

## AGENDA

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**Meeting:** Cabinet  
**Place:** Committee Room 3, County Hall, Bythesea Road, Trowbridge  
**Date:** Tuesday 23 February 2010  
**Time:** 2.30 pm or on the rising of Council whichever is the later

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### 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

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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](mailto: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](http://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 11 February 2010, previously circulated.

**3 Declarations of Interest**

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

**4 Chairman's announcements**

**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 19 February 2010. Anyone wishing to ask a question or make a statement should contact the officer named above.

**'Ensure local, open, honest decision making\*'**

**6 Budget Monitoring April – December 09**

To consider the following reports of the Chief Finance Officer

**a Revenue Budget Monitoring April – December 09 (Pages 11 - 22)**

**b Capital Budget Monitoring April – December 09 (Pages 23 - 32)**

**7 Procurement of New Revenues and Benefits System (Pages 33 - 36)**

Report of the Chief Finance Officer is circulated

**'Deliver high quality, low cost, customer focused services\*'**

**8 Performance Update - First Year Plan and Local Agreement for Wiltshire (Pages 37 - 66)**

Report of the Service Director, Performance is circulated

9 **Framework Contract for the Provision of Agency Staff** *(Pages 67 - 72)*

Report of the Director of Resources is circulated

10 **Review of the Pest Control Service** *(Pages 73 - 84)*

Report of the Service Director - Public Protection is circulated

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

11 **Delegation of Services to Town & Parish Councils** *(Pages 85 - 114)*

Report of the Corporate Director of Neighbourhood and Planning is circulated.

12 **Salisbury Vision Update** *(Pages 115 - 124)*

Report of the Service Director, Economy and Enterprise is circulated

13 **Design Review in Wiltshire** *(Pages 125 - 134)*

Report of the Service Director, Economy and Enterprise is circulated

14 **Wiltshire Gypsy And Traveller Site Allocations Development Plan Document (DPD)** *(Pages 135 - 192)*

Report of the Service Director – Economy & Enterprise is circulated

15 **Housing Strategy Statement** *(Pages 193 - 226)*

Report of the Service Director, Housing is circulated

16 **New Council House Building Contracts** *(Pages 227 - 236)*

Report of the Service Director, Housing is circulated

17 **Urgent Items**

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

18 **Exclusion of the Press and Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 20 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

## 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

19 **New Council House Building Contracts** (*Pages 237 - 238*)

Confidential report of the Service Director, Housing is circulated

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

## **CABINET**

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MINUTES of a MEETING held at COUNTY HALL, TROWBRIDGE, on Thursday, 11 February 2010.

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-Philipe	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

Also in Attendance:

Councillor Beattie – Portfolio holder for Economic Development  
Councillor Alison Bucknell - Portfolio holder for Customer Care  
Councillor Chris Cochrane - Portfolio holder for ICT  
Councillor Linda Conley - Portfolio holder for Waste  
Councillor Gamble – Portfolio holder for Transport  
Councillor Kunkler - Portfolio holder for Leisure  
Councillor G Macrae – Portfolio holder for Schools and Vulnerable Childre  
Councillor Laura Mayes – Portfolio holder for Organisational Culture  
Councillor Trevor Carbin  
Councillor Peggy Dow  
Councillor David Jenkins  
Councillor Julian Johnson  
Mrs Isabel McCord – Chairman of the Standards Committee  
Councillor Francis Morland  
Councillor Sheila Parker

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15. **Apologies**

All Cabinet members present.

16. **Minutes of the previous meeting**

The minutes of the last meeting held on 26 January 2010 were presented.

**Resolved:**

**To approve as a correct record and sign the minutes of the meeting held on 26 January 2010.**

17. **Chairman's announcements**

(a) Incident at County Hall

The Leader referred to an unfortunate incident that had occurred at County Hall on the previous day. The body of a 42 year old man from Trowbridge was discovered in the front car park of the County Hall.

According to Police there were no suspicious circumstances and the coroner had been informed.

She added that once the man was formally identified she would on behalf of the Council, send a letter of condolence to the man's family.

(b) Health Concordat

The Leader announced that the Council would be signing an informal health concordat with the Strategic Health Authority. The document would provide a statement on how well the Council would work together with its health partners.. Other authorities involved were: BANES, NHS Wiltshire Acute Hospital Trust, Wiltshire Ambulance Service and Wiltshire PCT.

(c) Dementia Conference

At the Leader's request Councillor Thomson, Cabinet Member for Community Services, updated Cabinet on the Dementia conference held on 9 February.

Councillor Thomson said that it had been an excellent conference and extremely well attended by both health professionals and those suffering from dementia and their carers.

The conference provided in depth detail on measures which could be taken to help sufferers. Councillor Thomson sought Cabinet support to lobby the Government on the issue of blue badges. He considered that sufferers of mental illnesses and the people they relied on for transport should be afforded the same rights when it came to blue badges as those with physical illnesses. He also considered that the law should also enable the provision of blue badges for carers of children with disabilities and those with severe autism and Link drivers. In an effort to assist, this Council had provided temporary blue badges to patients recovering from operations but had been told to stop this practice.

Cabinet agreed that an open letter be written to the Government highlighting this as a national issue and to seek a change in the law. The letter would be copied to local MP's, David Cameron, Nick Clegg and front benchers

(d) New Chief Executive – Andrew Kerr

The Leader welcomed Andrew Kerr, the recently appointed new Chief Executive, to this his first official meeting of Cabinet.

18. **Declarations of Interest**

The Leader referred to the letter recently circulated to all Councillors which drew their attention to the provisions of Section 106 of the Local Government Finance Act 1992. This provision placed restrictions on elected Councillors voting on certain financial matters associated with the budget and council tax precept where they were two months or more in arrears in the payment of their council tax.

The Housing Revenue Account Budget and Rent Setting 2010/11 report included a proposal to set garage rents. The Leader advised that if Councillors held a garage tenancy with the Council they must declare this as a prejudicial interest when considering this report.

No interests were declared.

19. **Public participation**

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

There were no requests to speak.

20. **Final Proposals for the Revenue Budget and Capital Programme for 2010/11**

Cabinet considered the following budget reports and was asked to make recommendations to Council where appropriate.

Noting that the budget would also be considered in detail by the Joint Overview and Scrutiny Select committee on 16 February and Council on 23 February, the Leader gave an overview of the budget proposals.

The key themes on the budget were:

- To protect services
- To return £4m to reserves.
- To give an average increase in Council Tax of 2.3% which is below the rate of inflation.

- To provide an extra £650,000 for road maintenance; which had been identified as the top priority by the community in recent surveys.
- To allow 0.5% to fund the pay award for 2010-11 and 0.75% in terms of general inflation
- Investing to save (highway maintenance investments and ICT investments)

(a) **Revenue Budget Proposals 2010/11**

The Leader presented a report on the revenue budget proposals for 2010/11 along with the proposed Council Tax increase for the 2010/11 financial year. Cabinet was requested to make appropriate recommendations to Council.

The Leader added that there was £200,000 headroom in the budget and that an announcement on how this would be spent would be made at the Council meeting on 23 February.

At Cabinet's request, the Chief Finance Officer undertook to provide Cabinet members with details of the Council's Rate Support Grant settlement ranked with the settlements for other local authorities together with comparisons on council tax increases.

During discussion, Councillor Thomson, Cabinet Member for Community Services sought Cabinet approval to allow Area Boards to roll over monies they had not spent during 2009/10 into the 2010/11 budget. This was in recognition that Area Boards had only started in June 2009 and had not had a full year of meetings to be able to spend their allocation.

**Recommended:**

**That Council:**

- Approves the budget detailed in Appendix 2, including the growth items in Appendix 4 and unavoidable commitments in Appendix 5, efficiency measures in Appendix 6 and Fees and Charges Income in Appendix 7 of the report presented.**
- approves proposals for the use of the £212,000 headroom (proposals on how to use this headroom would be presented to Council).**
- Approves the proposed Council Tax increase of 2.3% (average) with a Band D equivalent of £1,222.43.**

**Resolved:**

- That all Area Boards be permitted to roll-over any monies they**



**had not spent during the available time from the 2009/10 budget into the 2010/11 budget. This would apply in respect of 2010/11 only and would be reviewed in subsequent years.**

Reasons for Decision

To enable the Council to set the Revenue Budget for 2010/11, to provide flexibility to consider the use of the headroom during 2010/11 and to enable the Council to set the Council Tax on 23 February 2010.

(b) **Capital Programme Proposals 2010/11 to 2012/13**

The Leader presented a report which proposed that Cabinet approve the proposed capital programme for 2010-11 to 2012-13 as shown in appendix B of the report presented and to approve the use of additional borrowing of £20.617 million in 2010-11 and £53.164 million over the three years.

**Recommended to Council:**

**That Council:**

- d) Approve the proposals for the Wiltshire Council Capital Programme for 2010/11 to 2012/13 as shown in Appendix B of the report presented.**
- e) Approve the use of additional borrowing of £20.617 million in 2010/11 and £53.164 million over the three years.**

Reasons for Decision

To enable the Council to set the Capital Programme for 2010/11 to 2012/13 and to enable Council to ratify the level of additional borrowing.

(c) **Fees and Charges**

Cabinet considered a report on the range of fees and charges as included with the revenue budget proposals for 2010/11.

The proposed level of fees and charges income for 2010/11 stood at £60.479 million compared to £55.341 million in 2009/10. This represented a 0.9% increase in total budget terms. The report drew attention to the fact that although fees and charges may have been increased, other factors e.g. economic and demographic have impacted on the proposed budgeted income.

**Recommended:**

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

Reasons for Decision

To ensure that Cabinet are aware of the fees and charges and they have been incorporated into the revenue budget proposals for 2010/11.

(d) **Treasury Management Strategy**

The Leader presented the proposed Treasury Management Strategy for 2010/11 for Cabinet's consideration which included the Prudential and Treasury Indicators (PrIs and TrIs) for the next three years; other debt management decisions required for 2010-11 that did not feature within PrIs or TrIs; and the Annual Investment Strategy for 2010-11.

**Recommended:**

**That 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.**

Reason for Decision

To enable the Council to comply with statutory guidance and reflect best practice.

(e) **Housing Revenue Account Budget and Rent Setting 2010/11**

The Leader presented a report which outlined the main points concerning the Housing Revenue Account including changes resulting from the Government's rent restructuring policy.

The report proposed 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 was 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 set out the budget for 2010/2011 and the revised budget for 2009/2010.

**Recommended:**

**That Council:**

- h) approve the Housing Revenue Account Budget for 2009/10 (revised) and 2010/11 (original).**
- i) approve the increase for dwelling rents in accordance with rent restructuring.**
- j) approve the level of increase for garage rents at zero percent.**
- k) approve the level of increase for service charges at a maximum of RPI and utility recharges as a maximum £1 per week.**

**Reason for Decision**

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.

(f) **Dedicated Schools Budget 2010/11**

The Leader presented the recommendations from the Wiltshire Schools Forum in respect of the Dedicated Schools Budget for 2010/11.

The estimated Dedicated Schools Grant for 2010/11 stood at £252.392 million after adjustments for Academies. This estimate was based on September 2009 pupil projections with the final grant reflecting January 2010 pupil numbers and will be notified to the Council in June. Budget monitoring for 2009/10 indicated a small underspend of £0.088 for the current year which may be carried forward to 2010/11.

**Resolved:**

**That Cabinet agree the overall schools budget of £252.392 million.**

Reason for Decision

To approve the Dedicated Schools Budget for 2010/11.

21.  **Wiltshire Statement of Community Involvement**

Councillor Brady, Cabinet Member for Economic Development, Planning and Housing presented the proposed Statement of Community Involvement (SCI) for Cabinet's consideration and approval for the purposes of recommending the document to Council.

The SCI was a statutory document which set out how the Council would involve the community when preparing planning policy and determining planning applications in Wiltshire. The SCI had been prepared in accordance with Regulations and national planning policy and had been informed by a pre-draft consultation with statutory consultees.

Councillor Brady drew attention to the following amendments which were tabled:

- Paragraph 2.15 – Community area Boards - had been reworded in the interests of clarity and accuracy.
- A new paragraph on Vision Boards was to be inserted after paragraph 2.17 to clarify the role of the Chippenham, Trowbridge and Salisbury Vision Boards.
- Additional text on public speaking at planning meetings was inserted after paragraph 5.24 and reference to the Killian Pretty Review to cross-reference to the Council's Planning Code of Good Practice for Councillors and Site Visit Protocol.

During debate on this item, the following amendments were also made to the document:

- Paragraph 2.4 of the draft SCI – to add the Fire and Rescue Service in the list of consultees.
- Paragraph 2.16 of the draft SCI to be reworded in respect of community area partnerships to clarify that they would have a role in planning policy issues but not individual planning applications.
- Paragraph 2.18 to delete the following text in the penultimate paragraph:  
  
‘alongside the community area boards and community area partnerships.’
- That definitions of ‘loss of outlook’ and ‘loss of private view’ in the table following paragraph 5.11 of the draft SCI be included.
- The wording ‘in most cases’ in bullet point 6 under the second heading in the table following paragraph 5.11 of the draft SCI be changed to ‘other than in exceptional cases’.
- That the second heading in the table following paragraph 5.11 be reworded for clarity.
- The time period for re-consultation mentioned in paragraph 5.13 of the draft SCI be changed from ‘usually for 14 days’ to usually 21 days’.

