than once). A number of responses were received from groups and individuals who were not included in the original consultation. These included five responses from community area partnerships (or similar bodies), a response from the umbrella organisation for community area partnerships in Wiltshire (WFCAP), and seven responses from other groups or individuals. All of the comments received have been taken into account during the preparation of the Wiltshire Council SCI.

3. Summary of key points from the consultation responses

The majority of the comments received can be grouped under one of the following themes:

- the form and content of the SCI;
- involvement of town and parish councils;
- the role of community area partnerships and community area boards;
- methods of consultation;
- time periods for consultations; and
- development management processes.

An overview of the key points raised under each theme is provided in tables 1 to 6 overleaf. A number of general points were also commented on, which do not fit within any of the six themes, and these are summarised in table 7. The tables provide a summary of the council's response in each case. Further details of the comments received and the council's responses are available in appendix A.

Table 1: The form and content of the SCI	
Key points from consultation	Response
The document should be less complicated than previous SCIs and shorter, better structured, and more easily followed. Plain English should be used, with no acronyms.	The SCI has been written with these issues in mind. The SCI has a clear structure, which is set out at the beginning of the document. The use of acronyms has been kept to a minimum, and those acronyms which have been used are explained in the glossary of terms.
The SCI should include mention of the corporate plan and how this relates to the SCI.	The SCI refers to the Wiltshire Council vision, which is set out in 'Our First Year Plan 2009-10'. The SCI aims to achieve local, open, honest decision making in planning processes. This directly reflects one of the goals set out in the First Year Plan.
Information about the benefits of community involvement and the history of how the statement was developed should only be included in an appendix, if needed at all.	Information about how the SCI has been produced is not included in the SCI itself. However, this information is available in the pre-draft consultation report (see above).
Flow charts or similar would be useful.	Flow charts are included in chapter 4 of the SCI, to show the various stages in the production of LDDs.

<p>The SCI should include sections on what the SCI is; what the aims of the SCI are; and what the local development framework and minerals and waste are. The SCI should set out what the different planning processes are; what the significance of each process is (so that people can understand the likely impact on them of a particular new plan or strategy); and the point or points at which people can influence that process; and exactly how they should set about doing so.</p>	<p>Chapter 1 of the SCI explains what the SCI is, and chapter 2 explains that the aim of the SCI is to allow opportunities for involvement in the planning process by all levels of the community. Chapter 1 of the SCI also includes an explanation of the documents which make up the local development framework (LDF) and the roles of the different planning services in Wiltshire. The SCI includes detail as to who can become involved, how they can become involved, and when this involvement will take place. This is explained for each of the different planning documents which will be consulted on, and also for planning applications.</p>
<p>The SCI should include details about what happens to responses submitted in planning policy consultations. Include explanation of how the responses received will be used when making decisions.</p>	<p>Chapter 4 of the SCI states that any comments received during planning policy consultations will be fully considered and taken into account before progressing to the next stage. Any comments made on a planning application will be carefully taken into account before a decision is made (see chapter 5 of the SCI).</p>
<p>The SCI should include a commitment to consultation on all activities of the council, and not only those relating to planning.</p>	<p>The SCI has concentrated on planning matters in the first instance. Whilst there are merits to producing an SCI that includes activities beyond planning, it was considered unrealistic that such an SCI could be coordinated at the current time. This option will be considered in future reviews of the SCI.</p>
<p>There should be a comprehensive plan to consult with 'hard to reach' groups.</p>	<p>Chapter 2 of the SCI identifies some of the groups in Wiltshire which have traditionally been under-represented in the planning process, and outlines the approaches that will be followed in attempting to engage these groups.</p>

Table 2: Involvement of town and parish councils	
Key points from consultation	Response
<p>Parish councils wish to remain involved in planning processes, despite the current focus on area boards. The value and relevance of parish councils, in terms of local knowledge and as representatives of the community, is emphasised.</p>	<p>The continued involvement of town and parish councils is welcomed, and chapter 2 of the SCI highlights the importance of this involvement.</p>
<p>One parish council particularly wishes to be involved at the strategic level, so that they</p>	<p>Chapter 4 of the SCI sets out how parish councils and others can be</p>

can have an input before recommendations gain momentum.	involved in the preparation of the LDF. This provides an opportunity for involvement at a strategic level, in the formation of planning policies.
Suggestion that Wiltshire Council should consider making town and parish councils responsible for collecting and representing the views of all voluntary organisations in their division.	While the council would welcome a coordinated response that represents a number of views, the council still has a duty to contact these organisations individually.
Greater weight should be given to the views of parish councils since they represent the local community.	The council recognises the important role that parish councils play in representing their local communities, and there will be circumstances when the views of the parish will be given considerable weight.
Concern from one parish council that they (and similar parish councils) should not be excluded because they are right on the edge of the area.	Parish councils are statutory consultees and would not be excluded for this reason.

Table 3: The role of community area partnerships and community area boards

Key points from consultation	Response
The SCI should include information about how the community area partnerships are run, details on their relationship with area boards, and detail as to what their role is.	Chapter 2 of the SCI includes some information about community area partnerships and community area boards.
Special attention should be made to receive the inputs from local community area partnerships.	Community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. The partnerships are identified as forming an important part of the local community, and will be consulted directly at certain stages during the preparation of the LDF.
The SCI should include full details as to how the area boards are intended to operate and what their role will be in relation to planning.	Chapter 2 of the SCI includes some information about the community area boards and their role in relation to planning. Further detail is available on the area board pages of the Wiltshire Council website ² .
Area boards may not be an appropriate forum for the discussion of all planning applications.	Chapter 2 of the SCI clarifies that area boards will not be directly involved in deciding planning applications. Further detail can be found in the area board handbook, which is available on the Wiltshire Council website ³ .

Table 4: Methods of consultation

² The area board pages of the Wiltshire Council website can be accessed at: www.wiltshire.gov.uk/areaboards.htm

³ See link above in footnote 2.

Key points from consultation	Response
<p>Training/presentation sessions should be held to explain policy consultations. Training sessions could be held at area board meetings, thus also informing the public about planning processes.</p>	<p>Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues which can be taken into account when determining a planning application. In addition, appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.</p>
<p>Public meetings or information events should be held in order to conduct consultation directly with the public. These could be arranged through area boards.</p>	<p>Appendix 1 of the SCI outlines the methods of consultation which will be used by the council when preparing the LDF and/or determining planning applications. The methods listed include surgeries, presentations, exhibitions and public meetings, which will be held at appropriate consultation stages. However, it should be noted that these methods will not be appropriate for every consultation on the LDF, or for every planning application. Planning officers attended some area board meetings prior to the Wiltshire 2026 consultation (October 2009), in order to inform attendees about the document.</p>
<p>The community should be kept informed about opportunities for community involvement and about the limits/constraints imposed by statutory requirements.</p>	<p>Chapter 4 of the SCI explains the opportunities for community involvement in the preparation of the LDF.</p>
<p>A timetable of consultations should be issued annually with informative notes.</p>	<p>Details of the project plan for the LDF can be found within the Wiltshire Local Development Scheme (January 2009). This sets out the timetable for the delivery of development plan documents (DPDs) over a three year period. The Local Development Scheme is to be updated shortly.</p>
<p>Consider ways of presenting complicated/significant planning documents to the public in a simplified way. More displays and exhibitions may help with this. The SCI should set out how the public will be contacted and consulted using pragmatic methods which are likely to be successful.</p>	<p>Chapter 4 of the SCI states that the council will consider appropriate methods of signposting information about DPDs, and this may include production of a spatial planning newsletter. Appendix 1 of the SCI includes details of the methods to be used when consulting the public. These methods include specialist</p>

	sessions, presentations, exhibitions and online consultation exercises.
It is important to have access to hard copies of documents, alongside availability on the website. Electronic information should be easily downloadable.	Hard copies will be sent to specific consultation bodies (as required by the Regulations ⁴) and will be available at the principle council office and appropriate libraries and information points. Specialist computer software will be used for LDF consultations which will enable people to read and comment upon documents online.
Leaflets and posters are not always effective in rural areas. Parish magazines and village websites may be more appropriate.	The council will endeavour to use as many media sources as possible during LDF consultations and in regard to major planning applications. However, both parish magazines and village websites are external media sources that the council is not able to control. The council would encourage use of these media sources but recognises that this may be limited by both budgetary constraints and officer time.
Look at recent research from the Commission for Rural Communities (CRC) and the National Association of Local Councils (NALC) in regard to engagement between local councils and local authorities.	CRC and NALC have published a guidance note entitled "Helping parish and town councils work with unitary local authorities". This identifies the "top three success factors for meaningful engagement" as being trust, partnership working, and clarity of roles (p.4). Specific recommendations include that unitary officers should attend parish and town council meetings "to assist relationship building and provide an opportunity for questions to be raised" (p.6) and that new unitary structures offer the opportunity to review parish and community led planning, and how this can inform unitary policies. With regard to the three factors of meaningful engagement, the SCI should particularly assist in establishing clarity of roles, with chapter 2 setting out the roles of various existing community groups within Wiltshire, including town and parish councils. Appendix 1 of the SCI states that officers will, where possible, attend meetings of local organisations and groups during

⁴ The Town and Country Planning (Local Development) (England) Regulations 2004, as amended in 2008 and 2009.

	major consultation stages for the LDF, although this will be limited by time and resources available. Chapter 4 of the SCI includes information about parish plans and other similar documents, and how these can inform the LDF.
Consider using town and parish council premises as information points (some are already used for this). Possibility for the role of libraries as a source of planning information to be expanded.	The council has attempted to make use of the premises referred to in the current Wiltshire 2026 consultation (October 2009). Town and parish councils have been given a range of consultation material in the hope that they will display and circulate this information in their local areas, while libraries have been given extensive consultation material as they act as accessible information points for a large part of the population of Wiltshire.
Community involvement should have an integrated approach across the range of relevant town and parish community plans and strategies (including local community strategies as well as the LDF).	Where possible the council will look to run consultations that combine relevant plans and strategies, if and where schedules allow such undertakings. A corporate SCI, referred to earlier, would help in planning and preparing this process more effectively.
Planning road shows should be held at times suitable for those in employment to attend.	Every effort will be made to ensure that as many people as possible are able to attend exhibitions and road shows. Exhibitions were held as part of the Wiltshire 2026 consultation (October 2009); these generally ran from 1 – 7 pm in an effort to ensure that working people would be able to attend.
Use radio and other forms of media to highlight policies under review with a brief outline of what they are about and how people can express an opinion. More imaginative use of media.	The possibility of using radio and/or TV advertising is mentioned in appendix 1 of the SCI. A DVD was produced and circulated as part of the Wiltshire 2026 consultation (October 2009).
Executive summaries should be provided. Use interpretations of planning policy consultation documents that are written in plain English and are interesting and understandable.	Where appropriate executive summaries will be used. The planning teams ensure that documents are carefully scrutinised before publication and that plain English is used as much as possible. The use of acronyms will be kept to a minimum.
Planning officer attendance at (occasional) parish council meetings would be welcomed.	Appendix 1 of the SCI states that, where possible, officers will attend and address meetings of local groups and organisations during major

	consultation stages. This will be subject to limitations of time and resources.
Budgets should show sufficient resources are available to manage community involvement and the budget should be reviewed frequently in the early days as new planning systems are tried out.	Chapter 3 of the SCI provides some information on the resources available for consultation.

Table 5: Time periods for consultations

Key points from consultation	Response
Time periods for consultations should reflect the fact that many parish councils meet monthly/every 6 weeks. Time periods of 6/8/12 weeks should be considered. Also the timing of consultation should avoid holiday periods (July and August).	The SCI states that the planning teams will work towards meeting Wiltshire Compact requirements (including 8-12 week consultation periods) where practicable. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. The council cannot commit to avoiding consultation during July and August.