That Officers be asked to explore the following:

- In respect of the advertising of planning applications on site a request was made that, in addition to the statutory notifications, an estate agents type sign be placed on the application site making it clearly visible to those affected by development proposed.

Officers undertook to look into this possibility, bearing in mind expected Government guidelines.

- That consultations exclude critical holiday periods such as school summer holidays and if possible, school Christmas holiday periods.

At the request of Cabinet, Councillor Brady agreed to circulate the SCI as amended to Cabinet members before presentation to Council.

**Resolved:**

**That Cabinet:**

- l) Approves the content of the Wiltshire Council Statement of Community Involvement subject to the above amendments;**
- m) Authorises the Service Director for Economy and Enterprise, in consultation with the Cabinet Member for Economic Development, Planning and Housing, to make amendments to the document as agreed by Cabinet and any incidental changes; and**
- n) That following adoption by Council, a seminar on the Statement of Community Involvement be arranged for all Councillors at the end of May/beginning of June.**

**Recommended to Council:**

**That Council:**

**Formally adopt the Statement of Community Involvement as amended.**

**Reason for Decision**

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.

**22. Urgent Items**

There was no urgent business.

(Duration of meeting: 10.30 – 11.30)

These decisions were published on the 15.2.10 and will come into force on 22.2.10
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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

23 February 2010

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#### Revenue Budget Monitoring: April to December 2009

**Cabinet Member:** Councillor Fleur de Rhe Philipe, Finance, Performance and Risk

#### Executive Summary

The financial pressures previously reported as £1.484 million have now been managed down to £0.956 million. Work is ongoing on the implementation of action plans to address the £0.956 million of outstanding pressures. The financial projections are based on the position as at 31 December 2009. Completion of Action Plans will take place during the final quarter of the financial year.

#### Proposal

The Cabinet is asked to note the report.

#### Reasons For Proposals

That Members are aware of the Council's budgetary pressures.

**MARTIN DONOVAN**

Chief Finance Officer

## WILTSHIRE COUNCIL

### CABINET

23 February 2010

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#### Revenue Budget Monitoring: April to December 2009

**Cabinet Member:** Councillor Fleur de Rhe Philipe, Finance, Performance and Risk

#### Purpose of Report

1. To advise Cabinet of the latest position regarding the revenue budget monitoring for 2009-10.

#### Background

2. Throughout the financial year, budget action plans have been implemented by all departments to ensure their year end position is in line with budget. During the last month these action plans have reduced the previous reported financial pressures from £1.484 million down to £0.956 million. The detailed revenue budget monitoring statement is attached at Appendix 1. Departmental Action Plans to manage the £0.956 million are shown in Appendix 2. The financial projections are based on the position as at 31 December 2009. Completion of Action Plans will take place during the first quarter of the financial year.

#### Department of Transport, Environment and Leisure

3. As per last month, it is forecast that the projected outturn will be in line with the budget. No action plan is currently required at this stage. The budget continues to be closely monitored, with specific focus on the cost of winter gritting. Currently it is forecast that this work will be managed within budget.

#### Department of Economic Development, Planning & Housing

4. Following successful implementation of its action plan, and improved income forecasts the Department continues to forecast an underspend of £35,000. Although no action plan is required at this stage, the budget continues to be closely monitored.

#### Department of Community Services

5. The department previously reported a forecast overspend of £0.475m, with an action plan to mitigate these financial pressures. Management action against this plan is ongoing and progress has been made towards achieving the actions identified. Therefore, the department is



reporting a revised forecast overspend as at the end of December 2009 of £0.349m. Appendix 2 summarises the in month movement in the forecast overspend and remaining action plan.

6. In addition, as a result of the demand led nature of the Adult Social Care budgets such as Services for Older People, the department is continuing to keep under review the level of demand it is facing. The current level of known demand is reflected in the budget forecasts. However, there is evidence, both locally and nationally, to suggest that the demand for services has and is growing and as a result, the service continues to face budget pressures, which will potentially continue into the next financial year. In particular, there is evidence of growing demand as a consequence of the current economic climate. Within Adult Care services this is reflected in increasing numbers of self funders becoming eligible for local authority funded services.

#### Department of Children and Education

7. Last month, after taking into account the departmental action plan which addressed £0.885 million of pressures, there were residual pressures of £651,000. These pressures are continuing at a level of £657,000 and are as a result of increased external placements for Looked After Children. As reported last month this is as a result of increased numbers of asylum seekers and movements from other local authorities. In terms of the latter appropriate challenges are made to minimise costs. Work is in hand within the Department to develop an Action Plan to address the outstanding £657,000 of financial pressures.

#### Department of Resources

8. Previously an action plan was reported to address £393,000 of financial pressures. These actions have now been delivered and the Department is forecast to outturn in line with budget, with a slight underspend of £15,000. No Action Plan is needed at this stage.

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

9. To note the current budget monitoring report.

#### **Environmental Impact of the Proposal**

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

#### **Equality and Diversity Impact of the Proposal**

11. No equality and diversity issues have been identified as arising from this report.

### **Legal Implications**

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

### **Risk Assessment**

13. SAP provides the Council's new financial management system. Work is progressing in terms of confirming the integrity of SAPs financial reporting. Volatility in budget areas caused by the demand led nature of some services within Department of Community Services and the Department of Children and Education, together with the impact of the recession across the Council are being closely monitored on a monthly basis.

### **Financial Implications**

14. Previously, financial pressures of £1.484 million were reported. Actions already taken have reduced these pressures down to £0.956 million. Actions are either in place to address these residual pressures or are being developed. Three of the Departments have already implemented Action Plans to manage the financial pressures within their service areas. In light of the demand led nature of some services areas already described (e.g. Department of Community Services and Department of Children and Education) and because the Department of Children and Education is still finalising remedial action plans, a Corporate approach is also being taken. All departments are looking for actions over and above their immediate departmental requirements.

**MARTIN DONOVAN**  
Chief Finance Officer

Report Author: Martin Donovan

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Unpublished documents relied upon in the preparation of this report: NONE  
Environmental impact of the recommendations contained in this report: NONE

### **Appendices :**

- Appendix 1 – detailed revenue budget monitoring statement.  
Appendix 2 – departmental action plans.

		<i>Approved Budget 2009-10</i>	<i>Profiled Budget at 31-12-2009</i>	<i>Actual Position 31-12-2009</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year</i>	<i>Variation as % of Approved Budget</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<b>SUMMARY</b>							
<b>Children and Education</b>	<b>Gross</b>	380.808	286.254	284.920	381.465	(0.657)	(0.2%)
	<b>Income</b>	-327.050	-57.477	-88.013	-327.050	-	-
	<b>Net</b>	<b>53.758</b>	<b>228.777</b>	<b>196.907</b>	<b>54.415</b>	<b>(0.657)</b>	<b>(1.2%)</b>
<b>Community Services</b>	<b>Gross</b>	153.182	116.561	118.774	154.650	(1.468)	(1.0%)
	<b>Income</b>	-38.229	-28.174	-28.462	-39.348	1.119	(2.9%)
	<b>Net</b>	<b>114.953</b>	<b>88.387</b>	<b>90.312</b>	<b>115.302</b>	<b>(0.349)</b>	<b>(0.3%)</b>
<b>Transport, Environment &amp; Leisure</b>	<b>Gross</b>	120.437	90.326	88.420	118.405	2.032	1.7%
	<b>Income</b>	-33.409	-25.056	-23.424	-31.377	(2.032)	6.1%
	<b>Net</b>	<b>87.028</b>	<b>65.270</b>	<b>64.996</b>	<b>87.028</b>	<b>(0.000)</b>	<b>(0.0%)</b>
<b>Economic Development, Planning &amp; Housing</b>	<b>Gross</b>	26.518	19.888	18.473	24.964	1.554	5.9%
	<b>Income</b>	-15.204	-11.403	-9.107	-13.685	(1.519)	10.0%
	<b>Net</b>	<b>11.314</b>	<b>8.485</b>	<b>9.366</b>	<b>11.279</b>	<b>0.035</b>	<b>0.3%</b>
<b>Department of Resources</b>	<b>Gross</b>	155.808	118.246	134.986	162.599	(6.791)	(4.4%)
	<b>Income</b>	-106.648	-79.864	-9.089	-113.454	6.806	(6.4%)
	<b>Net</b>	<b>49.160</b>	<b>38.382</b>	<b>125.897</b>	<b>49.145</b>	<b>0.015</b>	<b>0.0%</b>
<b>Corporate Headings</b>							
Movements to and from Reserves	<b>Net</b>	-4.075	-	-	-4.075	-	-
Capital Financing	<b>Net</b>	20.085	13.663	0.878	20.085	-	-
<b>GRAND TOTAL</b>		<b>332.223</b>	<b>442.964</b>	<b>488.356</b>	<b>333.179</b>	<b>(0.956)</b>	<b>(0.3%)</b>

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

		Approved Budget 2009-10	Profiled Budget at 31-12-2009	Actual Position 31-12-2009	Projected Position for Year	Projected Variation for Year	Variation as % of Approved Budget
		£m	£m	£m	£m	£m	
<b>DETAIL</b>				Note 1			
<b>Children and Education</b>							
Commissioning & Performance	Gross Costs	250.916	188.971	188.971	250.914	0.002	0.0%
	Income	-250.631	-0.215	-30.751	-250.631	-	-
	<b>Net</b>	<b>0.285</b>	<b>188.756</b>	<b>158.220</b>	<b>0.283</b>	<b>0.002</b>	<b>0.7%</b>
Children & Families	Gross Costs	48.198	36.171	42.153	49.253	(1.055)	(2.2%)
	Income	-12.368	-9.276	-9.276	-12.368	-	-
	<b>Net</b>	<b>35.830</b>	<b>26.895</b>	<b>32.877</b>	<b>36.885</b>	<b>(1.055)</b>	<b>(2.9%)</b>
Targeted Services	Gross Costs	17.544	13.064	12.086	17.406	0.138	0.8%
	Income	-7.524	-5.591	-5.591	-7.524	-	-
	<b>Net</b>	<b>10.020</b>	<b>7.473</b>	<b>6.495</b>	<b>9.882</b>	<b>0.138</b>	<b>1.4%</b>
Early Years	Gross Costs	21.478	15.823	15.626	21.478	-	-
	Income	-21.478	-16.108	-16.108	-21.478	-	-
	<b>Net</b>	<b>-</b>	<b>-0.285</b>	<b>-0.482</b>	<b>-</b>	<b>-</b>	<b>-</b>
Schools Support	Gross Costs	41.501	31.380	25.528	41.501	-	-
	Income	-34.532	-25.899	-25.899	-34.532	-	-
	<b>Net</b>	<b>6.969</b>	<b>5.481</b>	<b>-0.371</b>	<b>6.969</b>	<b>-</b>	<b>-</b>
School Buildings & Places	Gross Costs	1.171	0.845	0.556	1.171	-	-
	Income	-0.517	-0.388	-0.388	-0.517	-	-
	<b>Net</b>	<b>0.654</b>	<b>0.457</b>	<b>0.168</b>	<b>0.654</b>	<b>-</b>	<b>-</b>
Agreed Recovery Actions still to be actioned	Gross Costs				-0.258	0.258	
<b>Sub Total</b>	<b>Gross Costs</b>	<b>380.808</b>	<b>286.254</b>	<b>284.920</b>	<b>381.465</b>	<b>(0.657)</b>	<b>(0.2%)</b>
	<b>Income</b>	<b>-327.050</b>	<b>-57.477</b>	<b>-88.013</b>	<b>-327.050</b>	<b>-</b>	<b>-</b>
	<b>Net</b>	<b>53.758</b>	<b>228.777</b>	<b>196.907</b>	<b>54.415</b>	<b>(0.657)</b>	<b>(1.2%)</b>