Table 6: Development management processes

Key points from consultation	Response
Consultation should cover a wider area if proposal is likely to have wider impacts.	Wiltshire Council will carefully consider the appropriate area for consultation in all cases (see chapter 2 of the SCI).
Early consultation (such as pre-application discussions) should involve the parish councils. Pre-application consultations should be encouraged for major proposals.	Prospective developers are encouraged to enter into pre-application discussions with parish and town councils and the local community on major and controversial proposals.
More weight should be given to the views of the local community and particularly to the parish councils which represent the whole community.	The views of parish and town councils on all applications are taken very seriously.
Issues around site visits are raised. Clarification over when site visits will take place.	All application sites are visited by a planning officer before a decision is made. The procedure for site visits by the area planning committees has been clarified. They will be undertaken as fact-finding visits when the area planning committee vote for a site visit. The application will then be determined at the following committee meeting.
The SCI should include detail of committee procedures. Planning committee meetings should be held in accessible locations, and clear instructions should be provided as to the format of the meetings, and how people	Chapter 5 of the SCI includes information about the area planning committees. The council has decided that planning committee meetings should be held on an area basis,

can present their case.	making it easier for people to attend. Details are sent out to people who make representations on applications to be heard at committee explaining the format and how they can present their case.
The parish councils wish to be involved in discussions regarding the future of planning gains.	The future of planning gain is still being debated at the national level. The new Community Infrastructure Levy (CIL) is yet to be formally approved at national level. At this time the exact requirements of CIL have yet to be finalised. The council continues to investigate a range of solutions to implementing CIL and will involve the local community of Wiltshire in finalising CIL policy as part of the LDF.
Hard copies of documents should still be available, despite the move towards more internet usage in consultations.	This matter is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.
Include scheme of delegation in the SCI, and details of how an application can be called in to a planning committee.	The scheme of delegation, including details of how an application can be called to committee, has been circulated to many parish councils, and is available on request. It is not appropriate to include the scheme of delegation within the SCI as it is subject to regular review.
Community area partnerships should be consulted on developments which are considered by and within adjacent county planning authorities but which affect local areas.	This is not a matter for the SCI, as consultation from other counties is beyond Wiltshire Council's control.
Better relationships to be fostered between the highways team who respond to applications and the planning department.	This has been implemented, with the highways team making regular weekly visits to area offices to discuss planning issues and preliminary enquiries.
Revised applications to town and parish councils should include a reason for the revisions.	Revised applications normally have explanatory material with them to describe why the changes have been made. Case officers will be happy to advise town and parish councils in cases where they are uncertain as to the reasons for revisions.
Parish councils should be able to refer controversial planning applications to the relevant planning committee. Concern expressed about the new system whereby objections noted by a parish council planning committee must be ratified by the local councillor before being referred to the	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were when this system was operated by some of

Wiltshire Council planning committee.	the predecessor councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.
An understanding of what transpires between planning officers and developers would be useful. Parish councils should be notified if planning officers continue to work with developers during preparation for an appeal.	Appeals are dealt with under very tight timescales set by the Planning Inspectorate and it is a requirement in many cases that planning officers work with developers to establish common ground before an appeal. This enables the inspector to focus on the crucial issues that divide the parties. Where parish or town councils have any concerns, case officers or the area development managers will be happy to assist them.

Table 7: General points	
Key points from consultation	Response
Parish plans and village design statements should be incorporated within the LDF. The SCI should include clear statements about how the strategies of other bodies will feed into the planning process. Also how other Wiltshire strategies feed in (e.g. community plans, Wiltshire Compact, Wiltshire Transport Plan, Wiltshire Biodiversity Action Plan, AONB management plans, local strategic partnerships, Wiltshire Sustainable Community Strategy).	Chapter 4 of the SCI includes information about village design statements, and how these can be incorporated within the LDF. Some detail about other Wiltshire strategies, and how these feed into the LDF, is included in chapter 2 of the SCI.
The SCI should be monitored on an annual basis.	Chapter 6 of the SCI explains the ways in which the council will review the implementation of the SCI. This chapter also sets out certain ‘triggers’ which will lead to a review of the SCI.
Establish a list of consultees for each area. There is no need to consult people in North Wiltshire about development in Salisbury.	Consultation may be undertaken in a limited area where development is only likely to have localised impacts (providing that the minimum statutory requirements are still met). The SCI includes an explanation of this in chapter 2.
Planning Aid is not available to all of those with limited resources.	Planning Aid is national scheme and it is not within the remit of this SCI to affect the allocation of this resource.

<p>Wiltshire Council should develop a strategic approach across all departments.</p>	<p>This issue was addressed earlier in looking at the possibility of a corporate SCI. The basic premise of this is recognised but was felt unrealistic at this time.</p>
<p>It would be useful to have a measure of consistency between different processes in terms of who is consulted and at what stage. This would help to reduce confusion.</p>	<p>Chapter 4 of the SCI gives detail as to the involvement and consultation activities which will be undertaken at each stage of production of DPDs, supplementary planning documents (SPDs), and the sustainability appraisal (SA). The requirements for consultation on each of these documents are governed by separate regulations, and the processes of consultation are therefore necessarily different in each case. However, links have been identified where possible, to illustrate similarities between the processes. Chapter 5 of the SCI explains the stages at which people can become involved with the development management process.</p>
<p>A contact list should be built by allowing any person to subscribe to an e-mail alert.</p>	<p>The SCI mentions the community database. Individuals and groups who wish to join the database can do so by contacting the spatial planning service.</p>
<p>One parish council states that it would like to have contact at all times with local planning officers.</p>	<p>Contact details for each of the planning teams are provided at the end of the SCI.</p>
<p>Liaison between unitary councils such as Wiltshire and Swindon should be made known to local parish and town councils if cross-border working will affect their parishes.</p>	<p>Chapter 2 of the SCI refers to cross-boundary working, particularly with regards to minerals and waste planning policy documents. Consultation material will clearly refer to any cross-boundary working which has taken place.</p>
<p>One parish council would like an assurance that the new Wiltshire Council SCI will be implemented in full.</p>	<p>It is a statutory requirement that, once the Wiltshire Council SCI is adopted, all local development documents must be prepared in accordance with it. A 'statement of conformity' must be published alongside each DPD. Consultation on planning applications must also follow the procedures set out in the adopted SCI.</p>

Appendix A: Schedule of comments received and Wiltshire Council's responses to these

A summary of each of the individual comments received, and the council's responses to these, is presented in the following tables. In addition to the responses outlined here, the council also received a number of requests for a longer pre-draft consultation period for the SCI. In response to these requests, Wiltshire Council extended the consultation deadline. Responses received after the extended deadline have also been taken into account during the preparation of the new SCI.

Respondent: Andrew Carter Response number: 1	
Comment	Response
Community area boards should be populated by nominated members from amongst the democratically elected parish councillors of the parishes involved. Community area boards should not be populated by self-appointed individuals or interest groups who may well be driven by their own agendas.	It is not within the remit of the SCI to direct the membership of the community area boards. However, chapter 2 of the SCI does include some information about the role of the area boards in relation to planning. Elected Wiltshire councillors and properly nominated representatives of parish and town councils do serve on the area boards. Further information about the area boards can be accessed on the Wiltshire Council website ⁵ .

Respondent: Dawn Cuthbertson (Broughton Gifford Parish Council but comment on own behalf) Response number: 2	
Comment	Response
Community involvement should ensure that all stakeholders are given a reasonable opportunity to respond as necessary and should therefore have consideration that many groups only meet once a month, sometimes less.	Wiltshire Council is committed to involving as many groups, bodies and individuals as possible in the planning process. The council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. Statutory regulations dictate timescales for responses to planning applications.

Respondent: Rear Admiral Nicholas Wilkinson (former chair of team which produced Great Bedwyn Village Design Statement) Response number: 3	
Comment	Response
Wiltshire Council should insist that	Chapter 5 of the SCI sets out the

⁵ The area board pages of the Wiltshire Council website can be accessed at: www.wiltshire.gov.uk/areaboards.htm

developers contribute financially to the provision of extra social facilities, infrastructure and landscaping before they are allowed to start development.	approach to be taken to planning obligations, which may include paying for additional infrastructure required as a result of development.
Proper weight should be given to the input of elected local authorities below the county level when considering the scale, style and impact of planning applications.	The views of parish and town councils on all applications are taken very seriously.
Draft documents should be easily accessible (i.e. should be available online, and not just in local libraries).	Draft documents will be available on the Wiltshire Council website, and specialist computer software will be used to enable documents to be viewed and comments submitted online.
When drafting planning documents, use should be made of previous formal inputs from representative local groups (e.g. parish councils) and documents such as village design statements on which much time and effort have been spent in collating local information and consulting residents.	Chapter 4 of the SCI includes information about supplementary documents (such as village design statements) and the ways in which these can be incorporated within the LDF to inform the development of planning policy and the determination of planning applications. In terms of previous formal inputs, use will be made of these as the planning teams will look to build on previous work carried out in Wiltshire and incorporate this work into the early documents produced by Wiltshire Council.
There should be an adequate period of consultation at each iteration of draft documents.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period.
Planning policy should maintain a balance between necessary change and the local environment (also other comments on the general direction which planning policy should take).	The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues.

Respondent: Architectural Liaison Officer, Wiltshire Police

Response number: 4

Comment	Response
Keen that Wiltshire Police are involved as much as possible in future consultation with regard to the local development framework and especially the formation of planning policies that can include reference to crime prevention, a good example of which is	The police authority is a specific consultation body for preparation of the LDF (see chapter 2 of the SCI). Wiltshire Council recognises the importance of early involvement in the formation of policies, and chapter 4 of the SCI sets out the council's approach to community

the 'Creating Places' document as adopted by the previous Salisbury district council.	involvement in the LDF.
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Respondent: Chirton Parish Council	
Response number: 5	
Comment	Response
SCI of the former Kennet DC, and also SCIs of the other former districts should be used to form the basis of the new SCI.	A review of the SCIs of the former district councils and the former county council was undertaken to inform the development of the new Wiltshire Council SCI. The aim of this review was to ensure that elements of good practice in the former SCIs are carried forward.

Respondent: Swallowcliffe Parish Council	
Response number: 6	
Comment	Response
Commitment to continue to consult with parish councils is welcomed. The SCI should recognise that parish councils have a unique perspective and responsibility at the local level, and that they can do much to explain and influence. Parish councils have a valuable role in the specific planning process because of their local knowledge of both the impact of development and local feeling.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation.
Parish councils have a good feel for local opportunities. In the past, consultation with parish councils on planning applications has generally worked well. However, parish councils have often been engaged late in the process. Timely consultation should be a theme in your SCI.	The need for early community involvement is highlighted in chapter 4 of the SCI, which sets out the way in which we will seek to involve the community (including town and parish councils) at various stages in the production of DPDs, SPDs and the SA.
The need for village plans and village design statements should be covered in the SCI in the interest of both a foundation for overall plans and a means of revising plans in a practical way.	Chapter 4 of the SCI includes information about supplementary documents (such as village design statements) and the ways in which these can be integrated within the LDF to inform the preparation of planning policy and the determination of planning applications.
Parish councillors are volunteers, and parish councils can usually only afford to employ a part time clerk. This can lead to practical problems when it comes to participating in consultations. Some parish councils lack IT equipment, and there can also be a problem of having a surfeit of information with insufficient time to deal with it. A coherent programme to provide equipment could help with the	The provision of IT equipment and a scheme such as 'Connecting Dorset' are not within the remit of the SCI. The planning service has recently purchased specialist computer software which should make it easier for people to access consultation documents and submit comments online. However, if any parishes do not have the necessary IT equipment, any responses, whether

<p>first problem (possibly similar to the 'Connecting Dorset' project). In terms of the issue of having a surfeit of information, those who consult have got to help by indicating very clearly what they want to know and how those being consulted can access the background they need to make a contribution.</p>	<p>written or in other formats, will be accepted. Any background papers which have informed a consultation document will be clearly referenced, and will either be available at information points, or will be available to view on request. Hard copies of consultation documents will be available for all planning policy consultations.</p>
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Respondent: Hindon Parish Council	
Response numbers: 7	
Comment	Response
<p>Requested a view of the draft SCI so as to comment on content. Imagine that as Wiltshire Council will be following existing SCIs, all possibilities will be covered in the planned consolidated version.</p>	<p>Regulation 26 requires that Wiltshire Council should conduct a consultation prior to preparing an SCI, and it was therefore not possible for the council to provide a draft SCI at the time of the consultation. A review of the SCIs of the former district councils and the former county council was undertaken to inform the development of the new Wiltshire Council SCI. The aim of this review was to ensure that elements of good practice in the former SCIs are carried forward.</p>

Respondent: Trowbridge Town Council	
Response number: 8	
Comment	Response
<p>Agrees that commitment to working with community area boards is a suitable element to include within SCI. However, flexibility is required with regard to this approach. Individual town and parish councils must also be given appropriate opportunity to be fully involved and consulted on the core strategy. Issues with the way in which community areas have been constructed that will have particular impact on spatial planning issues. Parishes within Trowbridge limits of development but outside the community area, and also parishes adjoining the community area, should be included in any consultation regarding Trowbridge. This could be achieved through arranging a special meeting, rather than relying on the area board. May be similar issues around Chippenham and Salisbury. The town council would welcome reference to such anomalies and solutions in the SCI.</p>	<p>Chapter 2 of the SCI includes reference to 'area based involvement' and highlights the fact that those living in the vicinity of a town should have the opportunity to comment on applications and proposed planning policies which are focused on the town but will have implications for the surrounding area. Care will be taken to select an appropriate consultation area and the appropriate forum and representation with due notice given to any targeted attendees. The Council's Area Boards Handbook makes it clear that parish and town councils located on the edge of an area board area can attend a neighbouring board to express views.</p>

Respondent: Dorset County Council
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Response number: 9	
Comment	Response
Dorset County Council should be listed as a statutory consultee and consulted on all relevant LDDs.	As a neighbouring authority, Dorset County Council is a specific consultation body, and will therefore be consulted on all relevant Wiltshire LDDs.

Respondent: Godshill Parish Council Response numbers: 10 and 19	
Comment	Response
The consultation process should allow enough time for due consideration/research/drafting and approval of comments, so that consultees can meet the deadline.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. Statutory regulations dictate timescales for responses to planning applications.
The parish council would like to be included in any forums in south east Wiltshire. The parish council would be willing to take part in discussions on the subject of setting up the consultation process.	This has been noted. Neighbouring parish councils are statutory consultees, and forums held about the south east of Wiltshire are likely to be relevant to the parish council. However, it should be recognised that the council is likely to hold various forums, regarding differing issues. It may not always be appropriate for the parish council to attend every forum.
Other possible consultees include: New Forest Verderers, Commoners Defence Association, as well as other affected parishes such as Hale, Redlynch, Wood Green, Bramshaw, in addition to Hampshire County Council and the New Forest National Park Authority.	Neighbouring parish councils and local authorities are statutory consultees and will be included in planning consultations. The other community groups mentioned can request to be added to the Wiltshire Council community database by contacting the spatial planning policy team.
Particularly concerned about traffic generation from sites within Wiltshire which may have an impact on the parish. The transport plan should be certain to think beyond Wiltshire's borders. Also concerned about protection of the New Forest National Park.	The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues.
Consultation process should be monitored at least annually, so that if interested parties find they have been left out of a particular discussion, their names will not be missed in future.	Chapter 6 of the SCI sets out the procedures for monitoring and review of the SCI. After major consultation exercises the effectiveness of the SCI will be assessed in the council's annual monitoring report. In addition, groups and

	individuals can request to be added to the community database at any point.
There should be a policy which acknowledges Wiltshire's responsibilities not just to "consider" vulnerable sites in neighbouring authorities, but to make sure such sites are treated with just the same care as those within Wiltshire. This will naturally involve consultation with the neighbouring parishes and interest groups, as well as the actual planning authority.	The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues, however it should be noted that Wiltshire Council has a statutory duty to include neighbouring parish councils in relevant consultations.
A schedule of consultees should be established for each area: obviously there is no need to consult Somerset for a development south of Salisbury, for instance.	Chapter 2 of the SCI includes reference to 'area based involvement', and explains that consultation may be undertaken over a limited area (subject to the minimum requirements set out in legislation), if the plan or policy is only likely to have a localised impact.
Parish councils should be notified in advance of any consultation processes, since they are likely to be able to suggest organisations that can help with local information.	Wiltshire Council will endeavour to keep people informed about any upcoming consultation events and processes. Planning officers attended area board meetings prior to the Wiltshire 2026 consultation (October 2009), in order to inform attendees about the document.

**Respondent: Hilmarten Parish Council
Response number: 11**

Comment	Response
The parish council would like to be kept informed about any developments which may affect the parish, especially with regard to any planning policy documents produced in connection with the future of RAF Lyneham.	Parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages of document production (see chapter 4 of the SCI). Parish councils are also notified when any planning applications are received in their area.

**Respondent: North Bradley Parish Council
Response number: 12**

Comment	Response
Request more notice for future consultations. Short notice was given for responses to the pre-draft consultation for the SCI.	The pre-draft consultation for the SCI was extended following requests for more time. The consultation therefore ran for a total of 5 weeks. Responses received after the extended deadline have also been taken into account during the preparation of the new Wiltshire Council SCI.

Respondent: Corsham Community Area Network	
Response number: 13	
Comment	Response
Concerned at omission of community area partnerships from the SCI consultation.	The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. The partnerships are identified as forming an important part of the local community, and will be consulted directly at key stages during the preparation of the LDF.

Respondent: Corsham Town Council	
Response number: 14	
Comment	Response
Happy with previous North Wilts SCI and would be happy for this to be used as a model.	A review of the SCIs of the former district councils and the former county council was undertaken to inform the development of the new Wiltshire Council SCI. The aim of this review was to ensure that elements of good practice in the former SCIs are carried forward.
SCI process should be reviewed after 12 months to ensure it is working effectively.	Chapter 6 of the SCI sets out the procedures for monitoring and review of the SCI. After major consultation exercises the effectiveness of the SCI will be assessed in the council's annual monitoring report. Chapter 6 also lists certain 'triggers' which will lead to a review of the SCI.

Respondent: Luckington and Alderton Parish Council	
Response number: 15	
Comment	Response
The parish council would like to know precisely how parish councils are to be involved, and how parish councils will have the opportunity to make proposals. A formal presentation on the matter would be appreciated (similar to that provided explaining how the new development control service will be operating).	The SCI sets out who will be consulted during the planning process in Wiltshire, and how and when they can become involved. This includes details as to how parish councils can contribute to the process. Appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.

Respondent: Pewsey Area Community Planning Partnership	
Response number: 16	

Comment	Response
<p>In the past it has been the habit for a member of the future planning team to attend a partnership meeting once a year to give an update on planning procedures and future thinking, and this has worked very well.</p>	<p>Appendix 1 of the SCI states that officers will, where possible, attend meetings of local groups and organisations during major consultation stages. Council officers will endeavour to attend occasional meetings when invited, subject to staff resource constraints.</p>
<p>Surprised that Pewsey Area Community Planning Partnership was not included on the original distribution list for the pre-draft consultation on the SCI. Had previously been consulted by the former Kennet District Council on a similar matter. In the future the partnership anticipates working closely with the area board and no doubt this will include elements of planning policy, it is therefore important to include both these organisations when involving the local community.</p>	<p>The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.</p>
<p>Partnership plans which, in our case, contain targets, objectives and aspirations regarding future planning and how this may affect local social and economic policy should be considered by planners as a part of community involvement. These plans have evolved following considerable consultation with the local community and should be respected as a guide to what the community wants and feels.</p>	<p>Chapter 2 of the SCI states that community area plans, produced by community area partnerships, form part of the evidence base for the LDF.</p>
<p>Notification of and pre-discussion on large or controversial planning applications with partnerships is welcomed and should be encouraged.</p>	<p>Chapter 5 of the SCI explains the community involvement which will be undertaken during the consideration of planning applications. This includes detail about the level of public involvement which will be encouraged for major applications.</p>
<p>At least 6 weeks should be allowed for consultations such as the pre-draft consultation on the SCI.</p>	<p>Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. In some cases issues of urgency or statutory planning law will necessitate a shorter period. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). The pre-draft consultation on the SCI was originally scheduled to run for a period of 3 weeks. This consultation period was extended to 5 weeks in response to a number of requests for more time.</p>

	Responses received after the extended deadline have also been considered. The consultation on the SCI was shorter than 8 weeks because Wiltshire Council did not have an SCI in place, and therefore sought to produce an SCI as quickly as possible, and in sufficient time for a draft SCI to inform the Wiltshire 2026 consultation taking place in October 2009.
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Respondent: Tidworth Community Area Partnership
Response number: 17

Comment	Response
Concerned that there was no mention of the community area partnership in the letter about the pre-draft consultation on the SCI. The partnerships should have a specific mention, bearing in mind the important part they are expected to play in the consultation of spatial planning.	The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.

Respondent: Bradford on Avon Town Council	
Response numbers: 18 and 44	
Comment	Response
The town council wishes to continue to be consulted on all matters relating to the production of the LDF, and on matters affecting the local environment. The town council also wishes to be consulted on pre-planning application matters and on applications for planning permission and listed building consent. Proposals should not be finalised during pre-application discussions between developers and officers; this would deny the community an opportunity to input into important issues at the appropriate stage. Pre-application consultations should be undertaken with the community.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are sent details of any planning applications in their area (see chapter 5 of the SCI). Prospective developers are encouraged to invite town and parish council representatives (alongside other local interest groups) to attend early public consultation events. Further information about the approach to be taken to major applications and pre-application discussions is provided in chapter 5 of the SCI.
The SCI should include a commitment to consultation on all activities of the council, and not just those relating to planning (a good example of this was included in the former West Wiltshire SCI).	The SCI has concentrated on planning matters in the first instance. Whilst there are merits to producing an SCI that includes activities beyond planning, it was considered unrealistic that such an SCI could be coordinated at the current time. This option will be considered in future reviews of the SCI.
The Wiltshire Council SCI should include a commitment that Wiltshire Council will work as a corporate body. Paragraphs 4.15-4.17 of the West Wiltshire SCI introduce the corporate plan and talk about its impact. Similar information should be included in the Wiltshire Council SCI.	The SCI includes reference to the Wiltshire Council vision, as set out in 'Our First Year Plan 2009-10', and explains how the SCI can assist in achieving this vision.
The SCI should include reference to the need for consultation on the plans to erect road signs and poles.	This is not within the remit of the SCI, which focuses on planning matters.
The town council supports paragraph 2.12 of the former West Wiltshire SCI.	Paragraph 2.12 of the former West Wiltshire SCI emphasises the importance of providing feedback to the community, and keeping people informed about progress. Chapter 4 of the new Wiltshire Council SCI explains that, at each stage of preparation for DPDs, we will state the current stage of the document; its importance and the next stages in its development. Any comments received will be fully considered and taken into account before progressing to the next stage.
Well co-ordinated discussions involving	Wiltshire Council recognises the

<p>the community at an early stage can help to reduce delays in the planning process.</p>	<p>importance of early consultation, and chapter 4 of the SCI explains how the community can be involved at the early stages of preparation of planning policy. Chapter 5 of the SCI explains that the council encourages developers to undertake community involvement at an early stage in the preparation of major development proposals.</p>
<p>The town council would appreciate detail as to the full terms of reference of the area boards and how they are intended to operate. Although area boards have a role to play, they should not pre-empt the opportunity for local involvement in the development process by elected representatives.</p>	<p>Chapter 2 of the SCI includes some information about the community area boards and their role in relation to planning. Further detail is available on the area board pages of the Wiltshire Council website⁶. As stated above, the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, alongside the community area boards and community area partnerships.</p>
<p>The standards for the Wiltshire Council Scheme of Delegation should at least match those set out by the former West Wiltshire District Council (paragraph 6.29 of the former West Wiltshire SCI) and extensive additional delegation should not be agreed.</p>	<p>This is beyond the remit of the SCI. The scheme of delegation, including details of how an application can be called to committee, has been circulated to many parish councils, and is available on request. It is not appropriate to include the scheme of delegation within the SCI, since it is subject to regular review.</p>
<p>All consultation periods should be for a minimum of 6 weeks.</p>	<p>Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period.</p>
<p>With regards to the pre-draft consultation on the SCI, Wiltshire Council should have provided details of the minimum regulations, and the statutory requirements which govern what the SCI should contain.</p>	<p>A response was sent to Bradford-on-Avon Town Council setting out the minimum requirements for consultation on DPDs and SPDs, and explaining what the SCI is.</p>
<p>The town council has been working to change the perception of Bradford on Avon as a dormitory town, and is committed to presenting Bradford on Avon as a working town.</p>	<p>The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues, such as those relating to the status of a town.</p>

⁶ The area board pages of the Wiltshire Council website can be accessed at: www.wiltshire.gov.uk/areaboards.htm

	These issues will, however, be considered during the preparation of planning policy documents.
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Respondent: Heytesbury Imber and Knook Parish Council

Response numbers: 20

Comment	Response
The parish council would like to be kept informed, with plenty of opportunity to share its views on local matters. The views and suggestions of the parish council on planning matters are particularly important.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. The views of parish and town councils are taken very seriously on all planning applications, and during all planning policy consultations.
The best way to contact the parish council is by e-mailing the parish clerk.	The parish clerks are listed in the Wiltshire community database as the first point of contact for the parish councils.

Respondent: Minety Parish Council

Response number: 21

Comment	Response
The former North Wiltshire policy of ensuring that any application that receives 5 or more objections goes to committee should be applied to Wiltshire Council.	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were when this system was operated by the former North Wiltshire district council. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.
Hard copies of all planning applications should be sent to the relevant parish council with at least a 3 week consultation period, preferably 4 weeks. Immediate neighbours must receive notification of any new development and notices should continue to appear in the local press. Not all residents regularly consult the website or have access to it.	The matter of the provision of hard copies of planning applications is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination. Parish and town councils are notified of any planning applications in their area, and are given 21 days to respond. The consultation period is limited to 21 days to allow Wiltshire Council to determine the application within the statutory period. Chapter 5 of the SCI sets out the procedures to be

	followed for neighbour notification (the council will endeavour to notify occupants of premises which adjoin the application site and may be affected by the development) and advertisements in the local press (certain types of application are currently advertised, but this may be subject to review).
Pre-application discussions should be encouraged, particularly on large projects. There should be different terms of reference for rural and urban developments. A 'large' application in a rural area may only consist of four houses.	Pre-application discussions are encouraged for all types of applications, and developers will be expected to undertake early community involvement for major development proposals (see chapter 5 of the SCI). Pre-application discussion is encouraged for smaller schemes in sensitive areas, such as village conservation areas.
An explanation should be given when a planning officer's decision goes against the views of the parish council.	The council's decision making process is transparent and a copy of the planning officer's report setting out the reasons for a decision on a planning application is publicly available on the council's web site.
Parish plans should be included within the LDF, and weight should be given to them, as they represent local opinion.	Chapter 4 of the SCI includes information about supplementary documents (such as parish plans) and the ways in which these can be incorporated within the LDF, to inform the preparation of planning policy and the determination of planning applications.
In the preparation of all policy documents for the LDF, including the SCI, consultations should last for a period of at least 8 weeks to allow for parish councils' monthly meetings.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases there will be issues of urgency or statutory planning law which necessitate shorter consultation periods. The Regulation 26 consultation on the SCI was shorter than 8 weeks because Wiltshire Council did not have an SCI in place, and therefore sought to produce an SCI as quickly as possible, and in sufficient time for a draft SCI to inform the Wiltshire 2026 consultation taking place in October 2009.
Training should be offered to parish councils and to any other consultee groups who may not be aware of policy implications.	Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues

	<p>which can be taken into account when determining a planning application. This commitment is included in chapter 5 of the SCI. In addition, appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.</p>
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Respondent: Stourton Parish Council	
Response number: 22	
Comment	Response
The parish council endorses views of Zeals Parish Council (see response number 26). Site visits are essential in some cases (a minority) to ensure that members are fully briefed. This is particularly in the context of the members of south Wiltshire planning committee, which now covers such a large area.	All application sites are visited by a planning officer before a decision is made. The procedure for site visits by the area planning committees has been clarified. They will be undertaken as fact-finding visits when the area planning committee votes for a site visit. The application will then be determined at the following area planning committee meeting.