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

All DSG related projections are highlighted \*

Note 1 - Profiled actuals to account for schools transactions and grant

Wiltshire Council Revenue Budget Monitoring Statement

31-Dec-09

		Approved Budget 2009-10 £m	Profiled Budget at 31-12- £m	Actual Position 31-12-2009 £m	Projected Position for Year £m	Projected Variation for Year £m	Variation as % of Approved Budget
<b>Community Services</b>							
Older People	Gross Costs	45.503	33.318	35.347	46.997	(1.494)	(3.3%)
	Income	-7.902	-5.667	-5.874	-8.723	0.821	(10.4%)
	Net	<b>37.601</b>	<b>27.651</b>	<b>29.473</b>	<b>38.274</b>	<b>(0.673)</b>	<b>(1.8%)</b>
Physical Impairment	Gross Costs	7.636	5.856	6.924	8.832	(1.196)	(15.7%)
	Income	-1.062	-0.812	-0.668	-0.932	(0.130)	12.2%
	Net	<b>6.574</b>	<b>5.044</b>	<b>6.256</b>	<b>7.900</b>	<b>(1.326)</b>	<b>(20.2%)</b>
Learning Disabilities	Gross Costs	44.151	34.763	34.692	43.097	1.054	2.4%
	Income	-12.892	-9.893	-9.804	-13.012	0.120	(0.9%)
	Net	<b>31.259</b>	<b>24.870</b>	<b>24.888</b>	<b>30.085</b>	<b>1.174</b>	<b>3.8%</b>
Mental Health	Gross Costs	24.281	18.407	18.277	24.274	0.007	0.0%
	Income	-3.905	-2.902	-3.121	-4.213	0.308	(7.9%)
	Net	<b>20.376</b>	<b>15.505</b>	<b>15.156</b>	<b>20.061</b>	<b>0.315</b>	<b>1.5%</b>
Resources Strategy & Commissioning	Gross Costs	9.630	7.214	7.151	9.729	(0.099)	(1.0%)
	Income	-2.847	-1.672	-1.516	-2.847	-	-
	Net	<b>6.783</b>	<b>5.542</b>	<b>5.635</b>	<b>6.882</b>	<b>(0.099)</b>	<b>(1.5%)</b>
Supporting People	Gross Costs	8.285	6.779	6.591	8.285	-	-
	Income	-8.175	-6.131	-6.131	-8.175	-	-
	Net	<b>0.110</b>	<b>0.648</b>	<b>0.460</b>	<b>0.110</b>	-	-
Libraries Heritage & Arts	Gross Costs	8.564	6.375	6.194	8.389	0.175	2.0%
	Income	-1.091	-0.829	-1.212	-1.091	-	-
	Net	<b>7.473</b>	<b>5.546</b>	<b>4.982</b>	<b>7.298</b>	<b>0.175</b>	<b>2.3%</b>
Community Safety	Gross Costs	1.170	0.878	0.775	1.170	-	-
	Income	-0.302	-0.227	-0.001	-0.302	-	-
	Net	<b>0.868</b>	<b>0.651</b>	<b>0.774</b>	<b>0.868</b>	-	-
Community Leadership & Governance	Gross Costs	3.962	2.971	2.823	3.877	0.085	2.1%
	Income	-0.053	-0.041	-0.135	-0.053	-	-
	Net	<b>3.909</b>	<b>2.930</b>	<b>2.688</b>	<b>3.824</b>	<b>0.085</b>	<b>2.2%</b>
<b>Sub Total</b>	<b>Gross Costs</b>	<b>153.182</b>	<b>116.561</b>	<b>118.774</b>	<b>154.650</b>	<b>(1.468)</b>	<b>(1.0%)</b>
	<b>Income</b>	<b>-38.229</b>	<b>-28.174</b>	<b>-28.462</b>	<b>-39.348</b>	<b>1.119</b>	<b>(2.9%)</b>
	<b>Net</b>	<b>114.953</b>	<b>88.387</b>	<b>90.312</b>	<b>115.302</b>	<b>(0.349)</b>	<b>(0.3%)</b>

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

**Wiltshire Council Revenue Budget Monitoring Statement**

31-Dec-09

		<b>Approved Budget 2009-10</b>	<b>Profiled Budget at 31-12-2009</b>	<b>Actual Position 31-12-2009</b>	<b>Projected Position for Year</b>	<b>Projected Variation for Year</b>	<b>Variation as % of Approved Budget</b>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<b>Transport, Environment &amp; Leisure</b>							
Highways	Gross Costs	17.320	12.990	13.016	17.354	(0.034)	(0.2%)
	Income	-1.133	-0.850	-0.774	-1.032	(0.101)	8.9%
	<b>Net</b>	<b>16.187</b>	<b>12.140</b>	<b>12.242</b>	<b>16.322</b>	<b>(0.135)</b>	<b>(0.8%)</b>
Sustainable Transport	Gross Costs	35.529	26.647	25.863	34.485	1.044	2.9%
	Income	-15.578	-11.684	-10.763	-14.351	(1.227)	7.9%
	<b>Net</b>	<b>19.951</b>	<b>14.963</b>	<b>15.100</b>	<b>20.134</b>	<b>(0.183)</b>	<b>(0.9%)</b>
Waste Disposal	Gross Costs	21.740	16.305	14.463	19.793	1.947	9.0%
	Income	-1.128	-0.846	-0.720	-0.960	(0.168)	14.9%
	<b>Net</b>	<b>20.612</b>	<b>15.459</b>	<b>13.743</b>	<b>18.833</b>	<b>1.779</b>	<b>8.6%</b>
Waste Collection & Amenities	Gross Costs	22.218	16.663	16.904	22.538	(0.320)	(1.4%)
	Income	-8.406	-6.304	-6.038	-8.051	(0.355)	4.2%
	<b>Net</b>	<b>13.812</b>	<b>10.359</b>	<b>10.866</b>	<b>14.487</b>	<b>(0.675)</b>	<b>(4.9%)</b>
Leisure	Gross Costs	10.180	7.634	7.989	10.655	(0.475)	(4.7%)
	Income	-5.001	-3.750	-3.615	-4.820	(0.181)	3.6%
	<b>Net</b>	<b>5.179</b>	<b>3.884</b>	<b>4.374</b>	<b>5.835</b>	<b>(0.656)</b>	<b>(12.7%)</b>
Property	Gross Costs	10.151	7.613	7.688	10.251	(0.100)	(1.0%)
	Income	-2.163	-1.622	-1.510	-2.163	-	-
	<b>Net</b>	<b>7.988</b>	<b>5.991</b>	<b>6.178</b>	<b>8.088</b>	<b>(0.100)</b>	<b>(1.3%)</b>
Management Support Servs & Emerg Pla	Gross Costs	3.299	2.474	2.497	3.329	(0.030)	(0.9%)
	Income	-	-	-0.004	-	-	-
	<b>Net</b>	<b>3.299</b>	<b>2.474</b>	<b>2.493</b>	<b>3.329</b>	<b>(0.030)</b>	<b>(0.9%)</b>
<b>Sub Total</b>	<b>Gross Costs</b>	<b>120.437</b>	<b>90.326</b>	<b>88.420</b>	<b>118.405</b>	<b>2.032</b>	<b>1.7%</b>
	<b>Income</b>	<b>-33.409</b>	<b>-25.056</b>	<b>-23.424</b>	<b>-31.377</b>	<b>(2.032)</b>	<b>6.1%</b>
	<b>Net</b>	<b>87.028</b>	<b>65.270</b>	<b>64.996</b>	<b>87.028</b>	<b>(0.000)</b>	<b>(0.0%)</b>

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

**Wiltshire Council Revenue Budget Monitoring Statement**

31-Dec-09

		<i>Approved Budget 2009-10</i>	<i>Profiled Budget at 31-12-2009</i>	<i>Actual Position 31-12-2009</i>	<i>Projected Position for Year</i>	<i>Projected Variation for Year</i>	<i>Variation as % of Approved Budget</i>
		<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>	
<b>Economic Development, Planning &amp; Housing</b>							
Economic Development	Gross Costs	8.601	6.450	6.023	8.601	-	-
	Income	-5.651	-4.238	-3.210	-5.651	-	-
	<b>Net</b>	<b>2.950</b>	<b>2.212</b>	<b>2.813</b>	<b>2.950</b>	-	-
Housing Management	Gross Costs	4.889	3.666	3.210	4.427	0.462	9.4%
	Income	-2.358	-1.768	-1.388	-1.829	(0.529)	22.4%
	<b>Net</b>	<b>2.531</b>	<b>1.898</b>	<b>1.822</b>	<b>2.598</b>	<b>(0.067)</b>	<b>(2.6%)</b>
Public Protection	Gross Costs	5.157	3.868	3.555	5.057	0.100	1.9%
	Income	-1.074	-0.806	-0.896	-1.074	-	-
	<b>Net</b>	<b>4.083</b>	<b>3.062</b>	<b>2.659</b>	<b>3.983</b>	<b>0.100</b>	<b>2.4%</b>
Development Services	Gross Costs	7.871	5.904	5.685	6.879	0.992	12.6%
	Income	-6.121	-4.591	-3.613	-5.131	(0.990)	16.2%
	<b>Net</b>	<b>1.750</b>	<b>1.313</b>	<b>2.072</b>	<b>1.748</b>	<b>0.002</b>	<b>0.1%</b>
<b>Sub Total</b>	<b>Gross Costs</b>	<b>26.518</b>	<b>19.888</b>	<b>18.473</b>	<b>24.964</b>	<b>1.554</b>	<b>5.9%</b>
	<b>Income</b>	<b>-15.204</b>	<b>-11.403</b>	<b>-9.107</b>	<b>-13.685</b>	<b>(1.519)</b>	<b>10.0%</b>
	<b>Net</b>	<b>11.314</b>	<b>8.485</b>	<b>9.366</b>	<b>11.279</b>	<b>0.035</b>	<b>0.3%</b>

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets

Wiltshire Council Revenue Budget Monitoring Statement

31-Dec-09

		Approved Budget 2009-10	Profiled Budget at 31-12-2009	Actual Position 31-12-2009	Projected Position for Year	Projected Variation for Year	Variation as % of Approved Budget
		£m	£m	£m	£m	£m	
<b>Resources</b>							
Chief Executive	Gross Costs	0.613	0.443	0.633	0.591	0.022	3.6%
	Income	-0.013	-	-0.179	-0.013	-	-
	Net	<b>0.600</b>	<b>0.443</b>	<b>0.454</b>	<b>0.578</b>	<b>0.022</b>	<b>3.7%</b>
Policy & Communications	Gross Costs	3.609	2.744	6.941	3.340	0.269	7.5%
	Income	-1.865	-1.286	-0.460	-1.486	(0.379)	20.3%
	Net	<b>1.744</b>	<b>1.458</b>	<b>6.481</b>	<b>1.854</b>	<b>(0.110)</b>	<b>(6.3%)</b>
Transition Fund	Gross Costs	1.868	1.401	4.166	9.053	(7.185)	(384.6%)
	Income	-	-	-	-7.185	7.185	-
	Net	<b>1.868</b>	<b>1.401</b>	<b>4.166</b>	<b>1.868</b>	-	-
Corp Director / Central Resources	Gross Costs	0.203	0.153	0.005	0.203	-	-
	Income	-	-	-	-	-	-
	Net	<b>0.203</b>	<b>0.153</b>	<b>0.005</b>	<b>0.203</b>	-	-
Finance (incl Revs & Bens)	Gross Costs	111.869	85.291	91.601	111.869	-	-
	Income	-99.910	-74.932	-3.648	-99.910	-	-
	Net	<b>11.959</b>	<b>10.359</b>	<b>87.953</b>	<b>11.959</b>	-	-
HR	Gross Costs	2.185	1.639	1.675	2.085	0.100	4.6%
	Income	-0.380	-0.285	-0.318	-0.380	-	-
	Net	<b>1.805</b>	<b>1.354</b>	<b>1.357</b>	<b>1.705</b>	<b>0.100</b>	<b>5.5%</b>
ICT	Gross Costs	16.888	12.666	14.942	16.888	-	-
	Income	-0.034	-0.026	-0.044	-0.034	-	-
	Net	<b>16.854</b>	<b>12.640</b>	<b>14.898</b>	<b>16.854</b>	-	-
Corporate Procurement	Gross Costs	1.081	0.811	0.855	1.153	(0.072)	(6.7%)
	Income	-0.073	-0.055	-0.010	-0.073	-	-
	Net	<b>1.008</b>	<b>0.756</b>	<b>0.845</b>	<b>1.080</b>	<b>(0.072)</b>	<b>(7.1%)</b>
Legal & Democratic	Gross Costs	6.573	4.904	5.135	6.473	0.100	1.5%
	Income	-1.672	-1.254	-1.194	-1.672	-	-
	Net	<b>4.901</b>	<b>3.650</b>	<b>3.941</b>	<b>4.801</b>	<b>0.100</b>	<b>2.0%</b>
Performance & Risk	Gross Costs	0.426	0.320	0.463	0.366	0.060	14.1%
	Income	-	-	-	-	-	-
	Net	<b>0.426</b>	<b>0.320</b>	<b>0.463</b>	<b>0.366</b>	<b>0.060</b>	<b>14.1%</b>
Shared Services & Customer Care	Gross Costs	10.189	7.642	8.312	10.274	(0.085)	(0.8%)
	Income	-2.701	-2.026	-3.236	-2.701	-	-
	Net	<b>7.488</b>	<b>5.616</b>	<b>5.076</b>	<b>7.573</b>	<b>(0.085)</b>	<b>(1.1%)</b>
Business Transformation	Gross Costs	0.304	0.232	0.258	0.304	-	-
	Income	-	-	-	-	-	-
	Net	<b>0.304</b>	<b>0.232</b>	<b>0.258</b>	<b>0.304</b>	-	-
<b>Sub Total</b>	<b>Gross Costs</b>	<b>155.808</b>	<b>118.246</b>	<b>134.986</b>	<b>162.599</b>	<b>(6.791)</b>	<b>(4.4%)</b>
	<b>Income</b>	<b>-106.648</b>	<b>-79.864</b>	<b>-9.089</b>	<b>-113.454</b>	<b>6.806</b>	<b>(6.4%)</b>
	<b>Net</b>	<b>49.160</b>	<b>38.382</b>	<b>125.897</b>	<b>49.145</b>	<b>0.015</b>	<b>0.0%</b>

Note: Approved Budget is original budget plus authorised changes.