Respondent: Whiteparish Parish Council	
Response number: 23 and 56	
Comment	Response
The framework set up in the former Salisbury SCI was perfectly satisfactory; the problem was that the procedures were not always adhered to. The parish council would like an assurance that the new Wiltshire Council SCI will be implemented in full.	Once the Wiltshire Council SCI is adopted, all local development documents must be prepared in accordance with it. Consultation on planning applications must also follow the procedures set out in the SCI.
Parish councils should be able to refer controversial planning applications to the relevant planning committee for determination.	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were when this system was operated by some of the predecessor councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.
The parish council have significant concerns with the consultation process for the local development framework and the strategic housing land availability assessment (SHLAA). It is vital that the local communities are fully involved and effective consultation is as much about how the process is applied in practice as the design of the process. It is also important that the consultation process is two-way and that when villages raise valid concerns on proposals, an	Any comments received during planning policy consultations will be fully considered before progressing to the next stage. Any comments made on planning applications will be carefully taken into account before a decision is made (see chapter 5 of the SCI).

adequate rationale as to how these have been taken into account is subsequently given.	
Would like Wiltshire Council officers to attend parish council meetings when asked to do so, to explain particular topics.	Appendix 1 of the SCI states that, where possible, planning officers will attend meetings of local groups during major consultation stages, although this will be limited according to time and resources available.

**Respondent: Wiltshire Police Authority
Response number: 24**

Comment	Response
Assume that the Wiltshire Police Authority will be included within local interest groups for consultation purposes.	The Wiltshire Police Authority is a specific consultation body for preparation of the LDF (see chapter 2 of the SCI).

**Respondent: Wootton Bassett Town Council
Response number: 25**

Comment	Response
Requested a formal presentation along with a workshop event for Wootton Bassett Town Council and other town councils so that they can discuss the issue of the new SCI at length.	It was not considered appropriate to hold workshop events during the pre-draft consultation on the SCI, due to the limited time and resources available. However, appendix 1 of the SCI mentions training sessions and presentations as consultation methods which will be used at appropriate stages of planning policy consultations.

**Respondent: Zeals Parish Council
Response number: 26**

Comment	Response
The parish council has concerns regarding the undertaking of site visits for planning applications. Site visits will be even more important now that development control committees cover larger areas. The parish council understands that the proposed new rules dictate that there should be no site visits unless an application is deferred for one at the new committee. It is proposed that they would hold site visits prior to discussion of an application at committee if the local member agreed it was necessary with the chairman of that committee. This seems to be a very sensible conclusion and one in our view that would benefit from being ratified. Time frames are extremely tight and we would like to see far more flexibility. It is often almost impossible to get busy working parish councillors together for a	All application sites are visited by a planning officer before a decision is made. The procedure for site visits by the area planning committees has been clarified. They will be undertaken as fact-finding visits when the area planning committee votes for a site visit. The application will then be determined at the following area planning committee meeting.

<p>site visit when often we have effectively less than two weeks to do so. It is of course much less likely that an application will be deferred for a site visit after it comes to committee as there is so much pressure on achieving targets – decisions within set time periods. Only a selection of new Southern Area Wiltshire councillors will be on the Southern Area Planning Committee. If our local councillor is not one of them, should he not still attend the meeting to request that site visits should continue to take place prior to planning meetings, at the request of the local member with the chairman's agreement?</p>	
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Respondent: Calne Area Transport	
Response number: 27	
Comment	Response
<p>For applications which require an environmental statement or environmental impact assessment, 21 days is not long enough for people to be informed and read the material. This should also apply to major transport applications.</p>	<p>Parish councils should feel able to contact the case officer involved to request an extended period of time for responding to applications of this nature.</p>
<p>We ask that the development control charter (set out within the former Wiltshire County Council SCI) will remain and set out on a 'case by case' basis the approach to major applications.</p>	<p>The approach to be followed for major applications is set out in chapter 5 of the new Wiltshire Council SCI.</p>
<p>There should be a mechanism by which the public get feedback from the representatives of the council who attend regional planning meetings, and strategic committees, so that they can be informed and involved in strategic planning in the early stages. At present the public only has the official consultations, and they need to know what locally elected representatives are saying at meetings.</p>	<p>Details of meetings held at a regional level can be accessed on the South West Councils website⁷.</p>
<p>Consultation, and information on the local transport plan and the minerals and waste plans, should be more widely circulated (by local members and the town and parish councils).</p>	<p>The principles in the SCI will guide consultation on the local transport plan, although this is subject to different consultation requirements to the LDF. Opportunities for community involvement in the LDF (including minerals and waste documents) are set out in chapter 4 of the SCI.</p>
<p>There should be more use of citizens' panels and forums to seek feedback</p>	<p>Appendix 1 of the SCI provides details of the methods of consultation we will use</p>

⁷ The South West Councils website can be accessed at: www.swcouncils.gov.uk

through open discussion and feedback on strategic plans. This is not the same as an area board forum which has blanket coverage on many more social rather than strategic issues. The citizens' panels or forums should be devised for each community area and be focussed in the major town within the area.	during preparation of the LDF. Forums are specifically mentioned as a method which may be used at key early stages in the production of new planning documents.
Elected members should have more time to inform their constituents of what is happening through newsletters in local parish council or ward magazines, and they should hold regular surgeries.	The SCI sets out how the council will inform the community about the development of planning policy and planning applications received. This may include the use of a spatial planning newsletter or briefing note at certain consultation stages. Surgeries may also be held at appropriate stages, with officers attending to explain documents and raise public awareness (see appendix 1 of the SCI).
The way in which economic, social and environmental representatives on local partnerships and strategic boards were chosen should be made clear. Were the posts advertised, or open in any way to competition? Are such meetings open to the public or held behind closed doors. This should be clear and reasons given.	Information on Wiltshire Council committees and meetings is available on the 'council' pages of the Wiltshire Council website ⁸ . The Wiltshire Council website also includes information about the Wiltshire family of partnerships ⁹ .
How will the problem of the public thinking it has already commented when there is a developer consultation on a strategic or large project, then failing to comment again when the council consults be overcome?	Chapter 4 of the SCI states that, at every consultation exercise for the LDF, the council will explain the current stage of the document, its importance, and the next stages in its development. The council's approach to major development applications is set out in Chapter 5 of the SCI.

Respondent: Wilcot and Huish (With Oare) Parish Council
Response number: 28

Comment	Response
The parish council expects all planning proposals and amendments (hard copies) to be forwarded to local councils. Parish councils often rely on documents sent by Royal Mail as many parish councils do not have access to dedicated computer/printing facilities.	The matter of provision of hard copies of planning applications is being kept under review.

Respondent: Chippenham and Villages Area Partnership
Response number: 29

⁸ The 'council' pages of the Wiltshire Council website can be accessed at: www.wiltshire.gov.uk/council

⁹ Information about the Wiltshire family of partnerships can be accessed at: www.wiltshire.gov.uk/wiltshirefamilyofpartnershipsworkingtogether

Comment	Response
Community area partnerships should have been consulted during the pre-draft consultation on the SCI, as well as parish councils.	The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.
Plain English is essential with no unexplained acronyms.	We have attempted to write the SCI in plain English, and have kept the use of acronyms to a minimum. All those acronyms which have been used are explained in the glossary at the front of the document.
There needs to be an executive summary highlighting those points that need a response.	Executive summaries will be provided where appropriate. It is not considered necessary to provide an executive summary for the SCI, since the document has been drafted to be as concise as possible.
Sufficient time should be allowed for responses, bearing in mind the meeting frequency of the recipients.	Consultation periods for DPDs will follow the guidelines set out in the Wiltshire Compact (8-12 weeks) where practicable. In some cases issues of urgency or statutory planning law will necessitate a shorter consultation period.
Consultation should be real with all the options included.	The SCI sets out the various stages of community involvement during the preparation of the LDF: community involvement will be encouraged from an early stage, and this should ensure that the community can have an input during the formation and consideration of options for development.

Respondent: Laverstock and Ford Parish Council

Response numbers: 30 and 31

Comment	Response
The parish council wishes to be consulted on issues which impact on our communities. All aspects of the planning process are of the highest importance to the parish council.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Details of the way in which parish councils will be consulted on planning matters are provided in chapters 4 and 5 of the SCI.
Most of the old Salisbury SCI is acceptable as a basis for consultation for	A review of the former SCIs in each of the districts and the county council was

the new SCI.	undertaken prior to developing the new Wiltshire Council SCI.
The parish council wishes to have meaningful discussions regarding the future of all planning gains following development within the parish to ensure that the parish safeguards and controls both the land gains and any R2/S106 monies that accrue from the development.	Details of the approach to be taken for consultation on planning obligations are provided in chapter 5 of the SCI.
The SCI should draw upon the recent results from the research done by the CRC and NALC in regard to engagement between local councils and local authorities. The principle of 'Keep it short - Keep it simple' should prevail, and that parish councils should be involved, informed and influential.	CRC and NALC have published a guidance note entitled "Helping parish and town councils work with unitary local authorities". This identifies the "top three success factors for meaningful engagement" as being trust, partnership working, and clarity of roles (p.4). Specific recommendations include that unitary officers should attend parish and town council meetings "to assist relationship building and provide an opportunity for questions to be raised" (p.6) and that new unitary structures offer the opportunity to review parish and community led planning, and how this can inform unitary policies. With regards to the three factors of meaningful engagement, the SCI should particularly assist in establishing clarity of roles, with chapter 2 setting out the roles of various existing community groups within Wiltshire, including town and parish councils. Appendix 1 of the SCI states that, where possible, officers will attend meetings of local groups and organisations during major consultation stages, although this may be limited by time and resources available. Chapter 4 of the SCI includes information about parish plans and other similar documents, and how these can inform the LDF.

Respondent: Oxfordshire County Council
Response numbers: 32 and 37

Comment	Response
Wiltshire Council should continue to engage with Oxfordshire County Council on all planning policy consultations and on major planning applications which may have infrastructure, environmental or economic implications for Oxfordshire. Oxfordshire County Council should be consulted as highway authority for	Oxfordshire County Council is a neighbouring authority. As such it is a specific consultation body which Wiltshire Council must consult at certain stages of production of the LDF, when it is considered that Oxfordshire County Council may be affected by the proposed plans and policies. Consultation on

planning applications, and the Strategic Planning Consultation team should be consulted on the LDF.	individual planning applications is considered on a case by case basis.
Wiltshire Council should continue to engage with district and parish councils which adjoin the Wiltshire/Swindon borders, and to include these councils as key target groups in the SCI.	Neighbouring local authorities and parish councils adjacent to Wiltshire are identified as specific consultation bodies in chapter 2 of the SCI. As such, Wiltshire Council must consult these bodies at certain stages of production of the LDF, when it is considered that they may be affected by the proposed plans and policies.
Oxfordshire County Council has adopted the Oxfordshire Compact (September 2004) as its policy for guiding and improving its relationship with the voluntary and community sector in the SCI. This has proved to be a useful framework against which the relationship between the statutory and the voluntary, community and faith sectors can be monitored and evaluated.	Chapter 2 of the SCI includes some information about the Wiltshire Compact, and the code of practice on communication and consultation. The spatial planning and development services will endeavour to comply with the Wiltshire Compact code of practice on communication and consultation where practicable. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period.

Respondent: West Ashton Parish Council

Response number: 33

Comment	Response
During the West Wiltshire Spatial Strategy consultation the parish council felt that it was out of its depth, and did not really engage with the process. The parish council suggests that as proposals are developed they are grouped into area board areas, so that parish councils do not need to understand the plans for the whole of the new Wiltshire Council area in detail. This will enable parish councils to focus on the issues which are likely to have an impact on the local area.	The Wiltshire 2026 consultation document contains a section for each community area, so that all information relevant to a specific community area is presented in one place.
It would be helpful to parish councils if the timetable for the preparation of the LDF with informative notes could be issued to ensure it becomes an agenda item on our parish meetings.	The timetable for the production of the LDF is published in the Local Development Scheme, which sets out a three year programme. The council will also endeavour to inform people of important forthcoming consultations through a programme of awareness raising (for example, planning officers attended area board meetings during September and October 2009 to raise awareness of the forthcoming Wiltshire 2026 consultation).

Respondent: Alton Barnes Parish Council

Response number: 34	
Comment	Response
Liked the former Kennet SCI. The glossary at the beginning was particularly helpful and the parish council would like to see this repeated in the Wiltshire Council SCI. Also, the clarity of Section 3 (of Kennet SCI) was welcomed, and it is hoped that Wiltshire Council follow a similar straightforward approach. Section 5 is a useful summary of the current process and a section containing the same kind of information would be helpful in the Wiltshire Council SCI.	The new SCI includes a glossary of terms. Chapter 4 of the new Wiltshire Council SCI sets out how the community can become involved in the preparation of the LDF (similar to section 3 of the former Kennet SCI), and chapter 5 explains the opportunities for involvement in the determination of planning applications (similar to section 5 of the former Kennet SCI).
The public should be able to view hard copies of planning applications in a convenient location. It is difficult to compare plans online.	The matter of provision of hard copies of planning applications is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.
The parish council would like to be reassured that planning decisions will be consistent, comprehensible, and taken in the light of planning policy and guidance and not under pressure of one kind or another from developers or councillors.	Wiltshire Council deals with planning applications in an open and transparent manner in accordance with national and local planning policy and other relevant material considerations.
Planning Aid is not available to all of those with limited resources.	Planning Aid is national scheme and it is not within the remit of this SCI to affect the allocation of this resource.
Developers who have a commercial interest in planning in the county ought not to be involved in the SCI or be singled out for consultation when other businesses in the county are not.	Chapter 2 of the SCI states that Wiltshire Council will endeavour to include as many bodies, organisations and individuals in the planning process as possible. National planning policy emphasises the importance of early engagement with developers, and this is highlighted in the SCI.
Respondent: Tidworth Town Council Response number: 35	
Comment	Response
The town council worked closely with the former Kennet District Council and established a good rapport. The district council provided advice on planning law, and the town council identified local circumstances which may have affected decisions.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation.
Liked the way the former Kennet District Council ensured all who might be affected by a proposal had the best opportunity to know about it (neighbouring properties written to, notices posted on site, notices in local paper, website maintained showing applications and their progress).	Chapter 5 of the SCI explains the procedures which will be followed to promote community involvement in planning applications. The steps to be taken include provision of details online, site notices, neighbour notification, town/parish council notification, and weekly lists of applications received.

Sufficient time was allowed for proper consideration of proposals, and to allow interested parties to write in. Parish and town councils were formally consulted.	Parish and town councils are given 21 days to respond to planning applications.
The Western Gazette is not an appropriate local paper for Tidworth Community Area. The Salisbury Journal and the Andover Advertiser are the local papers which serve this area.	This has been noted.
Liked the way in which planning officers at the former Kennet District Council invariably conducted site visits so as to better understand the proposal and how the development would fit in with the surrounding built environment.	All application sites are visited by a planning officer before a decision is made.
The town council does not see how consulting an <i>ad hoc</i> panel of local residents on planning proposals would effectively and efficiently enhance the planning process. Local residents can (and do) approach their local town councillors where they have concerns about planning issues. Big issues of principle, such as permitting any significant development in a Green Belt, would be an appropriate matter to put before an area board, but not specific planning applications.	Chapter 2 of the SCI clarifies that area boards will not be directly involved in deciding planning applications. Further detail is available in the area board handbook, which is available on the Wiltshire Council website ¹⁰ .

Respondent: Box Parish Council Response number: 36	
Comment	Response
Wishes the present system of communication with parish councils to continue.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages of document production (see chapters 4 and 5 of the SCI for further details).
Any future planning policies should strengthen the Green Belt Policy and take regard of the AONB.	The SCI sets out how the community can become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues, such as those relating to the Green Belt and the AONB. These issues will however be

¹⁰ The area board pages of the Wiltshire Council website can be accessed at: www.wiltshire.gov.uk/areaboards

	considered during the preparation of planning policy documents.
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Respondent: Calne Town Council Response number: 38	
Comment	Response
Development control problems will be a major issue for many people. It needs to be made very clear that local people will have a significant input, and how they will have that input.	Chapter 5 of the SCI explains how local people can become involved in the determination of planning applications.
A comprehensive list is required of standard development control consultees.	Details are provided in chapter 5 of the SCI as to the various bodies that are notified of planning applications (a comprehensive list is not provided as the consultees vary according to the nature of the application concerned).
Developers should be encouraged to lead 'pre-planning consultations' on all major applications, and (at the very least) they should provide a consultation statement.	The council encourages prospective developers to involve the public at an early stage for major development proposals. Where there is a local validation checklist for submission of the planning application, and where a statement of community involvement is a requirement of this checklist, the application will not be registered without one.
Summaries of representations should be made easily available to communities during consultation periods.	Chapter 4 of the SCI states that the council will summarise the main issues raised during formal consultation on DPDs. A report outlining the council's response to these issues will be submitted to the Secretary of State alongside the submission draft of the DPD.
It would be helpful to have the old planning policy guidance (PPG) number that corresponds to the new planning policy statement (PPS).	In general, reference will only be made to the most recent national planning policy in order to avoid confusion. However, planning officers will be happy to discuss and explain any particular issues on request.
All methods of consultation must be suitable for the intended audience.	Appendix 1 of the SCI describes some of the consultation methods which the council will use, and summarises the strengths and weaknesses of each of these methods. The council will give careful consideration to the appropriate methods to use for each community involvement or consultation event.
Budgets should show that sufficient resources are available to manage community involvement and the budget should be reviewed frequently in the early days as new planning systems are	Chapter 3 of the SCI explains how community involvement will be resourced.

tested.	
The public need very clear instructions on how to get help with planning issues.	Contact details for each of the planning teams at Wiltshire Council are provided at the back of the SCI; these teams should be the first point of contact for anyone with a query about planning in Wiltshire. The teams each focus on different types of planning (planning policy, development management, minerals and waste policy), and cover different geographical areas (north, south, east or west Wiltshire, or Wiltshire-wide).
There must be a comprehensive plan to consult with 'hard to reach' groups (children and young people, black and ethnic minorities, gypsy and traveller communities, the elderly, people with disabilities, and those with limited time such as working people and parents).	Chapter 2 of the SCI includes information about how the council will seek to involve those groups which do not normally get involved with the planning system.

**Respondent: Fovant Parish Council
Response number: 39**

Comment	Response
Recommend continued use of the consultation table shown on pages 18 & 19 of the former Salisbury SCI. Possibly could enhance this table to show which consultees' views take priority and why. Particular regard should be had to the view of the parish council as the lowest democratic tier of local representation, acknowledging that few other consultees have such a mandate. The impact of developments on local communities should be the priority of decision makers unless an overwhelming national interest prevails.	Chapter 5 of the new Wiltshire Council SCI explains the steps the council will take to promote involvement in planning applications, and sets out the types of application which will be advertised in the weekly local press. This is similar content to the table on pages 18 and 19 of the former Salisbury SCI. The views of town and parish councils are taken very seriously.
Involvement should include other local parish councils and community area partnerships where the application would have impact on a wider community area (e.g. planning applications which would lead to large increase in traffic movements). Consultation should also be undertaken on a wider basis where applications are being considered by adjacent county planning authorities and would have an impact on a wider area.	Chapter 2 of the SCI includes a section on 'area based involvement' which states that Wiltshire Council will carefully consider the appropriate area for consultation in all cases. Views of neighbouring parish councils on applications with a wider impact are sought in the normal manner. Comments from community area partnerships on planning applications are welcomed, but formal consultation is appropriate for the locally elected town and parish councils. Consultation to be undertaken by other planning authorities is not a matter for the Wiltshire Council SCI, since it is outside our control.

<p>Wiltshire Council should require that all planning applications are submitted in a consistent manner including a full set of scaled drawings.</p>	<p>The council is awaiting changes to government policy and law on the validation of planning applications, due by April 2010.</p>
<p>For medium to large development proposals outreach workshops to more remote and peripheral parts of community should be required. Early consultation should be required for all medium to large development proposals. This should be before the final design is fixed. This could involve the use of tools such as exhibitions, illustrations and models. All potential developers should be required to undertake public consultation within the local community in which proposed development is to be located, particularly if a site is within a Conservation Area or AONB.</p>	<p>Chapter 5 of the SCI states that Wiltshire Council will encourage prospective developers to undertake more extensive public involvement at an early stage, before a planning application is submitted, for major development proposals.</p>
<p>Community involvement should pursue an integrated approach across the range of relevant town and parish community plans and strategies (including local community strategies as well as the local development framework).</p>	<p>Where possible the council will look to run consultations that combine relevant plans and strategies, if and where schedules allow such undertakings. A corporate SCI, referred to earlier, would help in planning and preparing this process more effectively.</p>
<p>Community involvement should engage the whole community within the parish and not just neighbouring properties.</p>	<p>Chapter 5 of the SCI explains the steps the council will take to promote involvement in planning applications. These include site notices, online details, town/parish council notification, and weekly lists, alongside neighbour notification.</p>
<p>The use of technology is welcomed, but it is necessary to complement this with traditional means of communication, to enable those without access/skills in IT to participate.</p>	<p>Hard copies of consultation documents will be available for all planning policy consultations. With regard to planning applications, the matter of hard copies is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.</p>
<p>Wiltshire Council should continue to set aside funding to ensure that all parish and town councils are assisted and enabled to initiate and complete a town/parish plan within five years. The resulting town/parish plans should be adopted by the planning authority as a primary material consideration when considering planning applications.</p>	<p>The matter of funding for town/parish plans is not within the remit of the SCI. The SCI includes information about how documents such as parish plans can be incorporated within the LDF.</p>

Respondent: Redlynch Parish Council	
Response number: 40	
Comment	Response
The parish plan should be referred to by planning officers in determining planning applications.	The SCI includes information about how documents such as parish plans can be incorporated within the LDF.
Members of the council should be available to clarify and present significant, sensitive, or contentious draft policy before parish councils respond to it.	Appendix 1 of the SCI states that, where possible, officers will attend meetings of local groups and organisations during major consultation stages, although this will depend upon the time and resources available.
Adequate consultation periods should be allowed for any documentation (taking into account that parish councils may only meet monthly or every other month).	Consultation periods for the LDF will follow the guidelines set out in the Wiltshire Compact (8-12 weeks) where practicable. In some cases issues of urgency or statutory planning law necessitate a shorter period.
The parish council would appreciate more e-mail communication to aid distribution to councillors and speed up replies.	The council uses e-mail communication wherever possible, and will be using specialist computer software for consultations, enabling documents to be viewed and commented upon online.

Respondent: Lea and Cleverton Parish Council	
Response number: 41	
Comment	Response
The parish council wishes to remain fully involved in the whole of planning procedures, including the entire development control aspect of planning.	Wiltshire Council will continue to consult town and parish councils, alongside the community area boards and the community area partnerships. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages. See chapters 2, 4 and 5 of the SCI for further details of how town and parish councils can be involved in the preparation of the LDF and the determination of planning applications.
Adequate time is required for responses. The time scale offered by previous district council was adequate, with occasional extensions arranged.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases statutory planning law necessitates a shorter consultation period. Town and parish councils are given 21 days to respond to planning applications (see chapter 5 of the SCI).
Future documents should be less complicated than those previously	We have attempted to write the new SCI in a clear and concise manner, and the

published and therefore more easily followed.	structure of the document is clearly explained at the start. The Wiltshire 2026 consultation document (published in October 2009) was also written with the intention that it should be clear and easily followed.
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Respondent: St. Paul Malmesbury Without Parish Council
Response number: 42

Comment	Response
The parish council would like a seminar to explain planning procedures relevant to the parish, in order to understand what is necessary for consultation.	Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues which can be taken into account when determining a planning application. Reference to this is included in chapter 5 of the SCI. In addition, appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.
The parish council would like reasonable time for consideration of a response to the pre-draft consultation on the SCI.	The period for the pre-draft consultation on the SCI was extended in response to requests for more time. Responses received after the extended deadline have also been considered.

Respondent: Mr Blake
Response number: 43

Comment	Response
Wiltshire Council should consider making town councils (and perhaps even parish councils) responsible for collecting and representing the views of all voluntary organisations in their area. This would assist in bolstering the role and credibility of these councils and would hopefully encourage local people to take more interest in town and parish council elections. Community area partnerships are not a formal part of the local democratic system and would not therefore be suitable for this role. This comment was prompted by the long list of organisations which the former North Wiltshire SCI recommends should be involved in consultation activities.	While the council would welcome a coordinated response that represents a number of views, the council still has a duty to contact these organisations individually.