Note overspendings are shown in brackets



**Department of Community Services – Movement in Forecast**

	<b>£'000</b>
<b>Forecast Financial Pressures (as at 30 November 2009)</b>	<b>475</b>
Value of mitigating actions already achieved	(126)
Revised Forecast Financial Pressure (as at 31 December 2009)	<b>349</b>
<b>Actions to Mitigate Financial Pressures:</b>	
Actions previously identified to manage staffing vacancies and non-demand led controllable budgets	349

Actions instigated by the department have already addressed £125,000 of the previously reported financial pressures of £475,000. Consequently the financial pressures have reduced to £349,000. Further actions continue to be instigated to address these pressures.

The figures presented this month are dependent on the achievement of a number of savings, equalling some £4.8m, which have already been built into the budgets for 2009-10. These are the:

- (a) Achievement of savings targets from commissioning and procurement savings;
- (b) Achievement of savings targets from the delivery of the FOCUS project.

**Department of Children and Education**

	<b>£'000</b>
Financial Pressures Forecast as at 31 December (after identification of £885,000 savings)	<b>657</b>
Actions still to be identified	<b>657</b>
<i>Actions being taken include:</i> <ul style="list-style-type: none"><li>○ <i>Review of all budgets within DCE to identify areas that are underspending;</i></li><li>○ <i>Review of grants to confirm where eligible expenditure may be badged against grant income;</i></li><li>○ <i>All vacancies continue to be scrutinised at Service Director level and only key posts recruited to;</i></li><li>○ <i>Robust decision making processes for placements;</i></li></ul>	

## WILTSHIRE COUNCIL

### CABINET

23 February 2010

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#### Capital Budget Monitoring: April to December 2009

**Cabinet Member:** Councillor Fleur de Rhe Philipe, Finance, Performance and Risk

#### Executive Summary

The report reflects the position of the Capital Budget as at the end of December 2009.

There is a projected variation of £4.116 against the full year budget for 2009/10.

The report details budget changes which are to be noted and approved by Cabinet.

#### Proposal

- a) To note the current financial position of the 2009/10 Capital Budget
- b) To note the budget changes in section 1 and 2 of Appendix B and to request the approval of additional budget requirement as detailed in section 3 of Appendix B.

#### Reasons for Proposals

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.

**MARTIN DONOVAN**  
Chief Finance Officer

# WILTSHIRE COUNCIL

## CABINET

23 February 2010

### Capital Budget Monitoring: April to December 2009

**Cabinet Member:** Councillor Fleur de Rhe Philipe, Finance, Performance and Risk

#### Purpose of Report

1. To update Cabinet of the position of the Capital Programme after 9 months (1<sup>st</sup> April 2009 to 31<sup>st</sup> December 2009) of the 2009/10 financial year.

#### Background

2. Since the last Cabinet meeting the budget has been adjusted as follows;

	£m	Notes
<b>Capital budget (as at 26<sup>th</sup> January 2010)</b>	<b>136.777</b>	
<i>Budget amendments;</i>		
Removal of Thingley Transit Site scheme	-0.154	A bid to the Department for Communities and Local Government for grant funding related to the scheme was rejected. As a result the budgets in 2009/10 and 2010/11 have been removed from the Programme.
Stronger Safer Communities Fund (SSCF) Scheme	-0.114	The SSCF is a Grant provided by the Home Office to achieve targets in the Local Area Agreement. The Grant is being used to fund purchase of TEL waste vehicles (in line with objectives of grant); a budget which was approved by Cabinet in January. The SSCF budget in DCS can therefore be removed from Programme.
Corporate Finance Scheme	-0.252	The scheme was due to be funded by capital receipts brought forward from the ex Kennet District Council. Capital receipts brought forward were at a lower level than expected and as a result funds are no longer available. The scheme is to be removed from budget.
BMP/SAP Scheme	-1.025	Part of the 2009/10 budget was earmarked for a contribution to the Hub strategy scheme. As this scheme has been superseded by OWTP this element of the budget can be removed.
Budget adjustments awaiting Cabinet approval in February's meeting (CFO Delegations)	-5.047	Net budget adjustments as detailed in Appendix B of this report.
<b>Capital budget 2009/10</b>	<b>130.185</b>	

3. Appendix B to the report contains budget adjustments which Cabinet are asked to both note (Section 1 and 2) and approve (Section 3).
4. Cabinet formally approved on the 20<sup>th</sup> October 2009 the Wiltshire Council bid for grant funding from the Home and Community Agency in respect to delivering affordable housing on council owned land. It was confirmed in January 2010, the second element of the bid relating to Southview Trowbridge site had also been approved. This increases the Capital Programme by £0.015m (unsupported borrowing) in 2009/10, £1.998m (£0.888m unsupported borrowing and £1.110m grant) in 2010/11 and £0.207m in 2011/12 (unsupported borrowing). Budget amendments have been reflected in Appendix B and the additional borrowing is requested to be approved.
5. The budget for the Office Workplace Transformation Programme (OWTP) has been increased by £0.340m with a corresponding reduction in the Buildings Repairs and Maintenance budget. This virement relates to work to be carried out at the Browfort hub which is now under the umbrella of the OWTP and so a change in budget has been made to reflect this.

### **Summary of Current Position**

6. The financial position of the 2009/10 capital budget is summarised below;

<b>Department</b>	<b>Budget 09/10 £m</b>	<b>Actual Spend as at end of Period 9 £m</b>	<b>Projected Outturn for the year £m</b>	<b>Full Year Projected Variance* £m</b>
Children & Education	67.390	38.317	67.285	-0.105
Resources	13.981	9.042	13.972	-0.009
Transport, Environment and Leisure	34.426	19.983	30.849	-3.577
Economic Development, Planning and Housing	12.761	7.019	12.336	-0.425
Community Services	1.627	0.238	1.627	-
<b>Total:</b>	<b>130.185</b>	<b>74.602</b>	<b>126.069</b>	<b>-4.116</b>

\* A negative variance indicates a underspend

7. A breakdown of the position of schemes within the capital programme can be seen in appendix A.

8. The variance on the full year projection is driven mainly by the need for schemes to be reprogrammed. Of the £4.116 million projected underspend, £3.759m relates to reprogramming of expenditure; this is reflected in Appendix A. There is a projected underspend on two of the schemes; DOR Initiatives of £0.009m and Major Highway Improvements of £0.348m (details included in January's report to Cabinet). This makes up the remaining forecasted year end variance.

9. Various comments on schemes are included below:

10. Waste Management

Included within the Waste Management scheme is a budget of £1.314m relating to Warminster Household recycling Centre. The Scheme consists of two distinct elements; relocation of the centre and decontamination of the land. The budget manager has identified that the majority of relocation costs (£0.300m) will be spent in 2009/10. The remaining costs relating to decontamination of the land are likely to be incurred in 2010/11. The budget will be reprogrammed in subsequent reports to move required budget in 2010/11.

11. Leisure and amenities

Work on replacing fuel tanks at Churchfields Depot Salisbury has not progressed as hoped. Quotes for work to replace the electronic gauging system are to be received shortly and will ensure around £0.010m of the £0.050m will be spent in 2009/10. The remaining budget will be required in 2010/11 and the scheme will be reprogrammed in subsequent reports to reflect this.

(a) Highways Depot and Office Strategy

The scheme covers the redevelopment of 3 depots; Wootton Bassett, Marlborough and Amesbury. It was highlighted earlier in the year that both Wootton Bassett and Marlborough depots had experienced delays in works commencing. Budget managers have now highlighted that work won't start this financial year at the Marlborough depot; there is an anticipated start date of April 2010. The projected spend for the year has been reduced to around £2.087m. The budget will be reprogrammed in subsequent reports to move required budget in 2010/11.

(b) Housing revenue Account (HRA)

The budget focuses on the refurbishment and modernisation of the Council's housing stock. The budget manager has identified that the budget is not likely to be fully spent in 2009/10 and is currently predicting a variance of £0.425m. Expenditure between now and the year end is to be determined and once situation is clarified, the scheme will be reprogrammed to move budget slippage into 2010/11.

12. Local Transport Plan – Maintenance of Principal/Non Principal roads

A major scheme at Downton has been revised but still expected to be completed by the end of the financial year. Savings arising from the alteration at the Downton scheme have been allocated to the increased patching work caused by the recent bad weather. As per last month report, the budget is still forecast to show a variance at year end; currently forecast at £0.564m. This is due to a delay on the Pewsey Road bridge scheme which now has an anticipated start date of May 2010. The budget will be reprofiled to move the slippage into 2010/11.

13. Local Transport Plan – Integrated Transport

The scheme is currently showing a forecasted variance of £0.840m against the 2009/10 budget. This is attributable to a delay on a number of individual schemes which make up the integrated transport budget. The budget will be reprogrammed to move slippage into 2010/11.

**Main Considerations for the Council**

14. (a) To note the current financial position of the 2009/10 Capital Budget.
- (b) To note the budget changes in section 1 and 2 of Appendix B and to request the approval of additional budget requirement as detailed in section 3 of Appendix B.

**Environmental Impact of the Proposal**

15. Wiltshire Council is preparing for its mandatory inclusion to the Carbon Reduction Commitment (CRC). The CRC is the UK's mandatory climate change and energy saving scheme, due to commence in April 2010. The objectives of the scheme are to improve energy efficiency and reduce carbon dioxide emissions. It's calculated that 79% of the Council's carbon footprint comes from energy use in buildings. Capital schemes therefore have the potential to greatly increase or decrease carbon emissions, for example schemes making council buildings more energy efficient will reduce the Council's carbon footprint. The budget setting process for the 2010-11 is assessing the perceived impact of schemes on the Council's carbon footprint and using this as part of the basis to form a decision on the 2010-11 budget.

**Equality and Diversity Impact of the Proposal**

16. No equality and diversity issues have been identified arising from this report

**Risk Assessment**

17. The capital budget for 2009/10, as detailed in this report, is approximately £130 million and within this programme there are a number of potential risks from cost overruns or lower than expected levels of capital receipts. Such issues will be highlighted as soon as they establish themselves through the monthly reporting process. Members may wish to bear in mind that the capital

programme has been set for three years and therefore risks will be appraised over the whole period (2009/10 through to 2011/12).

### **Financial Implications**

18. These have been examined and are implicit throughout the report

### **Legal Implications**

19. There are no legal implications arising from this report.

### **MARTIN DONOVAN**

Chief Finance Officer

Report Author: Lloyd Brown

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Unpublished documents relied upon in the preparation of this report: NONE

Environmental impact of the recommendations contained in this report: NONE

Appendix A – sources SAP report.

Appendix B – details of net budget adjustments





**CAPITAL BUDGET MONITORING STATEMENT: APRIL TO DECEMBER 2009**

SCHEME NAME	DEPARTMENT	2009/10 BUDGET	SCHEME SPEND AT THE END OF PERIOD 9 £	FORECAST SPEND AT 31/03/10 £	PROJECTED VARIANCE* £
Wellington Academy	DCE	7,663,000	5,005,229	7,663,000	0
Salisbury Academy	DCE	353,000	7,215	353,000	0
Extended Schools	DCE	1,502,000	418,621	1,502,000	0
Additional Accommodation	DCE	3,276,770	482,078	3,276,770	0
Access and Inclusion	DCE	1,384,000	463,988	1,384,000	0
NDS 07/08 & 09/10	DCE	2,752,170	2,434,161	2,752,170	0
NDS Modernisation	DCE	4,591,300	4,019,893	4,591,300	0
Devolved formula Capital	DCE	9,898,000	7,505,282	9,898,000	0
DCSF Primary Capital programme	DCE	802,610	378,909	802,610	0
Melksham Oak School	DCE	18,580,830	11,720,105	18,580,830	0
DCSF Targeted Capital 14-19 SEN	DCE	300,000	0	300,000	0
Other DCSF Initiatives	DCE	270,000	267,420	270,000	0
Targeted Capital Food Technology General	DCE	135,000	9,800	135,000	0
Targeted Capital School Kitchens General	DCE	745,000	745,427	745,427	427
Other Projects New Schools	DCE	2,095,020	165,114	2,095,020	0
Other Schools Projects - Expansions	DCE	2,495,070	947,392	2,495,070	0
Other Schools Projects - Replacements	DCE	1,031,380	171,548	1,031,380	0
DCSF Specialist Schools	DCE	650,000	600,000	650,000	0
DCSF 14-19 Diplomas reforms	DCE	1,000,000	250,580	1,000,000	0
DCSF Information System Parents & Providers	DCE	31,000	130	31,000	0
Sure Start early years	DCE	7,227,000	2,740,963	7,227,000	0
LPSA PRG (DCE)	DCE	50,420	0	50,420	0
Aiming High for Disabled Children	DCE	205,000	95	100,000	-105,000
Youth Projects**	DCE	351,000	-16,454	351,000	0
<b>SUBTOTAL:</b>		<b>67,389,570</b>	<b>38,317,495</b>	<b>67,284,997</b>	<b>-104,573</b>
BMP/SAP	DOR	1,452,000	0	1,452,000	0
ICT Hardware	DOR	751,000	453,534	751,000	0
LPSA PRG (Resources)	DOR	131,250	0	131,250	0
OWTP	DOR	11,612,430	8,588,432	11,612,430	0
Other DOR Initiatives	DOR	34,000	0	25,000	-9,000
<b>SUBTOTAL:</b>		<b>13,980,680</b>	<b>9,041,966</b>	<b>13,971,680</b>	<b>-9,000</b>