Respondent: Donhead St. Mary Parish Council
Response number: 45

Comment	Response
The parish council understands that they are a statutory consultee on all planning matters and expects this position to be maintained. The parish council wishes to continue to be consulted on relevant planning matters.	Details of Wiltshire Council's commitment to continue to consult with town and parish councils are provided in chapter 2 of the SCI. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages. See chapters 2, 4 and 5 of the SCI for further details of how town and parish councils can be involved in the preparation of the LDF and the determination of planning applications.
The parish council wishes to remain involved in any statements of community involvement.	The new Wiltshire Council SCI has been prepared taking account of responses from the pre-draft consultation. Chapter 6 of the SCI sets out how the council will monitor and review the SCI. Parish councils will be notified of opportunities to input into any future revision of the SCI as appropriate.
Consultation periods should be arranged to take account of the fact that parish councils tend not to meet in August. When consultation is taking place over the summer, the call for final comments should be towards the end of September.	The SCI states that the planning teams will work towards meeting Wiltshire Compact requirements (including 8-12 week consultation periods) where practicable. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. The council cannot commit to avoiding consultation during August.
Community involvement at the parish level should include: placing notices on all notice boards to make all residents aware of planning applications; allowing residents the opportunity to view these plans; residents being able to inform the parish council of their views through parish councillors; information should be made available on the parish council website.	Details of the ways in which parish councils and residents can comment on planning applications are provided in chapter 5 of the SCI. The steps taken by Wiltshire Council to promote involvement include site notices, online details, neighbour notification, town and parish council notification, and weekly lists of applications received.

Respondent: Hale Parish Council
Response number: 46

Comment	Response
The parish council would like to be informed of the progress of the SCI.	The new Wiltshire Council SCI has been prepared taking account of responses from the pre-draft consultation. Chapter 6 of the SCI sets out how the council will monitor and review the SCI. Parish councils will be notified of opportunities to input into any future revision of the SCI as appropriate.
The parish council is particularly	The SCI sets out how the community can

interested in issues relating to planning and transport.	become involved in the preparation of planning policy and the determination of planning applications. The SCI does not deal with specific policy issues, such as those relating to transport. These issues will however be considered during the preparation of planning policy documents.
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**Respondent: Hilperton Parish Council
Response number: 47**

Comment	Response
The parish council expects to be involved in all levels of consultation, particularly at the strategic level, so that members can have input before recommendations gain momentum through the system. This early involvement is the only way to ensure proper involvement of the community.	Chapter 4 of the SCI sets out how parish councils and others can be involved in the preparation of the LDF. This provides an opportunity for involvement at a strategic level, in the formation of planning policies.
The parish council also raised issues regarding the timescale of the pre-draft consultation on the SCI, and the fact that there had not been sufficient information to enable the parish council to make an informed input.	The period for the pre-draft consultation on the SCI was extended in response to requests for more time. Responses received after the extended deadline have also been considered. A second letter was sent to consultees to give more information about the pre-draft consultation, and this included reference to the former SCIs of the district and county councils, which are no longer being used but which provide an example of the form and content of an SCI.

**Respondent: Mere Parish Council
Response number: 48**

Comment	Response
Request that any consultation events, meetings and documents should be advertised in the Blackmore Vale Magazine as well as other local papers. Mere is in an area that geographically falls between various local newspapers (Salisbury Journal, Western Gazette & Warminster Journal) but in our research, a lot of residents only buy one of them or none of them. Nearly every resident in Mere will pick up the Blackmore Vale Magazine, however. It is therefore a good medium for advertising and notices.	This request has been noted. The council will endeavour to use as many media sources as possible during LDF consultations and in regard to major planning applications, subject to constraints on budgets and officer time.

**Respondent: Steeple Ashton Parish Council
Response number: 49**

Comment	Response
<p>Notices should be visibly posted at or near to the sites of planning applications. Notification should be sent to residents of neighboring properties. Letters received in response to planning applications should be acknowledged. If a planning application is to be determined by the council's regulatory committee, those who submitted a response should be advised of the date and time of the meeting plus any further relevant information. Parish councils should have a minimum of 21 days to comment on a planning application. Hard copies of plans should continue to be sent by post for consideration.</p>	<p>All planning applications are advertised by a site notice displayed on or close to the site, allowing 21 days for a response. Where appropriate, neighbours are notified by letter that an application has been received. See Chapter 5 of the SCI for further information about community involvement in planning applications. Acknowledgement of letters is not cost-effective and neighbours are advised in their consultation letter that they can check for themselves whether their comments have been received as they are posted on the council's web site. Those who have made representations on an application that is determined by a planning committee are advised of the date and time of the meeting and other relevant information. Parish councils do get 21 days in which to respond to an application. The issue of hard copies is kept under review.</p>
<p>Comments from The Friends of Steeple Ashton and residents of neighbouring properties should be taken into consideration when determining planning applications.</p>	<p>Any comments received on planning applications are carefully taken into account before a decision is made.</p>
<p>The Steeple Ashton Village Design Statement should be used as supplementary planning guidance.</p>	<p>Chapter 4 of the SCI explains the approach to be taken to village design statements and similar documents.</p>

Respondent: Erlestoke Parish Council
Response number: 50

Comment	Response
<p>No planning application should be passed in our parish without the parish council first viewing and commenting on it.</p>	<p>Parish and town councils are sent details of every application in their area, and are given 21 days to respond. This period may be extended by agreement with Wiltshire Council in exceptional circumstances (see chapter 5 of the SCI).</p>
<p>All planning requirements must apply to all residents of the parish. There should be no special rules for the MOD, prison authorities, or the farming community. Any development involving public safety should have increased planning requirements to ensure the public are not at risk.</p>	<p>Local planning policy applies to all applicants, regardless of identity. However, there may be specific planning policies which deal with MOD land, prisons, or agricultural development, since these require special attention. Any proposed new planning policies will be consulted on fully before being adopted by the council, and the ways in which the community can be involved in the development of planning policy are explained in the SCI.</p>

The parish council requires at least 28 days reviewing and studying the plans.	Town and parish councils are given 21 days to respond to planning applications. This period may be extended by agreement with Wiltshire Council in exceptional circumstances.
The parish council wishes to have contact at all times with local planning officers.	Contact details for each of the planning teams are provided at the end of the SCI.
Parish councils should have the right every 3 years to review and if necessary change the local development area and conservation area boundary.	Local planning policy and conservation area boundaries are prepared by Wiltshire Council in consultation with the local community. Chapter 4 of the SCI includes information about the consultation to be undertaken when conservation area boundaries are reviewed.
Planning must ensure that when development is taking place outside the conservation area boundary but will have significant effect within that area then extra planning requirements are required.	Any significant impacts on the surrounding area will be taken into account when determining planning applications.
Parish councils should have direct control over work to trees and hedges and any replanting.	This is beyond the remit of the SCI.
Rules for conservation areas should be flexible. It is illogical to apply the same rules to new houses as to older properties with character. It is illogical to introduce wheelie bins in a conservation area when no storage is possible, and the bins are unsightly.	This is beyond the remit of the SCI. However, chapter 4 of the SCI includes information about the preparation of conservation area appraisals and management plans.

Respondent: Public Protection Services (Wiltshire Council)

Response number: 51

Comment	Response
Would be interested in having input in to any consultation and assisting with any background information. Have inherited the GIS mapping systems of the previous councils, which is obviously highly relevant to future development. Noted that Mid Devon have been working closely with their forward planners in the development of policies to resolve and prevent air quality issues and wish to work with the spatial planning team in a similar way. Also, certain polluting processes require permits before operating – these are usually picked up through the development control process.	The spatial planning policy team would welcome any comments or suggestions public protection services may have with regard to the development of future planning policy in Wiltshire.

Respondent: Purton Parish Council	
Response number: 52	
Comment	Response
Town and parish councils should be informed of planning issues which arise, with the aim of working together for the good of the community. Town and parish councils are well established, generally provide excellent service, are truly democratic and are continually evolving. The involvement of town and parish councils is paramount when it comes to communication.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages of document production (see chapters 4 and 5 of the SCI for further details).
Training sessions would be welcomed (similar to those provided by the former North Wiltshire District Council). Training on former county council issues (such as waste, traffic, and criteria used by Highway Team to comment on planning applications) and on areas of concern (such as traveller's sites and caravans on equestrian sites) would be particularly useful. Some training sessions should be carried out at area board meetings to inform the public about the planning process. Training on enforcement powers would also be useful.	Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues which can be taken into account when determining a planning application. Reference to this is included in chapter 5 of the SCI. The spatial planning team may use area board meetings to inform people of forthcoming consultations (an example of this is the attendance of planning officers at area board meetings during September and October 2009 to inform people of the Wiltshire 2026 consultation).
The parish council does not understand the role of the community area partnerships, other than that they produce a community plan.	Chapter 2 of the SCI includes some information about community area partnerships.
The public should be made aware of planning applications from the outset (letters should be sent to neighbouring residents, site notices should be posted, notification and details should be sent to statutory bodies with reasonable time for comments to be made).	Details of the steps taken to promote involvement in the determination of planning applications are set out in chapter 5 of the SCI. These steps include site notices, neighbour notification, and notification of the relevant town or parish council.
The highways team consulted on planning applications should work more closely with the planning department.	The highways team make regular visits to each of the area offices to discuss planning applications, enforcement issues, and preliminary enquiries.
Details of how a planning application can be called into a planning committee should be provided. It should be possible for interested parties to attend and speak at planning committee meetings, and the meetings should be held in the local area. Details should be provided about	The council has decided that planning committee meetings should be held on an area basis, making it easier for people to attend. Details are sent to people who make representations on applications to be heard at committee, explaining the format and how they can present their

<p>the format of the meetings, and how people should present their case.</p>	<p>case. Some information on the area planning committees is included in chapter 5 of the SCI.</p>
<p>Details of how planning officers work with developers should be provided – particularly in the case of applications which go to appeal (in the past planning officers have continued to work with developers, strengthening their case).</p>	<p>Appeals are dealt with under very tight timescales set by the Planning Inspectorate and it is a requirement in many cases that planning officers work with developers to establish common ground before an appeal. This enables the inspector to focus on the crucial issues that divide the parties. Where parish or town councils have any concerns, case officers or the area development managers will be happy to assist them.</p>
<p>As many people as possible should be encouraged to take part in consultations on draft planning policy documents. Planning officers should recognise that the general public will not always have a clear understanding of what is required, and should consider working with parish and town councils to present significant documents to the public in a simplified way. More displays and exhibitions may help. Consultations should not be undertaken during the holiday periods.</p>	<p>The SCI includes the commitment that Wiltshire Council will endeavour to include as many bodies, organisations and individuals in the planning process as possible. The spatial planning team may use displays and exhibitions during consultations on draft planning policy documents, with officers on hand to explain the planning process and discuss relevant issues (appendix 1 of the SCI outlines the methods which may be used for consultation). Exhibitions are being held at each of the main settlements in the county during the Wiltshire 2026 consultation running from the end of October until the end of December 2009. The council cannot commit to avoiding consultation during holiday periods.</p>
<p>The planning pages of the Wiltshire Council website are not as user-friendly as the former North Wiltshire pages – further development of the website would be useful.</p>	<p>The planning policy pages of the website are being monitored, and changes are being made as required.</p>
<p>Libraries should be used as information centres.</p>	<p>Libraries are currently used as information centres. During the Wiltshire 2026 consultation (October – December 2009) libraries were given copies of consultation material, and were asked to display posters advertising the consultation.</p>
<p>Town and parish councils (particularly town councils such as Cricklade and Wootton Bassett) often have premises where information can be displayed, and they also have trained staff on hand to offer help and advice. Town and parish councils across Wiltshire should be encouraged and supported in providing information points/centres. There should</p>	<p>The council attempted to make use of the premises referred to during the Wiltshire 2026 consultation (October 2009). Town and parish councils were given a range of consultation material in the hope that they would display and circulate this information in their local areas, while libraries were given extensive consultation material as they act as</p>

be a good working relationship between Wiltshire Council and the town and parish councils.	accessible information points for a large part of the population of Wiltshire.
Radio and other forms of media should be used to highlight policies under review, with a brief outline of what they are about and how people can comment.	The possibility of using radio and/or TV advertising is mentioned in appendix 1 of the SCI. A DVD was produced and circulated as part of the Wiltshire 2026 consultation (undertaken between October and December 2009).
An annual timetable of consultations would be useful, giving the parish and town councils an opportunity to schedule meetings and inform the public.	The timetable for the production of the LDF is published in the local development scheme, which sets out a three year programme. The council may use a programme of awareness raising to inform people of important forthcoming consultations (for example, planning officers attended area board meetings during September and October 2009 to raise awareness of the forthcoming Wiltshire 2026 consultation).
Parish and town councils should be notified of any liaison between Wiltshire Council and neighbouring authorities (such as Swindon), especially where this will affect particular parishes.	Chapter 2 of the SCI refers to cross-boundary working, particularly with regard to minerals and waste planning policy documents. Consultation material will include a clear statement about cross-boundary working where this has taken place.