## APPENDIX A

SCHEME NAME	DEPARTMENT	2009/10 BUDGET	SCHEME SPEND AT THE END OF PERIOD 9 £	FORECAST SPEND AT 31/03/10 £	PROJECTED VARIANCE* £
LTP – Integrated Transport	TEL	5,003,000	2,866,863	4,163,000	-840,000
Buildings repair & Maintenance	TEL	3,000,180	1,086,873	3,000,180	0
Carbon Trust (NWDC)	TEL	198,000	0	198,000	0
DDA Works	TEL	133,000	7,181	133,000	0
LTP – Maintenance of Principal/Non Principal roads	TEL	12,280,000	8,906,448	11,716,000	-564,000
Additional Highway Maintenance	TEL	1,645,000	461,429	1,645,000	0
Footways	TEL	250,000	106,850	250,000	0
Land Drainage	TEL	500,000	382,987	500,000	0
Highways Depot and office strategy	TEL	2,571,800	1,387,937	2,086,800	-485,000
Major Integrated Tr. Improvements	TEL	620,000	578,850	620,000	0
Major Highway Improvements	TEL	948,000	210,459	300,000	-648,000
Petersfingers Park and Ride	TEL	2,410,000	1,955,593	2,410,000	0
Waste Vehicles (Purchase)	TEL	1,918,000	1,432,002	1,918,000	0
Leisure & Amenities	TEL	935,000	261,138	895,000	-40,000
Waste Management	TEL	1,686,000	126,400	686,000	-1,000,000
					0
Smaller TEL Schemes not split out	TEL	328,000	211,569	328,000	0
	<b>SUBTOTAL:</b>	<b>34,425,980</b>	<b>19,982,578</b>	<b>30,848,980</b>	<b>-3,577,000</b>
Tidworth Castledown	EDPH	1,037,000	35,163	1,037,000	0
Economic Development	EDPH	2,356,000	780,416	2,356,000	0
Disabled facilities grants Housing	EDPH	2,650,000	1,633,001	2,650,000	0
Corporate other housing grants	EDPH	1,200,000	347,166	1,200,000	0
Strategic Housing	EDPH	857,000	171,496	857,000	0
New Housing	EDPH	65,000	5,975	65,000	0
HRA	EDPH	4,596,000	4,046,177	4,171,047	-424,953
	<b>SUBTOTAL:</b>	<b>12,761,000</b>	<b>7,019,394</b>	<b>12,336,047</b>	<b>-424,953</b>
Libraries Heritage Arts Minor Capital Works	DCS	70,000	41,024	70,000	0
Adult Social Care Strategy & Commissioning - Older People	DCS	1,199,500	10,559	1,199,500	0
Adult Social Care Strategy & Commissioning - Learning Disability	DCS	210,000	83,828	210,000	0
Resources Other	DCS	148,000	102,156	148,000	0
	<b>SUBTOTAL:</b>	<b>1,627,500</b>	<b>237,567</b>	<b>1,627,500</b>	<b>0</b>
	<b>TOTAL:</b>	<b>130,184,730</b>	<b>74,599,001</b>	<b>126,069,204</b>	<b>-4,115,526</b>

**NOTES:**

\* A negative variance indicates a underspend

\*\* The negative spend against the Youth Projects schemes relates to a capital grant which was incorrectly posted against the capital scheme.

This has been corrected in Period 10 and the scheme actuals will show a correct position in the next report

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

Month: 

February
----------

  
 Financial Year: 

2009/10
---------

**SECTION 1 - DELEGATED CFO POWERS**

*"Adjustment/addition of scheme in the capital programme which has no effect on the net funding position of the programme i.e. Additional resources available in the form of Grant, Section 106 contributions etc,etc which fund the addition, "*

**Project Name:** Youth Projects  
**Budget Change:**

2009/10	2010/11	2011/12
75,000		

  
**Funding Source:** Revenue Contribution  
**Description:** Contribution from revenue funds to purchase 11 vehicles for the Youth service.

**Project Name:** Department for Children, Schools and Families (DCSF) Specialist Schools  
**Budget Change:**

2009/10	2010/11	2011/12
50,000		

  
**Funding Source:** Grant  
**Description:** Increased Grant from DCSF to fund initiatives in specialist Schools

**Project Name:** New Housing  
**Budget Change:**

2009/10	2010/11	2011/12
1,109,805		

  
**Funding Source:** Grant  
**Description:** Confirmation received in January 2010 that funding was approved by Home and Communities Agency for second element of affordable housing bid. The second element of funding relates to Southview Trowbridge site.

**SECTION 2 - DELEGATED CFO POWERS**

*"Schemes within the capital programme which require the reprogramming of expenditure between years due to scheme not progressing as originally anticipated or other circumstances"*

**Project Name:** Libraries, Heritage & Arts  
**Budget Change:**

2009/10	2010/11	2011/12
-1,032,000	1,032,000	

  
**Funding Source:** Capital Receipts  
**Description:** Work on projects at Pewsey, Lughtershall and Salisbury libraries and the Pounds Art Centre Calne have all experienced delays. Schemes require the reprogramming of expenditure from 2009/10 into 2010/11.

**Project Name:** Adult Social Care Strategy & Commissioning - Older People  
**Budget Change:**

2009/10	2010/11	2011/12
-721,500	721,500	

  
**Funding Source:** Grant  
**Description:** Scheme relates to Extra Housing Care at Rutland and Malmesbury. Not all of the specific Ringfenced grant funding is expected to be spent in 2009/10, the remainder is to be used in 2010/11 and so scheme is being reprogrammed.

**Project Name:** Adult Social Care Strategy & Commissioning - Learning Disability  
**Budget Change:**

2009/10	2010/11	2011/12
-66,000	66,000	

  
**Funding Source:** Capital Receipts  
**Description:** Project is currently on hold awaiting the outcome of a pending property strategy. Remaining budget reprogrammed into 2010/11.

**Project Name:** Adult Social Care Strategy & Commissioning - Mental Health  
**Budget Change:**

2009/10	2010/11	2011/12
-575,000	575,000	

  
**Funding Source:** Grant / Supported Borrowing  
**Description:** Clear proposals agreed for spending of the Ringfenced Department of Health (DOH) Mental Health Grant. Projects have been identified for providing vocational, day care and accommodation services in the mental health arena. All of the budget being reprogrammed into 2010/11 as no projects will commence in 2009/10.

**Project Name:** Disability Discrimination Act (DDA) Works  
**Budget Change:**

2009/10	2010/11	2011/12
-200,000	200,000	

  
**Funding Source:** Capital Receipts  
**Description:** Budget reprofiled to take into account in the delay encountered in commencing work on ensuring County Hall lifts are complying with the Disability Discrimination Act (DDA).

**Project Name:** Disabled Facilities Grants  
**Budget Change:**

2009/10	2010/11	2011/12
-1,022,000	1,022,000	

  
**Funding Source:** Grant  
**Description:** Simple reprogramming of Grant from 2009/10 to 2010/11.

**Project Name:** Corporate Housing Grants  
**Budget Change:**

2009/10	2010/11	2011/12
-49,000	49,000	

  
**Funding Source:** Grant  
**Description:** Simple reprogramming of Grant from 2009/10 to 2010/11.

**Project Name:** Strategic Housing  
**Budget Change:**

2009/10	2010/11	2011/12
-1,522,000	1,522,000	

  
**Funding Source:** Grant / Other Contributions  
**Description:** Simple reprogramming of Grant from 2009/10 to 2010/11.

**SECTION 3 - REQUESTS TO CABINET FOR ADDITIONAL RESOURCES**

*"Adjustment/addition of scheme to the capital programme which places an additional funding requirement on the programme"*

**Project Name:** New Housing

<b>Budget Change:</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
	15,000	887,845	206,960

**Funding Source:**

**Description:** Confirmation received in January 2010 that funding approved by Home and Communities Agency for second element of affordable housing bid. The Funding does not cover the whole cost of the scheme and as a result has attracted further borrowing to fill the funding gap. Members approved the bidding for the second element of the grant in October Cabinet meeting

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

**CHIEF FINANCE OFFICER:** Martin Donovan

**SIGNED:**

**DATE:**

## WILTSHIRE COUNCIL

### CABINET

23 February 2010

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#### Procurement of new Revenues and Benefits System

**Cabinet Member:** Councillor Fleur de Rhe Philipe, Finance, Performance and Risk

#### Executive Summary

In order to fully integrate the Revenues and Benefits Service following the creation of Wiltshire Council it is necessary to procure and implement a new Revenues and Benefits system. The Revenues and Benefits Service is a high performing service. The new system will both help improve the performance further and deliver financial efficiencies.

#### Proposal

1. That Cabinet approve the commencement of the tendering process.
2. That award of the contract be delegated to the relevant Cabinet Member in liaison with the Chief Finance Officer and Legal Director.

#### Reasons For Proposals

1. To enable the procurement process to commence.
2. To enable the contract to be awarded.

**MARTIN DONOVAN**

Chief Finance Officer

## **WILTSHIRE COUNCIL**

### **CABINET**

**23 February 2010**

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### **Procurement of new Revenues and Benefits System**

**Cabinet Member:** Councillor Fleur de Rhe Philipe, Finance, Performance and Risk

#### **Purpose of Report**

1. To seek Cabinet approval to commence tendering for a new Revenues and Benefits system.

#### **Background**

2. In creating the new Wiltshire Council it was necessary to integrate the Revenues and Benefits Service from the four former District Councils. As described below a key element of this integration is the need to implement a new unified system.
3. It is estimated that the cost of implementing the new system will exceed £1 million. Therefore in accordance with the Council's Contract Regulations, Cabinet approval is needed to commence tendering.

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

4. At present three different systems are used across the four hub offices for the delivery of the Revenues and Benefits function. All four hubs have discrete ICT interconnectivity, with respect to the Revenues and Benefits system. As a consequence electronic communication between the hub offices is restricted. This makes accessing information across hubs difficult and it also hinders the collation of statutory statistical returns and data.
5. Whilst current customer service performance levels are high, these levels could be further improved by the use of a single system. The new system would enable streamlining and standardisation of the processes used across the four hub offices.
6. The use of a single system would result in efficiencies, improved customer service and clear financial benefits. These financial benefits were incorporated as part of the original bid for One Council for Wiltshire.
7. In light of the estimated cost of the new system, the Council must undertake a competitive tendering process in accordance with relevant European Legislation. A minimum period of 100 days is required to

comply with this legislation. Furthermore, in accordance with the Council's Contract Regulations, Cabinet approval is needed to commence the tendering process. This assumes that Council approves the proposed new Capital Programme proposal on 23 February 2010. The programme includes provision for a new Revenues and Benefits system.

8. The Revenues and Benefits service is being inspected by the Audit Commission in November 2010. A key element of the inspection will be the progress that the authority is making in terms of progressing the implementation of a new system. Work has already commenced to establish an internal project team and undertake soft market testing. Progress reports on the implementation of the new system will be made to Cabinet as appropriate.

### **Environmental Impact of the Proposal**

9. None arising from this report.

### **Equality and Diversity Impact of the Proposal**

10. None arising from this report.

### **Risk Assessment**

11. Procurement risks are being mitigated by ensuring compliance with European Legislation and other statutory requirements. A full risk log will be produced as part of the procurement exercise.

### **Financial Implications**

12. It is estimated that the cost of implementing the new system will be up to £1.5 million. These costs will be managed through the capital programme. Once implemented annual maintenance costs will be in the region of £200,000. These will not be incurred until the financial year 2011-12 at the earliest and will be offset by efficiency savings from the implementation of the new system. These are estimated to be around £100,000 per annum in the first instance, and subsequently increase as the full benefits of the new system are realised, so providing payback of the project and longer term savings.

### **Legal Implications**

13. The Council is obliged to comply with European Legislation in terms of the procurement of the new Revenues and Benefits system.

### **Proposal**

14. That Cabinet approve the commencement of the tendering process.
15. That award of the contract be delegated to the relevant Cabinet Member in liaison with the Chief Finance Officer and Legal Director.

### **Reason for Proposal**

16. To enable the procurement process to commence.
17. To enable the contract to be awarded.

**MARTIN DONOVAN**  
Chief Finance Officer

Report Author: Martin Donovan

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Unpublished documents relied upon in the preparation of this report: NONE  
Environmental impact of the recommendations contained in this report: NONE



## WILTSHIRE COUNCIL

### CABINET

23 February 2010

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## **PERFORMANCE UPDATE – FIRST YEAR PLAN AND LOCAL AGREEMENT FOR WILTSHIRE**

**Cabinet member:** Councillor Jane Scott, Leader of the Council

### **Executive Summary**

This report provides a high level summary of progress against the First Year Plan and performance for the period April to December 2009 for the Local Agreement for Wiltshire.

The report also provides information about the refresh of a small number of Local Area Agreement (LAA) targets for the final year of the LAA. As negotiations usually continue right up to submission of targets it is usual to delegate authority to the Leader to agree the targets before these are sent to Government Office South West. This report requests that this is done.

### **Proposal**

Cabinet is asked to:

1. note progress for the third quarter of 2009/10, and
2. delegate authority to the Leader to agree the small number of targets “refreshed” for the final year of the Local Area Agreement (LAA) before these are submitted to Government Office South West.

### **Reason for Proposal**

To keep Cabinet informed about progress against the First Year Plan and the Local Agreement for Wiltshire; and to comply with the national requirement to refresh a small number of LAA targets for the final year of the LAA.

Sharon Britton, Service Director, Performance

## WILTSHIRE COUNCIL

### CABINET

DATE: 23 February 2010

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### PERFORMANCE UPDATE – FIRST YEAR PLAN AND LOCAL AGREEMENT FOR WILTSHIRE

**Cabinet member:** Councillor Jane Scott, Leader of the Council

#### **Purpose of Report**

1. This report provides a high level summary of progress against the First Year Plan and performance for the period April to December 2009 for the Local Agreement for Wiltshire.
2. It also provides information about the refresh of a small number of Local Area Agreement (LAA) targets for the final year of the LAA. Negotiations often continue right up to submission of targets and it is usual to delegate authority to the Leader to agree the targets before these are sent to Government Office South West. This report requests that this is done.

#### **Background**

3. Progress reports are made quarterly – in September (for quarter ending June), November (for 6 months to September), February (for 9 months to December) and June (for year end).
4. The Council's **First Year Plan 2009/10** contained a number of actions and targets and a summary of progress against these is attached as **Annex 1**. Wiltshire Council's new corporate plan will be developed during 2009/10, and progress against that will be reported from 2010/11.
5. A three year **Local Agreement for Wiltshire (LAW)** was agreed with partners in 2008/09, and this includes the Local Area Agreement (LAA) with government. The LAW was adopted by the previous County Council as its corporate plan for 2008/09. A summary of progress against the LAW is given in this report, and **Annex 2** shows performance indicators.
6. The LAW may be found on the Council's Website:  
<http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether/localagreementforwiltshire.htm>
7. The **Local Area Agreement (LAA)** with government is subject to an annual "Review and Refresh" with Government Office South West (GOSW), and this is due to be completed by 15<sup>th</sup> March 2010. The refresh may change a few targets for the final year of the LAA (2010/11). It is mainly limited to targets identified nationally as likely to have been affected by the recession. For Wiltshire, the targets relate to:
  - NI 152 Working age people on out of work benefits
  - NI 154 Net additional homes provided
  - NI 155 Number of affordable homes delivered

We may also set a target for NI 125 Achieving independence for older people through rehabilitation/intermediate care. This new indicator was designated as a 'placeholder' in the LAA because no baseline information was available to set a target. This means that any target will not form part of the reward scheme for this LAA.

8. Lead officers for the LAA targets are negotiating the final targets with GOSW. Negotiations usually continue right up to the submission of targets and so it is usual to delegate authority to the Leader to agree the targets before these are sent to Government Office South West.
9. In the last report we provided information on the use of the **Performance Reward Grant** (PRG) earned with partners from our Local Public Service Agreement. In summary: £1.6m is being reinvested in the target areas that earned the grant; £1m is supporting Action for Wiltshire initiatives and the balance of £2.8m is available over 2 years for our PRG scheme for Area Boards. This scheme supports local initiatives that contribute to the LAW ambitions or combat the recession and is overseen by a Panel from the Wiltshire Public Service Board. It opened in September and information on the scheme and the decisions taken may be found at: <http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether/wiltshirepublicserviceboard/psbperformancerewardgrantpanel.htm>  
We will provide a summary of the grants approved under this scheme as part of our next report which will show performance for the year 2009/10.

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

10. This report asks that the Leader be given delegated authority to agree the few LAA targets being refreshed for 2010/11. This is the usual practice as negotiations are likely to continue right up to the submission of targets.
11. Progress against the First Year Plan is summarised in Annex A, and Annex B provides progress against performance indicators for the Local Agreement for Wiltshire (LAW). The section below highlights progress against each of the ambitions in the LAW. Additional information on these may be found on the Website: <http://www.wiltshire.gov.uk/council/wiltshirefamilyofpartnershipsworkingtogether/localagreementforwiltshire.htm>

## **Building resilient communities**

- **Help local communities develop their own priorities and improvements**  
This priority is focused on Community Area Partnerships (CAPs). Progress during the last quarter has included the development of a more defined offer of support and a clearer view of roles and responsibilities (especially between Area Boards and the Community Area Partnerships). A key challenge has been developing partnership working between CAP volunteers and Area Board members. Implementing processes to support the work of volunteers has been a key priority. The Wiltshire Forum for Community Area Partnerships (WFCAP) has developed minimum operating standards for all the CAPs to work to and this will help to ensure that all community area partnerships are robust and fit for purpose. WFCAP also co-ordinate regular Steering Group meetings and twice yearly conference where best practice and information can be shared, these are well attended by CAPs. A social

networking site has been established as another way of keeping in touch and for CAPs to share best practice and ask for advice. The result of all this has been stronger more robust CAPs.

- **Improve the way Wiltshire organisations work together to plan and deliver services in local communities.**

This priority has been focussing on establishing Area Boards, raising awareness and developing supporting processes. The Community Issue System was launched during quarter 3 and over 500 issues have been referred to the Area Boards so far. Area Boards have been reasonably effective in coordinating responses to the issues raised but further work is required. 8,000 local people have now signed up to receive regular information about the Boards through the Community Area Networks and this system will be used to further raise the profile of the Boards and improve participation in local activities. The Area Boards Outcomes Framework has been adopted - a simple framework that links LAW objectives to Area Board action plans - and this will be used to monitor progress in each area over the next 12 months. Moving forward, priorities include: broadening participation, increasing the number of decisions taken locally, examining evidence of local needs and working more effectively with the community area partnerships

- **Build a strong and vibrant voluntary sector**

This quarter included the decision to award the contract for voluntary and community sector infrastructure support. This will run from April 2010 and will ensure that the sector is well supported by an effective and high quality service. Included in the service is a county-wide volunteering service. The Wiltshire Compact Board has been successful in raising its profile through National Compact Week. The Board has agreed to refresh its local set of codes of practice and intends to drive forward its adoption by the 'family of partnerships' in 2010. Finally, further progress has been made to address financial inclusion through the work of Wiltshire Money. A practitioners' event in October focused on benefits for families with children. Partners have also been working on a project to address the availability of affordable credit for financially excluded people.

Wiltshire Council has a programme of events to promote the benefits of volunteering. A new county-wide volunteering service will form a component of the VCS infrastructure support service mentioned above.

- **Create stronger and more inclusive communities**

The PREVENT agenda involves working with vulnerable communities to address their concerns and promote re-assurance on matters relating to building resistance to violent extremism. The Delivery Group represents a wide range of organisations, including Education (Wiltshire College and WASSH), Wiltshire Police, Wiltshire Council, Wiltshire Islamic Cultural Centre, West Wilts Interfaith Group and Trowbridge Mosque. It is hoped that the Moroccan Community Association, Salisbury Bangladeshi Association and Melksham Bangladeshi Association will be represented at future meetings. All of these groups are aware of the Challenge and Innovation fund and are working to put forward proposals for projects that help build the resilience of the communities and meet the aims and objectives of PREVENT. Further workshops and training sessions are planned locally for the new year.

Community transport continues to represent a key means by which people in more rural areas can access services. Activity in the last quarter has included securing two year funding through the Plain Action rural development programme to assist 50 individuals living mainly in the Salisbury Plain area to access local goods, services, and employment via targeted 'Wheels to Work' support.

Working in partnership to encourage inclusive communities will mean greater resilience, enabling a positive impact on the quality of life of local communities.

- **Help young people to succeed at school and take part in positive activities**

Standards of children's attainment at preschools and schools in 2009 continue to show improvements particularly at foundation stage and GCSE, although Key Stage 2 results have declined slightly. Narrowing the achievement gaps for vulnerable groups is also showing some improvements. This is supported by a number of strategies including 1:1 tuition for pupils requiring additional support. Ofsted inspection of schools showed significant improvement in the last academic year however a new inspection framework came into operation in September 2009 making it more challenging to get good results. Despite this, 60% of schools are achieving good/outstanding results. The new Wellington Academy opened in September 2009 and its new buildings have been started and should be completed for March 2011. An academy at Salisbury High School is planned and is at the feasibility stage with the aim to open as an academy in September 2010.

Participation in positive activities continues to be encouraged through a variety of initiatives including the continued roll out of extended schools services; funding projects through the Wiltshire Young People's Opportunity Funds and the approval from Wiltshire Council's Cabinet for future improvements to play sites. Visits to Sparksite and listeners to SPARK radio also keep growing. The development of each Community Area Young People's Issues Group is going well and they are now submitting bids to Area Boards for funding for more opportunities.

**Performance Indicator results are in Annex 2:** The Place Survey results published in June 2009 are still applicable and show that Wiltshire is well placed; for example 83% agreed that people from different backgrounds get on well together in their local area (the 4<sup>th</sup> highest score of 56 unitary authorities). Provisional results for most of the education indicators are now available and these show improvements particularly at foundation stage and GCSE although Key Stage 2 results have declined slightly.

## Improving affordable housing

- **Build a significant and lasting increase in the number of affordable homes.**

The completions of affordable homes achieved in the third quarter of the year have slowed compared to the previous two quarters. However, the overall projected completions to year end are expected to meet the target of 554 completions for the year. Progress on sites is still fairly slow as developers are cautiously bringing back some of their sites from being mothballed.

The Wiltshire council house building programme is progressing. There are 47 units in the pipeline. Three of the schemes, a total of 25 units, are currently being tendered with a view to entering into contract and starting on site before the end of the current financial year. The fourth scheme, a total of 22 units, is being progressed through planning with a view to starting on site early in 2010/11. All 47 units are due to complete in 2010/11. We are still awaiting the outcome of a further bid for funding for 17 units.

The process for Registered Social Landlords (RSL's) to bid for and secure funding for new developments via the Homes and Communities Agency (HCA) has changed with effect from 23rd December 2009. This has created a level of uncertainty among affordable housing providers. There is currently no clear mechanism for securing funding for new developments which will inevitably make RSLs nervous about entering into new commitments for delivery and could affect outputs over the next 12-18 months.

- **Increase access to suitable accommodation for all vulnerable people and reduce the number of people facing homelessness**

Homelessness Forums have identified gaps in provision and fed this to the Homelessness Strategy Group to produce 5 priorities within the strategy. These identify targets, including the accessibility of suitable accommodation and the prevention of homelessness. Partnership working and a proactive approach are key. The Homelessness strategy has been consulted on widely and is due to be completed ready for Cabinet in March 2010.

- **Make homes in Wiltshire more environmentally friendly**

Work has been completed through the Warm Front scheme to improve energy efficiency in homes of vulnerable people on benefits. In October and November 2009 we completed: 70 Central heating installation/boiler replacements; 12 installations of cavity wall insulation; and 25 installations or top ups of loft insulation.

A successful bid was made to the South West Regional Improvement and Efficiency Partnership, in partnership with the Gloucester local authorities and the South West Environment Agency for the development of 30 exemplar low carbon retrofit homes. £60,000 has been allocated to Wiltshire to retrofit 5 homes. The scheme was launched in December through the Council's website, press releases, and emails to community groups.

Negotiations have continued to ensure that planned affordable homes are being delivered to sustainable homes code 3. Wiltshire has submitted a bid to the government for funding to support grants being given to vulnerable households to improve energy efficiency.

The winter 2009 Greener Living Roadshows have been launched, in partnership with Wiltshire Wildlife Trust and part-funded by Wiltshire Council. Three of these have already taken place (in Stourhead, Chippenham and Devizes) and another 5 are scheduled between January and April 2010. These community events aim to promote sustainable living, and include energy efficiency advice.

An agreement has been reached to set up a loan scheme of electricity cost monitors to local residents, together with energy saving information packs. This scheme is due to be launched late January 2010 through 5 principal libraries (see Protecting the Environment, below).

**Performance Indicator results are in Annex 2:** Progress on performance indicators continues to be encouraging despite the difficult economic climate. We have been able to capitalise on opportunities for more affordable housing and we believe that the 2010/11 LAA target will be met. However, we do not expect to meet our net additional housing target due to the downturn in the economy and this target is being re-negotiated as part of the LAA refresh.

## Lives not services

- **Support more people to have independent and fulfilling lives as part of their local community**

“Transition” is the stage in a young person’s life when they become an adult. Transition for disabled people can be complicated because the organisations that help disabled children are different from those that help disabled adults. For example, Adult Social Care takes over from Children’s Services; school finishes and people move onto further education, training or employment; and sometimes there is a move to a new home.

Last quarter we reported that the Council’s Departments of Community Services, and Children’s Services and Wiltshire NHS published a document that will help us improve cooperation between all of the agencies that are involved in transition for disabled young-people. In Quarter 3 the Transitions Board established multi-agency panels that identify the young people (from Year 9) who are likely to need support from adult social care when they reach majority. The panels will inform adult care commissioners about likely funding and services required. They also allocate a Key Worker. The first panel will meet in January 2010.

The Wiltshire End of Life Care Strategy has been developed by NHS Wiltshire and Wiltshire Council, other partners and local stakeholders. Its aim is to:

- bring about a step-change in access to high quality care for all people approaching the end of life irrespective of age, gender, ethnicity, religious belief, disability, sexual orientation, diagnosis or socioeconomic status.
- ensure that high quality care is available wherever the person may be: at home, in a care home, in hospital, in a hospice or elsewhere.
- enhance choice, quality, equality and value for money.

This was presented at a consultation event on 19 November 2009. The strategy is due for publication in quarter 4.