Respondent: Tisbury Parish Council	
Response number: 53	
Comment	Response
Consultation periods should last for at least 6 weeks.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF (see chapter 2 of the SCI). The code of practice includes a commitment to minimum consultation periods of 8 weeks. In some cases there will be issues of urgency or statutory planning law which necessitate shorter consultation periods.
At least one hard copy of any relevant document needs to be sent to the parish council; a listing of website links to the relevant paperwork should also accompany the document or be emailed to the clerk.	Parish and town councils are specific consultation bodies, and as such will be sent hard copies of relevant consultation documents during the preparation of the LDF. Details of website links will also be provided where appropriate.
Consultation should be conducted directly with the public at area board meetings or Wiltshire County arranged public meetings or information events such as road shows.	Appendix 1 of the SCI outlines the methods of consultation which will be used by the council when preparing the LDF and/or determining planning applications. The methods listed include surgeries, presentations, exhibitions and public meetings, which may be held during major planning policy consultation stages. However, it should be noted that these methods will not be appropriate for every consultation on the LDF, or for every planning application. Planning officers attended some area board meetings in preparation for the Wiltshire 2026 consultation, in order to inform people about the consultation and how they could become involved.
References to documents should include proper references with SI numbers for publications and amendments as necessary.	SI numbers are not usually included for documents referred to in consultation material. However, the spatial planning policy team can provide details of any documents as required. Where background documents have been produced internally, these will be available to support the consultation.

Respondent: Manningford Parish Council	
Response number: 54	
Comment	Response
Parish councils with their detailed local knowledge should continue to be consulted directly on all planning related issues.	Wiltshire Council is committed to continuing to consult with town and parish councils on planning matters (see details in chapter 2 of the SCI).

The SCI for the former Kennet District Council (and the other former districts) is a useful blueprint for adoption by the new unitary council.	A review of the former SCIs in each of the districts and the county council was undertaken prior to developing the new Wiltshire Council SCI.
More use should be made of the internet for the passage of information and consultation on planning applications.	Specialist computer software will be used to facilitate internet based consultation on planning policy documents. Planning applications are available on-line, and comments can be submitted by e-mail.
The initial contact with parish councils should be through the parish clerks.	The parish clerks are listed in the Wiltshire community database as the first point of contact for the parish councils.

Respondent: Tisbury and Parishes Community Area Partnership
Response number: 55

Comment	Response
Special attention should be made to receive the inputs from local community area partnerships (where they exist) for those developments which impact the wider community area (i.e. developments leading to a large increase in traffic, developments affecting shared infrastructure such as schools, developments affecting quality of life issues, and developments about which there are environmental or sustainability concerns). The role of the community area partnership is to act as a forum and to present the views of our local communities on development proposals which may have an impact on the area as a whole. The community area partnerships are not concerned with bespoke parish issues such as listed buildings and street scenes, but with the wider impact of developments.	Comments from community area partnerships on planning applications are welcomed, but formal consultation is appropriate for the locally elected town and parish councils.
The SCI should drive inclusivity and help to deliver best practice. Community engagement should be a proactive and live process. Community involvement must engage the whole community, not just the local parish councils, other statutory consultees, quangos and developers.	Wiltshire Council is committed to open and honest dialogue with the community and will endeavor to include as many bodies, organisations and individuals in the planning process as possible (see chapter 2 of the SCI). The SCI seeks to define the Wiltshire community in terms of the local community, the extended community, and specific consultation bodies. The council will also seek to engage those groups which have traditionally been under-represented within the planning process in Wiltshire.
Wiltshire Council should encourage early engagement with the public and other consultees for significant development proposals. For significant development	The council encourages applicants to consult the local community as early as possible when significant development is proposed.

proposals, outreach workshops to more remote and peripheral parts of the community should be encouraged.	
The council should consult upon developments which are considered by and within an adjacent county planning authority but which affect our local areas.	Applications which are outside the Wiltshire area are not within the control of Wiltshire Council, and it is therefore beyond the scope of the SCI to impose consultation requirements for these applications.
The community area partnership wishes community involvement to have an integrated approach across the range of relevant town and parish community plans and strategies (including local community strategies as well as LDFs) within a particular area.	Where possible the council will look to run consultations that combine relevant plans and strategies, if and where schedules allow such undertakings. A corporate SCI, referred to earlier, would help in planning and preparing this process more effectively.
Use of new technology should be encouraged, but such new methods must be additional to traditional paper means in order that community engagement is retained within those communities where broadband services are not available.	The council will be using specialist computer software to facilitate electronic consultation during the preparation of the LDF, but paper copies of documents and representation forms will still be available. In terms of consultations on planning applications, the use of electronic documents is being kept under review. All web-based documents can be downloaded and printed for easier examination.
Concerned that the community area partnerships were not included on the original list of consultees for the pre-draft consultation on the SCI. In order for the exercise to be successful, comments on Wiltshire Council's proposed SCI should reach out to those sections of the wider community, and not to parish councils alone.	The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.

Respondent: Aldbourne Parish Council	
Response number: 57	
Comment	Response
Villages such as Aldbourne should not be excluded from strategic planning decisions because they are located on the edge of the unitary area.	Villages and communities will not be excluded from strategic planning decisions, regardless of their location within the county. Wiltshire Council will endeavour to include as many people as possible in the planning process.
The parish council is very concerned about the new system whereby objections noted by the parish council planning committee must be ratified by the local Wiltshire Councillor before a	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were under the

<p>planning application is referred to a Wiltshire Council planning committee (rather than being determined by officers using delegated powers). This raises problems if the Wiltshire Councillor has a different view from the parish council.</p>	<p>former district councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.</p>
<p>Road shows should be held at times suitable for those in employment (i.e. not just 11am-2pm).</p>	<p>Every effort will be made to ensure that as many people as possible are able to attend exhibitions and road shows. Exhibitions were held as part of the Wiltshire 2026 consultation (undertaken in October 2009); these generally ran from 1 – 7 pm in an effort to ensure that working people would be able to attend.</p>

**Respondent: Campaign to Protect Rural England (CPRE)
Response number: 58**

Comment	Response
<p>Would like to see the document being made more alive and answering the question of 'how will the community be involved?' up front. The document should clearly state what you can do to become involved. These clear statements can be made at the start of the document, and then more detail can be provided later on. Include details of how decisions will be taken.</p>	<p>In drafting the SCI, we have attempted to ensure that the document is clear and concise. A box explaining how to use the SCI is included at the front of the document.</p>
<p>Information should be included about how the area boards and community area partnerships will be run. What happens after area board meetings?</p>	<p>The SCI includes some information about community area boards and community area partnerships (see chapter 2). Further information on the boards and partnerships is available on the Wiltshire Council website.</p>
<p>The SCI should include details of committee procedures. Previously questions could be asked in the districts: will this continue? Will there continue to be the opportunity for local involvement (rather than all the activity happening at a remote location?). How can people become involved? Mention opportunity to still be involved through councillor/being able to ask questions.</p>	<p>Chapter 5 of the SCI includes some information about area planning committees. The planning committee meetings will be held on an area basis, making it easier for people to attend.</p>

**Respondent: Kington St. Michael Parish Council
Response number: 59**

Comment	Response
<p>There should still be mechanisms for</p>	<p>Chapter 2 of the SCI emphasizes</p>

Wiltshire Council to engage and consult directly with parishes, rather than always through the area boards.	Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages of document production (see chapters 4 and 5 of the SCI for further details).
A letter of support/objection from a parish council should be given greater weight than a letter from a member of the public, since the parish council represents the whole parish.	The views of parish and town councils are taken very seriously on all planning applications, and during all planning policy consultations.
Consultation periods should be for a minimum of 6 weeks.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF (see chapter 2 of the SCI). The code of practice includes a commitment to minimum consultation periods of 8 weeks. In some cases there will be issues of urgency or statutory planning law which necessitate shorter consultation periods.
Wiltshire Council should not use solely internet based consultation methods (particularly for planning applications) as some of the community do not have access to a computer, and the parish council cannot access documents online during meetings.	Hard copies of consultation documents will be available for all planning policy consultations. With regard to planning applications, the matter of hard copies is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.

Respondent: West Tisbury Parish Council
Response number: 60

Comment	Response
The parish council is concerned that their existing lawful rights as statutory consultees are not in any way undermined by the SCI process. They will not be prepared to surrender any existing rights to be consulted and would actually expect Wiltshire Council to go beyond the minimum standards required by statute. The parish councils play a very significant role as guardians of their respective communities. Wiltshire Council should not underestimate the importance and relevance of local knowledge, information and feedback.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is therefore required by law to contact them at certain stages. See chapters 2, 4 and 5 of the SCI for further details of how town and parish councils can be involved in the preparation of the LDF and the determination of planning applications. Chapter 4 of the SCI includes the

	commitment that Wiltshire Council will endeavour to exceed the minimum consultation requirements where possible when producing the LDF.
Wiltshire Council needs to give proper credence to parish plans which have been drawn up based on extensive consultation in the local communities. In particular, TisVis is a robust and important document covering a wide range of issues, the results of which should be properly reflected in the LDF.	Chapter 4 of the SCI includes details as to how supplementary documents (such as parish plans) can be incorporated within the LDF to inform the preparation of planning policy and the determination of planning applications.
Wiltshire Council should make greater effort to ensure that there is a strategic approach across all departments. There is an opportunity in drawing up the new development framework for existing anomalies to be ironed out. This is a particular role for the area boards and community area partnerships.	This is beyond the remit of the SCI. Whilst there are merits to producing an SCI that includes activities beyond planning, it was considered unrealistic that such an SCI could be coordinated at the current time. This option will be considered in future reviews of the SCI. Internal consultation will be undertaken with relevant council departments when producing planning policy documents. This should assist in delivering a strategic approach. The area boards play an important role in coordinating all statutory services at the local level and this will help to deliver an integrated response to the SCI.
In the past consultation periods have often been unrealistically short and/or inappropriately timed. Parish councils routinely do not meet for 2 months in July and August. These months should be avoided for consultations as a matter of policy. Consultation periods should extend for a minimum of 8 weeks.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable (see chapter 2 of the SCI). The code of practice includes a commitment to minimum consultation periods of 8 weeks. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. The council cannot commit to avoiding consultation during July and August.
The parish council would expect at least one hard copy of all documents to be sent to the parish councils. Wiltshire Council needs to recognise that not everyone has internet access and reading documents online is not always appropriate.	Parish councils are specific consultation bodies for the purposes of the LDF, and as such will be sent hard copies of consultation material for relevant LDF consultations. With regard to planning applications, the matter of hard copies is being kept under review. All web-based documents and plans can be downloaded and printed for easier examination.
The SCI produced by the former Salisbury District Council is comprehensive and, as a minimum standard, the objectives in that document	A review of the former SCIs in each of the districts and the county council was undertaken prior to developing the new Wiltshire Council SCI.

reflect what the parish council would expect to see in the revised document from Wiltshire Council.	
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Respondent: Wiltshire Forum of Community Area Partnerships (WFCAP) Response number: 61

Comment	Response
<p>WFCAP are very concerned that neither letter regarding the pre-draft consultation on the SCI makes any direct reference to community area partnerships, but merely refers to 'local interest groups.' The previous Wiltshire County Council SCI included reference to the community area partnerships. The role of community area partnerships in community consultation and planning has since been empowered by Wiltshire Council. The community area partnerships, as holders of a seat on the area board, are now integral in the planning system and a main player in the new unitary set up. Their role and involvement on planning was a critical factor in ensuring government authorization for unitary status. The pre-draft consultation letter states that "The council is committed to working with community area boards as the basis for consulting local communities" yet the area boards will be fed this information from the community area partnerships who will be the first line of community engagement. It is essential therefore that the planning organisation makes direct links with the partnerships to ensure their contribution is taken into account and to establish a working relationship with them. The community area partnerships should be formally involved by the council, rather than hearing from other sources. WFCAP would appreciate a formal invitation to the community area partnerships requesting their participation in the new Statement of Community Involvement.</p>	<p>The pre-draft consultation on the SCI was limited to statutory consultees due to limitations of time and resources available. However, community area partnerships are identified in chapter 2 of the SCI as having a key role in representing the local community at the community area boards. Community area boards and community area partnerships are both identified in the SCI as existing organisations which will be consulted at various stages of preparation of the LDF.</p>

Respondent: Fyfield and West Overton Parish Council Response number: 62
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Comment	Response
<p>Broadly pleased with the way in which the former Kennet DC involved the community in general, and parish councils in particular in the planning</p>	<p>A review of the former SCIs in each of the districts and the county council was undertaken prior to developing the new Wiltshire Council SCI. Details of the ways</p>

<p>process. Would like Wiltshire Council to reproduce these arrangements as closely as is feasible. Any changes in the arrangements should result in more, not less, influence being afforded to the views of parish councils, as the most local elected representatives of the community.</p>	<p>in which Wiltshire Council will consult parish councils are provided in chapters 2, 4 and 5 of the SCI. The views of parish councils are always taken very seriously. The council recognises the important role that parish councils play in representing their local communities, and there will be circumstances when the views of the parish will be given considerable weight.</p>
<p>The role of area boards and partnerships in relation to planning is not yet clear. The parish council considers that area boards and partnerships should be involved in the formulation of policies relevant to their community area, but this should be in addition to, and not at the expense of, involvement of the parish councils. Parish councils play an important role in the making of sound planning decisions, because of their knowledge of the place to which a decision relates, their knowledge of the concerns of the local community, and their role as impartial elected representatives of that community.</p>	<p>Wiltshire Council is committed to continuing to consult with town and parish councils, alongside community area boards and community area partnerships. Chapter 2 of the SCI highlights the unique role of town and parish councils as the most local tier of democratic representation.</p>
<p>Planning applications should automatically be referred to the relevant Wiltshire planning committee for a decision if a parish council has raised an objection to the application and the officer is minded to approve it.</p>	<p>This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were under the former district councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.</p>
<p>The new SCI should be presented in a way which is much clearer and easier to understand than the previous statements. It should be written in a way which will help members of the community easily to see when they need to speak up, and how to set about doing so. The SCIs produced by the former district and county councils were daunting, and were more likely to discourage community involvement than to encourage it. The new SCI should be shorter and better structured. The SCI</p>	<p>The new SCI has been written with these issues in mind. The SCI has a clear structure, which is set out at the beginning of the document. The use of acronyms has been kept to a minimum, and those acronyms which have been used are explained in the glossary of terms.</p>

<p>should include: a clear statement of what the different planning processes are; an explanation as to what the significance of each process is; and detail as to the point or points at which people can influence the process, and exactly how they should go about doing so. The previous SCIs included a lot of inconsequential material about the benefits of community involvement, and the history of how the SCI was developed – this information should only be included in an appendix, if at all. The language used should be straightforward, concise, and should avoid the use of acronyms.</p>	
<p>The planning process as a whole is complex, and it is difficult for bodies even with frequent exposure to it (such as parish councils) to get to grips with it. Having a measure of consistency (as far as is realistic) between different processes in terms of who is consulted, and at what stage, would help to reduce some of the confusion.</p>	<p>Chapter 4 of the SCI gives detail as to the involvement and consultation activities which will be undertaken at each stage of production of DPDs, SPDs, and the SA. The requirements for consultation on each of these documents are governed by separate regulations, and the processes of consultation are therefore necessarily different in each case. However, links have been identified where possible, to illustrate similarities between the processes. Chapter 5 of the SCI explains the stages at which people can become involved with the development management process.</p>
<p>The parish council would like to see Wiltshire Council arrange training days for parish clerks, and chairs of parish council planning committees, where planning processes and the role of parish councils in relation to them, can be explained in more detail. It might also be appropriate to include other key community organisations in such training.</p>	<p>Wiltshire Council will provide advice and training on request for parish/town councils and community groups, to explain how planning applications are determined, and to identify the issues which can be taken into account when determining a planning application. This commitment is included in chapter 5 of the SCI. In addition, appendix 1 of the SCI states that training sessions may be provided for specific groups, such as town and parish councils, to explain planning processes and enable attendees to respond effectively to consultations.</p>
<p>When providing information about planning matters, a combination of approaches should be used (internet, use of the local media particularly newspapers, posting of paper notices and provision of written copies of documents and consultations).</p>	<p>Chapter 3 and appendix 1 of the SCI provide details of the methods which will be used for LDF consultations. The methods listed in appendix 1 include online consultation, media advertising, and documents being available to view at the principle council office. Chapter 5 of</p>

	the SCI explains the steps which will be taken to promote community involvement in planning applications. Methods to be used will include online information, site notices, neighbour notification, town and parish council notification, and weekly lists of applications received.
The role of libraries as a source of planning information could be expanded.	Libraries may be used as deposit points for consultation documents during the preparation of the LDF (see appendix 1 of the SCI). Libraries were given extensive consultation material during the Wiltshire 2026 consultation (October 2009), as they act as accessible information points for a large part of the population of Wiltshire.
The parish council would also like to see more imaginative use of the media in explaining, at consultation stage, the significance of proposed new planning policies or strategies, to help people to understand the practical implications of them.	The possibility of using radio and/or TV advertising is mentioned in appendix 1 of the SCI. A DVD was produced and circulated as part of the Wiltshire 2026 consultation (October 2009).
If there is to be a move away from the provision of hard copies, then information should be easily downloadable from the internet.	Specialist computer software will be used to facilitate online consultation. This will enable people to easily view and comment on consultation documents online.
Parish councils should be specifically notified of relevant applications, and should not be expected to check constantly in case anything relevant has appeared on the website.	Parish and town councils are sent details of every application in their area, and are given 21 days to respond.
The parish council would like to see planning services delivered by Wiltshire Council as close as possible to the areas concerned (along the lines of the former district areas).	Chapter 5 of the SCI includes information about the four area planning committees, where local decisions on planning applications are made by local members.
The SCI should be reviewed after 3 years to establish whether it is achieving the objective of improving community involvement in the planning process.	Chapter 6 of the SCI includes details as to how the SCI will be monitored and reviewed.

**Respondent: Downton Parish Council
Response number: 63**

Comment	Response
The parish council is a statutory consultee on all planning matters, and it expects this position to be maintained.	Chapter 2 of the SCI emphasizes Wiltshire Council's commitment to continue to consult with town and parish councils, and highlights the unique role of town and parish councils as the lowest tier of democratic representation. Town and parish councils are statutory consultees, and Wiltshire Council is

	therefore required by law to contact them at certain stages of document production (see chapters 4 and 5 of the SCI for further details).
The parish council wishes to remain involved in the development of the statement of community involvement.	The new Wiltshire Council SCI has been prepared taking account of responses from the pre-draft consultation. Chapter 6 of the SCI sets out how the council will monitor and review the SCI. Parish councils will be notified of opportunities to input into any future revision of the SCI as appropriate.
Consultation programmes should recognise that parish councils do not meet in August.	The SCI states that the planning teams will work towards meeting Wiltshire Compact requirements (including 8-12 week consultation periods) where practicable. In some cases there will be issues of urgency or statutory planning law which necessitate a shorter consultation period. The council cannot commit to avoiding consultation during August.

Respondent: Kington Langley Parish Council

Response number: 64

Comment	Response
Pre-planning meetings should include a member of the parish council concerned, particularly where S106s are concerned. Wiltshire Council would benefit from gaining useful local knowledge that would assist in making decisions.	Chapter 5 of the SCI sets out Wiltshire Council's approach to pre-application discussions. Applicants are encouraged to involve the local community as early as possible in the process of preparing their proposals. Chapter 5 of the SCI also includes information about Wiltshire Council's approach to planning obligations, and states that the council will encourage prospective developers to engage with relevant stakeholders at pre-application public meetings.

Respondent: Malmesbury Town Council

Response number: 65

Comment	Response
This is a comprehensive, all embracing and logical document which should be used for the SCI.	It is assumed that this comment is referring to the former North Wiltshire SCI. A review of the SCIs of the former district councils and the former county council was undertaken to inform the development of the new Wiltshire Council SCI. The aim of this review was to ensure that elements of good practice in the former SCIs are carried forward.
Revised applications submitted to town and parish councils should include a reason for the revisions.	Revised applications normally have explanatory material with them to describe why the changes have been

	made. Case officers will be happy to advise town and parish councils in cases where they are uncertain as to the reasons for revisions.
The town council would welcome more pre-application discussion.	Chapter 5 of the SCI sets out Wiltshire Council's approach to pre-application discussions. Applicants are encouraged to involve the local community as early as possible in the process of preparing their proposals.
Executive summaries would be useful for long documents.	Executive summaries will be used where appropriate.
It would be useful if the SCI contained flow-charts or similar.	Flow charts are included in chapter 4 of the SCI, to show the various stages in the production of LDDs.
Certain issues should be delegated to town and parish councils for decision.	This is beyond the remit of the SCI.

Respondent: Bishopstone Parish Council
Response number: 66

Comment	Response
The consultation steps for the Salisbury LDF were reasonable and could be used as a satisfactory model.	We have taken account of successful previous consultation exercises, and the content of the former district and county SCIs, in preparing the new SCI.
The parish council is satisfied with the arrangements currently being operated by the planning hub in Salisbury (parish council is consulted on all applications in the parish, and is given time to respond; neighbour list is usually correct).	Chapter 5 of the SCI explains the procedures which will be followed to promote community involvement in planning applications. The steps to be taken include provision of details online, site notices, neighbour notification, town/parish council notification, and weekly lists of applications received. Town and parish councils are given 21 days to respond to planning applications.
The parish council is aware that they will not be given the opportunity for additional comment in the event of an application going before a planning inspector, and would therefore appreciate a reversion to a 'free-text' response to all planning applications (as opposed to the rigid form).	Parish councils are free to raise whatever material planning issues they wish on householder applications that go to appeal. Where there is no opportunity for further comment, they can make their comments in letter form that will then be seen by the planning inspector.
The SCI should include clear statements about how the strategies of other bodies feed into the planning process. In particular how are validated parish plans to be taken account of?	Chapter 4 of the SCI includes information about supplementary documents (such as parish plans) and the ways in which these can be incorporated within the LDF, to inform the preparation of planning policy and the determination of planning applications.
The SCI should include a clear statement about "degrees of influence" and what happens to responses submitted in planning policy consultations. The SCI	Chapter 4 of the SCI states that any comments received will be fully considered and taken into account before progressing to the next stage of planning

should attempt to define how decisions will be influenced by the responses you get from various organisations and individuals.	policy consultations.
Summaries of planning policy consultation documents should be provided, which use plain English and are interesting and understandable to ordinary people.	Where appropriate executive summaries will be used. The planning teams ensure that documents are scrutinised before publication and that plain English is used as much as possible. The use of acronyms will be kept to a minimum.
A fairly long lead in time is needed for all consultations with parish councils due to many parish councils meeting only bimonthly, and realistic timetables are required.	Wiltshire Council will endeavour to follow the commitments of the Wiltshire Compact code of practice on consultation wherever practicable during the preparation of the LDF. The code of practice includes a commitment to minimum consultation periods of 8 weeks (see chapter 2 of the SCI). In some cases issues of urgency or statutory planning law will necessitate a shorter consultation period. Details of the project plan for the LDF can be found within the Wiltshire Local Development Scheme (January 2009). This sets out the timetable for the delivery of development plan documents (DPDs) over a three year period. The Local Development Scheme is to be updated shortly.
The SCI should include realistic lists of organisations that genuinely need to be informed and involved. A mechanism is needed to distinguish between bodies consisting of members who have been elected to speak for their communities (city, town, parish councils), and pressure groups, interest groups, commercial companies and charities. A contact list should be built by allowing any person or organisation to subscribe to an e-mail alert.	Chapter 2 of the SCI includes information about the different groups within the Wiltshire community, and distinguishes between specific consultation bodies (including town and parish councils), the local community (such as resident associations), and the extended community (such as national interest groups). Groups and individuals can request to be added to or removed from the community database by contacting the spatial planning policy team.
The SCI should include an explanation of the other strategies (such as the Sustainable Community Strategy) which feed into the LDF.	Chapter 2 of the SCI includes information about the Sustainable Community Strategy.
The SCI should include details as to how the public will be contacted and consulted using pragmatic methods which are likely to be successful (previous SCIs have been very weak in this area).	Chapter 4 of the SCI explains how the public will be consulted during preparation of the LDF, whilst chapter 5 explains how the public can be involved in planning applications. Chapter 3 and appendix 1 of the SCI provide details of the consultation methods that will be used during preparation of the LDF and when consulting on planning applications. Appendix 1 includes an

	analysis of the strengths and weaknesses of each of these methods.
Leaflets and posters tend to be ineffective in rural areas. The monthly parish magazine and village website may be more effective ways of reaching people.	The council will endeavour to use as many media sources as possible during LDF consultations and in regard to major planning applications. However, both parish magazines and village websites are external media sources that the council is not able to control. The council would encourage use of these media sources but recognises that this may be limited by both budgetary constraints and officer time.
The SCI should include sections which address what the SCI is, what the aims of the SCI are, and what the LDF and minerals and waste policy are.	Chapter 1 of the SCI explains what the SCI is. Chapter 2 of the SCI states that the aim of the SCI is to allow opportunities for involvement in the planning process by all levels of the community. Chapter 1 also includes an explanation of the LDF, and the teams which deliver the planning service in Wiltshire.

Respondent: Limpley Stoke Parish Council

Response number: 67

Comment	Response
Concerned about the implementation of the SCI. Consultations are often perceived as box ticking exercises or as being framed deliberately to facilitate a council's desired outcomes. Wiltshire Council has a window of opportunity in which to demonstrate that it means to avoid falling into this trap.	Consultation on all LDDs and all planning applications within Wiltshire must follow the procedures contained within the adopted SCI. Chapter 4 of the SCI includes details about early community involvement and consultations on draft DPDs or consultation documents which will be undertaken. This should ensure that the local community has the opportunity to comment before policies are finalised. Chapter 5 of the SCI explains that, for major development proposals, Wiltshire Council will encourage prospective developers to consult the community at an early stage. During early consultation, the proposals should not be presented as a completed project, but should cover the options to be considered.

Respondent: Melksham Town Council

Response number: 68

Comment	Response
The town council wishes that consideration should be given to a situation whereby all Wiltshire councillors in the Melksham Community Area have the right to 'call in' planning applications	This matter was discussed extensively in the lead-in to one council. The council has limited resources and there are far fewer councillors with far wider responsibilities than there were under the

<p>if necessary, allowing for consideration by the relevant Wiltshire Council planning committee. The town council suggests this as opposed to the proposed system of only one councillor in the area having this right.</p>	<p>predecessor councils. The council is now the third largest local planning authority in the country and has to have an efficient decision making process. The council has decided that referral to committee by the elected Division Member is the most appropriate method. This enables those applications that are the most controversial to be considered by the elected members where a full debate can take place.</p>
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