The Council's social care transformation programme is developing a Self-directed Support system. This aims to improve social care in three ways:

- It ensures that the assessment focuses on what the person wants to improve in their life.
- It is more transparent about the financial support that people can expect and how much people will be expected to contribute to the cost of their care. It aims to be fairer in the way that money is distributed.
- It gives people more control over how the Council’s contribution to the funding of their care is used.

The first phase of the FOCUS reform of adult care now operates across the County. Surveys show that FOCUS is improving customer service.

- **Provide the strong foundations for children and young people's development**

There continues to be significant progress relating to childhood obesity, through the implementation of the Healthy Schools Plus scheme in Wiltshire and through the work of all the Children's Centres in the county. The 2008/09 NCMP data indicates that Wiltshire does well compared with England and the South West. We achieved our target for Reception Year pupils, with progress still needed in relation to obesity in Year 6 pupils. The work being undertaken in relation to obesity and dental health in Wiltshire will also impact on issues relating to overweight and obesity in our children.

Stability of placements of children who are looked after continues to be good. Cost of placements is still being challenged and reviewed. Achievement of looked after children at school has improved this year and the young people's case reviews are timely and take account of the young people's views.

Work to improve the provision of short breaks for disabled children and young people is continuing with significantly more short break services commissioned in the last year and an improved range of services on offer.

Our Primary Mental Health Service now been re-launched with more focus on consultation and advice, it is known as 'Healthy Minds' and has been publicised to all schools, GPs and relevant services. In addition, a Targeted Mental Health Support in Schools pilot has started and there are multi-disciplinary teams in place working with two school clusters, alongside Relate who are providing counselling.

The teenage pregnancy target continues to be challenging but there is an enormous amount of partnership work underway to address this and other sexual health issues. Drop-ins are in place in George Ward and Clarendon schools as well as a clinic in Wiltshire College Salisbury.

Positive progress is being seen in relation to the provision of drug and alcohol services for children and young people in Wiltshire, as the newly launched service embeds itself. Actions to address gaps in service provision and strengthen joint working across agencies are underway, with more front line staff training planned. The Touch2id pilot of biometric identity cards for over-18s began in the Trowbridge area in November 2009 which will help prevent sales of alcohol to under-18s.

- **Enable people to improve their long term health and well being**

The Health and Wellbeing Partnership has agreed that workplace health will be one of its key strategic areas of focus. This provides the ideal platform from which to ensure people are enabled to improve their long term health and wellbeing. It links neatly with activity on behaviour change and also to the health trainer programme which is now expanding out into the community.

Smoking and alcohol use are major causes of ill health and it is encouraging to see positive progress in both these areas. The stop smoking service is meeting its targets for supporting people to stop smoking, and is continually expanding and evolving its service provision and work with partners. The Alcohol Strategy has provided a real focus for driving forward action in Wiltshire and real changes in terms of partnership working and actual activity in relation to alcohol use is now starting to be seen.



**Performance Indicator results are in Annex 2:** Progress against most indicators has improved over the last quarter and the majority of indicators are now on target to be achieved. However for some indicators, final confirmed data is not available until later in the year. Where proxy data has been used this is explained in the comment, and should be treated with caution. Some National Indicator definitions have changed this year which means that the baselines and targets may be adjusted and the periods of calculation have changed.

## Supporting economic growth

- **Supporting Wiltshire through the Economic Downturn**

The priority has been to address the impact of the recession on individuals and businesses and help them prepare for recovery. The Action For Wiltshire programme launched the Future Jobs Fund programme to enable young people to obtain work experience with public and third sector employers. This was complemented by the work of the Area Action Force to meet the needs of people affected by redundancy and to support the businesses involved.

- **Improve business productivity through innovation**

With increasing global competition, the ability of businesses to successfully identify and launch new products and processes has become an important criterion for success. Through quarter three, there has been a continued focus on providing one-to-one advice to businesses with numbers assisted on target

- **Assess the significance of planned military changes on Wiltshire's communities**

The Military Civilian Integration (MCI) Programme is designed to shape and positively influence changes to the significant military presence in Wiltshire including the development of Britain's first 'Super Garrison' in the Salisbury Plain area and the proposed closure of RAF Lyneham. Key milestones achieved this quarter include the start of joint planning of military sites for disposal and development and the commissioning of research into ways of developing sustainable communities across Salisbury Plain.

- **Tackle unemployment hotspots**

There has been a continued focus on enabling people in the more deprived wards of Wiltshire and young people aged 16-18 across Wiltshire to get back into employment, education and training. Although we are still not on target to achieve our overall target for young people not in education, employment and training (NEET), there is some positive news as we are currently recording a lower average figure than this time last year. December also showed more young people leaving NEET than joining the category at this time last year.

- **Broaden the employment base of Wiltshire, extending higher education provision in the county**

Work has continued to enable investment in sectors of the economy that will generate higher value for the Wiltshire economy. The focus in quarter three has been on securing improvements to higher education provision and higher level skills. The recruitment of an Inward Investment Officer will enable a

broadening of the programme to include the attraction of higher value employment opportunities to Wiltshire from the fourth quarter.

- **Work with the private sector to provide adequate workspace and employment land provision**

Action in quarter three related to development land and workspace in South Wiltshire to help secure the development of a bio-medical cluster and provide business start-up and employment opportunities for service leavers and their dependants. Key milestones included the submission of a planning application for a Training & Skills Centre for HPA at Porton Down and the 'topping out' of the Castledown Innovation Centre at Ludgershall.

- **Improve journey time reliability on the A350 corridor and condition of Wiltshire's principal road network**

The Secretary of States' decision on the Westbury by-pass has delayed progress. However, the issue of journey time still remains and therefore the Council will bring it back to the attention of Government through the Homes and Communities Agency "single conversation" which is due to start in December.

The decision by the Secretary of State has also affected the initial development of major scheme business cases for the A350 Yarnbrook/West Ashton and Chippenham by-pass improvement schemes and a review of both will be required.

- **Understand how towns and villages can become vibrant economic centres**

A combination of work including continuing to develop a pilot town plan for Warminster, work on implementation of initiatives in the Vision towns, ongoing dialogue with a number of market towns, consultations with communities in relation to the LDF and preparatory work on the Wiltshire Economic Development Strategy and Local Economic Assessment.

**Performance Indicator results are in Annex 2:** For some of the indicators, particularly those which rely on data from regional sources, there is no updated information since last quarter. Where proxy data has been used this is explained in the comment and should be treated with caution. NI 163 (Working age population qualified to at least a Level 2 or higher) and NI 164 (Working age population qualified to at least Level 3 or higher) show improvement, but performance may be inhibited by the economy. NI117 NEET shows some improvement over last year, but we are not on schedule to achieve our LAA target for 2010/11. NI 152 (*Working age people on out of work benefits*) is one of the targets we are seeking to renegotiate downward as part of the LAA refresh to reflect the effects of the recession. Jobcentre Plus is continuing our negotiations with Government Office South West and this will be based on awaited data from the Department of Work and Pensions (to June 2009).

## Safer communities

- **Reassure the public by regularly communicating with communities**

Various campaign weeks have been held, such as Inside Justice Week, Alcohol Awareness Week and Not in Our Neighbourhood Week. Not in Our Neighbourhood Week (2nd – 6th November) focused activity in Devizes,

Salisbury, Trowbridge, Chippenham and Warminster. It included a joint clean up of 2 play areas in Amesbury Town which are suffering from graffiti and litter problems.

The Alcohol Strategy was launched by the Partnership at the Wiltshire Assembly (see below).

- **Reduce reoffending**

The latest data from the National Offender Management Service (NOMS) on re-offending in the period Jul 08-Jun 09 continues to show a statistically significant increase in re-offending levels in Wiltshire. Work is underway to improve our understanding of the reasons for this; it is believed that it is a combination of increased Police detection volumes of Assault without Injury and efforts by probation and the youth offending service to reduce the numbers of people receiving short term custody sentences. The Community Safety Partnership will be working with the probation service to explore possible partnership initiatives to help reduce re-offending.

- **Improve the street scene and reduce crime and anti-social behaviour**

The following highlights some of the initiatives on anti-social behaviour:

A 'Boy Racer' leaflet is being distributed to all Neighbourhood Police teams to give to individuals found exhibiting anti-social behaviour in car parks.

In Chippenham, the Anti-Social Behaviour Reduction Team and Community Safety Manager have been working closely with the Police and Car Parking Officers to identify an acceptable and proportional solution to complaints received about vehicle related nuisance in a car park.

In south Wiltshire, the Anti-Social Behaviour officer worked with the local NPT to tackle criminal damage and anti-social behaviour in the town. Actions included improved street lighting and warning letters being sent to the ringleaders. This resulted in marked reductions in the number of complaints.

In West Wiltshire, two young people with a long history of anti-social behaviour and crime were referred to the multi-agency Anti-Social Behaviour Panel. An action plan of support was agreed, including support from Families in Focus, Youth Development Services and the Police. After a short period of receiving this support no further reports of anti-social behaviour have been received.

Bluez 'n' Zuz Discos in various locations across the county continue to be well attended: over 150 young people attended in Devizes where the theme was a 'Masked Ball'. The discos are manned by officers from the Police, Youth Development Service, Anti-social Behaviour team and Housing Associations, and help build positive relationships with the young people.

- **Tackle domestic violence and support victims and their children**

Domestic Abuse (DA) Awareness Week took place during November 2009. This included a presentation on a new alarm service for high risk victims of DA, funded jointly between the Council and Wiltshire Police. The week culminated with the 6th Annual DA Conference, attended by over 150 delegates representing a cross section of agencies.

Funding has been secured to deliver the 'Theatre in Education' programme 'Power of Love' in secondary schools. In addition work has commenced on the development of a 12 week pilot programme to work with young males, aged 13-17yrs that have been identified as either perpetrators of DA or at risk of perpetrating.

December 2009 saw Wiltshire's second successful application for a high risk victim of domestic abuse to have her application for indefinite leave to remain in the UK granted. This was a direct result of the case being referred through the Wiltshire MARAC and effective multi-agency work.

- **Reduce violent crime and drug and alcohol related crime and harm**

Considerable progress has been made on implementing the actions in the Alcohol Strategy. NHS Wiltshire's Commissioning Committee is considering proposals to seek additional investment for 2010-11 to focus on reducing alcohol-related admissions, specifically to fund hospital based alcohol liaison posts, undertake early intervention work with older people in the community and boost tier 3 specialist services.

Funding has been secured for 12 months from the Community Safety Partnership to set up and evaluate an alcohol arrest referral scheme for under-18 year olds.

Substance Use Screening Tool (SUST) training continues to be delivered to professionals working with children and young people and training is being provided for Family Intervention Project (FIP) staff to enable them to conduct whole family therapeutic group work for families affected by drugs and alcohol.

Increased success in keeping individuals with alcohol and drug problems in rehabilitation until the end of their programme has led to pressures on the residential rehab budget. The Council and NHS Wiltshire have identified additional funding to meet these pressures and ensure a waiting list does not build up. A Half Year Review by the National Treatment Agency has recognised Wiltshire's improved performance and agreed a number of future performance priorities.

- **Reduce road casualties in Wiltshire**

The new Wiltshire & Swindon Road Safety Partnership was formed in July 2009. Lead agencies within the partnership have now been decided for each of the 12 priority work areas, and each agency will research their area of work as well as methods of addressing the issues and causes.

Eight hundred soldiers based at Tidworth army camp were shown a hard hitting road safety roadshow in December. It was the second time that Safe Drive Stay Alive had been taken to Tidworth in a bid to reduce the number of road accidents involving the military. Nearly 500 personnel at RAF Lyneham also saw the presentation over two days in November. Launched in 2006, the roadshow was initially aimed at Year 11 students, but has been extended to cover military personnel as well. A new video has now been commissioned to specifically address the needs of the military audience.

**Performance Indicator results are in Annex 2:** Place Survey results published in June 2009 look reasonably good for Wiltshire. We are on schedule to meet our targets for reductions in serious acquisitive crime (NI16) and assault with

injury (NI 20). Unfortunately recent analysis of collision data indicates that we are unlikely to meet this year's target on reducing the number of children killed or seriously injured in road collisions.

## Protecting the environment

- **Reduce Wiltshire's carbon footprint**

This focuses on reducing energy consumption. Every unit of energy saved will not only reduce carbon emissions, but will also save money on fuel bills. The council has signed up to the 10:10 Campaign and aims to cut its carbon emissions by up to 10% during the 2010/2011. The council is working on a five year programme to cut its energy use by:

- changing the way in which we use energy, like turning off lights, computers and monitors when they are not in use
- making our buildings and vehicles more energy efficient
- generating our own energy through low carbon or renewable technology.

The Climate Change team is working with the Energy Saving Trust (EST) on a two year programme to develop actions to tackle climate change through the Council's role as community leader. The actions will contribute to the reduction in per capita carbon emissions in Wiltshire. The most recent data shows that in 2007 every person in Wiltshire generated 7.9 tonnes of CO<sub>2</sub>. The Council has set up a scheme to loan energy monitors to the public thorough libraries. A pilot starts on the 8th February with 42 monitors available in 7 of the county's libraries (Salisbury, Trowbridge, Chippenham, Devizes, Warminster, Corsham and Bradford on Avon).

- **Prepare Wiltshire for the consequences of unavoidable climate change**

The Council's climate change team has a remit to work with partners, communities and businesses to reduce Wiltshire's carbon footprint and prepare for unavoidable climate change. It is working to raise awareness across Wiltshire of the impacts of climate change. For example, an article published in January's "Flourish" newsletter (Wessex Environmental Business Network) to raise business awareness about the impact climate change is likely to have. In the south west we are set for wetter winters, drier summers and more extremes of weather, like droughts and floods. This awareness raising is part of the process to assess climate change related risks to service provision. In December consultation began to develop a climate change adaptation plan for Wiltshire. Action includes training for officers.

- **Protect Wiltshire's natural environment and biodiversity**

Wiltshire Council has recruited an officer to undertake the survey, monitoring, advisory and liaison work to support this objective. Arrangements include the Wiltshire Biodiversity Partnership and its implementation of the Wiltshire Biodiversity Action Plan; continued protection of wildlife (habitats and species) in Wiltshire through the work of the Council's ecology service; consideration of the Wiltshire Biodiversity Action Plan and South West Nature Map in the land-use planning system; and the provision of high quality biodiversity information from and to the Wiltshire and Swindon Biological Record Centre and enhanced financial and technical support to the Wiltshire Biodiversity Action

Plan and Wiltshire Wildlife Sites partnerships. The Council represents the issue of biodiversity on Wiltshire's Environmental Alliance.

- **Improve the reduction, re-use and recycling of household waste**

Wiltshire's waste tonnage continues to show no sign of the rapid growth experienced during the early years of the decade. A new agreement has been signed with the Wiltshire Wildlife Trust, for more integrated management of waste minimisation and recycling work.

- **Use planning policies to make new developments environmentally friendly and better manage the use of land and space**

Consultants have been appointed to undertake an evidence base study fulfilling the requirements of the Climate Change Supplement to Planning Policy Statement 1 and will report in April 2010. This work will help inform the development of climate change policy within the emerging Wiltshire Core Strategy. The study is being undertaken in consultation with South West Councils and RegenSW (Sustainable Energy Agency for the South West). Two training courses for policy and development control officers are to be run during March and April 2010 to help raise awareness of climate change and renewable energy. In addition, RegenSW are funding Member training for Wiltshire Council which will also take place during March. Work has commenced to investigate how development control officers can be supported through the implementation of any future climate change policies.

**Performance Indicator results are in Annex 2:** Place Survey results show 85.9% are satisfied with their local area in Wiltshire – the national average was 79.7% and Wiltshire was the 8<sup>th</sup> highest out of 56 unitary councils. Waste performance is on track. Current levels of recycling for continue to show that people are not increasing their recycling efforts. We will continue to monitor the situation closely to ensure that we do not face decreased performance.

### **Environmental Impact of the Proposal**

12. As this is a monitoring report the proposal has no direct environmental impact. The LAW includes an Ambition on the Environment.

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

13. As this is a monitoring report the proposal to note has no direct equalities impact.

### **Risk Assessment**

14. The Council's risk management arrangements apply across the Council's services. Any key risks to performance are identified and managed within services and partnerships and if appropriate are highlighted in performance monitoring. The main risks highlighted this quarter are:
  - The potential impact of the economic situation on targets relating to housing and jobs and training.
  - Latest data from the National Offender Management Service (NOMS) covering re-offending in the period Apr 08 - Mar 09 shows a statistically significant increase in re-offending levels in Wiltshire.

### **Financial Implications**

15. This is a monitoring report so has no direct financial implications. The Local Area Agreement includes the potential of some Reward Grant from government but the scheme makes this difficult to achieve.

### **Legal Implications**

16. As this is a monitoring report the proposal to note has no direct legal implications.

### **Options Considered**

17. The LAA refresh is part of the national scheme and no other options were considered. As a monitoring report there are no 'options to consider'.

**Sharon Britton**  
**Service Director, Performance**

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Date of report: 29<sup>th</sup> February 2010

**Background Papers** The following unpublished documents have been relied on in the preparation of this report: detailed performance management information held within services and partnerships.

### **Appendices**

- Annex 1: The First Year Plan progress summary
- Annex 2: Local Agreement for Wiltshire Performance Indicators

## Annex 1: The First Year Plan Progress Summary

Actions	Q3 comment	Completed & Continuing	In Progress	Not Started
<b>Stronger more resilient communities</b>				
<b>Actions we will take;</b>				
<i>Work with the Wiltshire Economic Partnership (that represents the business community in Wiltshire) to support local businesses by;</i>		√		
• Reducing the rates for new start-up businesses	Action completed	√		
• Alerting businesses to the business rate relief available	Principal EDO post became vacant and action to progress this area of work was temporarily suspended. Recruitment undertaken and replacement office due to start mid Jan 2010.	√		
• Agreeing that the new council will, wherever possible, purchase locally	<p>The work to integrate the Request for Quotes system to ensure that all authorities across the South West could have visibility of the portal is now complete. We are currently sorting out our login accounts on to the portal. Based on this happening this week we had a provisional timetable to start working with the Taxi drivers in the Chippenham area in March. Once we have established that it is successfully operating in this area of business we will then move to expand it across the council.</p> <p>By now having access to the Portal we will be able to see not only suppliers in our geographic location but those in neighbouring areas. For further information see <a href="https://www.supplyingthesouthwest.org.uk">https://www.supplyingthesouthwest.org.uk</a></p>	√		
• Contribute funding to enable those in need to access high quality debt counselling advice	Action completed	√		
• Leverage in £2.5 million funding from outside sources	Action completed - successful in securing £2.9m through the Future Jobs Fund	√		
• Process your housing benefit claims in less than 15 days – currently takes up to 30 days	The time taken to process new claims was 18 days. The average time taken to process both new claims and change events was 9.86. Overall caseload at the end of Q3 30478.		√	
• A new benefit claim that has all the supporting information can be assessed within 24 hours – currently takes up to 12 days	If a claimant visits a hub office and has all the information required for the claim process with them, their claim can be processed the same day.	√		
• Increase the proportion of young people aged 16 and over, in education, training or employment	Information is shown in the Local Agreement for Wiltshire update		√	
• Help young people who find themselves in need of housing	Action completed	√		
• Introduce a new scheme to allow vulnerable households in private sector homes to use low interest loans, secured against the equity in their home, to carry out major repairs	Action completed	√		
• Start building 400 new affordable Private Finance Initiative homes in the Trowbridge area	<p>Due to affordability and planning issues, Cabinet has agreed to re-scope the project to provide around 350 new homes in total, on a phased basis, with approximately 242 homes in Phase 1.</p> <p>We are negotiating the contract with Silbury Housing Ltd, a consortium led by Devizes-based Sarsen Housing Association in partnership with Barclays Private Equity. Sarsen and Persimmon Homes are providing approximately half of the land and Westbury Partnerships will be the building contractor. The intention is to achieve financial close in March 2010 and completion on all homes by December 2012.</p>		√	
• Reduce the regulatory burden on businesses by joining up our environmental health, trading standards and licensing services	Work is ongoing on developing the Service Strategy to promote integration of the services which will deliver a more joined up service for customers. This is a process of continuous review and improvement.		√	



Actions	Q3 comment	Completed & Continuing	In Progress	Not Started
<b><i>We will also take the following actions to support local communities in dealing with local challenges;</i></b>				
• Continue to work closely with the police and other agencies to tackle anti-social behaviour and crime	Information is shown in the Local Agreement for Wiltshire update	√		
• In partnership with NHS Wiltshire, provide free swimming sessions for those aged 16 and under, or 60 and over	There were 17,045 free swimming sessions used by over 60s during Quarter 3 in Wiltshire	√		
• Work with local town and parish councils, landowners and other agencies to seek local solutions to flooding problems	Operational Flood Working Groups have been established in the north and south of the County. These have had their initial meetings and dates are set for meetings in 2010.		√	
• Work with partners to provide more activities for young people	Information is shown in the Local Agreement for Wiltshire update		√	
• Open ten new children's centres	28 Children's Centres have now been designated and the remaining 2 are on track for March 2010. Services are being delivered on or around all 30 designated sites		√	
• Continue to support parenting programmes	A range of parenting programme activities are being offered across the county to support families and improve outcomes for children and young people - This is on-going and becoming further embedded.		√	
• Significantly improve primary school buildings	Shrewton Primary School is being rebuilt and will be completed this winter. Significant improvements to other schools e.g. Noremars junior, Box Primary. Good progress is being made with the primary capital rebuilds: Purton and Lydiard both have planning permission and the Council is out to tender on the improvements and a planning application is in for St Peters Junior and St Mary's Infants in Marlborough		√	
• Continue to take opportunities to merge schools to strengthen the standards of education	Opportunities to merge or federate continue to be pursued to strengthen the quality of teaching, leadership and management in schools. Individual conversations with schools are underway.		√	
• Open the new Wellington Academy in Tidworth	Academy opened in old buildings Sept 09, work on new buildings has started.		√	
• Help children in care to choose where they wish to live and to achieve better results in school	Information is shown in the Local Agreement for Wiltshire update		√	
• Commission a new and improved child and adolescent mental health service through the Children and Young People's Trust Board	Information is shown in the Local Agreement for Wiltshire update		√	
• Extend the provision of short breaks for disabled children	Information is shown in the Local Agreement for Wiltshire update		√	
• Carry out a county-wide housing stock condition survey by September 2009, to provide a clear picture of the condition of Wiltshire's houses	Work continues to develop a full housing stock condition survey for Wiltshire, a draft report has been received and comments are being put together. We anticipate that the final report will be ready by mid Feb.		√	
• Invest in Extra Care Housing and supported housing for elderly and vulnerable adults	1,000 units of "Extra Care" housing over the next 7 – 10 years. The construction of a 40-unit development in Trowbridge commenced in October 2009		√	
• Commence the modernisation of our care homes, and start to develop in partnership an Extra Care housing scheme in Trowbridge	The construction of a 40-unit development in Trowbridge commenced in October 2009		√	
• Develop an action plan to reduce our carbon Emissions	On target to produce plan by March 2010.		√	

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Actions	Q3 comment	Completed & Continuing	In Progress	Not Started
<b>Delivering high quality, low cost, customer focused services</b>				
<b>Actions we will take;</b>				
• Ensure that our staff offers you a friendly smile and a can-do approach	Action complete - All customer service staff receive relevant training. Customer Service Staff are employed specifically for their skills in dealing with customers in the right manner and their can-do helpful approach. This is built in to our recruitment and training plans.	√		
• Put you first by answering your queries, whatever they are, at first point of contact with us	SST help lines have been set up (HR/Pay/Finance) to deal with customers' queries and providing one number/one point of contact. Customer Services are trained to deal with a wide range of service requests and have access to scripted information to enable them to resolve as many enquiries as possible at the first point of contact. In addition: monitoring take up of local service numbers versus "one number"; implementing a system to record where we don't resolve at first point of contact and investigate; Service Improvement Group with first task of understanding and resolving why some customers get passed around the organisation.	√		
• Provide customer access points across the county so that you can contact us easily	County-wide telephony opening hours now 8:30-5:30 M-F - implemented; F2F hours - work continues - on track	√		
• Deliver services fairly	Information is shown in the Local Agreement for Wiltshire update		√	
• Ask you what you think of our services and how we could do better	In Quarter 3 Wiltshire Council participated in the national survey of people who care for adults with social care needs. The results of the survey will be analysed in quarter 4 and will be used to improve the quality of the support available for carers. We also began a routine survey of the experience of people who use our new "FOCUS" area teams. The results of the survey are used in performance management and in planning the future development of our services who need social care support.		√	
• Deliver an improved website to provide local information you want	The Senior Web Focus Officer was appointed in early September. The highest usage areas of the web site have been identified. Initial work has concentrated on ensuring these areas are easy to find and navigate. Forward work will look deeper into the content of these priority areas with Customer Services and Business Transformation to ensure accurate and useful content and transactions are provided to web site users.		√	
• Provide the facility for you to pay your council bills on line	The facility for on-line payments of council bills is in place for all areas of Wiltshire.	√		
• Provide access for you to submit and monitor planning applications on line	Action complete & ongoing	√		
• Achieve financial savings of £8.5 million in the first year to reinvest in front line services	On-going monitoring of action plans is being undertaken to ensure departments outturn within allocated resources.	√		
• Review our public transport needs and deliver a plan to meet these needs	The Review is nearing completion and will then need to be discussed with members to agree future levels of service provision and methods of delivery.		√	
• Improve how we to deal with potholes and speed up response times to highway defects	Action complete & ongoing. Pothole and Clarence project being undertaken at Wilton depot. Arrangements being made to roll out in Melksham depot.	√		
• Start to develop new libraries for Trowbridge, Pewsey and Ludgershall	Action complete & ongoing	√		
• Initiate a heritage education service at Wiltshire & Swindon History Centre	Action complete & ongoing	√		
• Continue with the transformation of Adult Care services, personalising support to match individual needs, giving more choice and control to our service users	Information is shown in the Local Agreement for Wiltshire update	√		

Actions	Q3 comment	Completed & Continuing	In Progress	Not Started
<ul style="list-style-type: none"> <li>Streamline access to Adult Care services through the development of more efficient and user friendly systems, putting the customer at the centre of the process</li> </ul>	Information is shown in the Local Agreement for Wiltshire update		√	
<ul style="list-style-type: none"> <li>In Adult Care, work towards providing one dedicated member of staff to help a person from the time they contact us to receiving a service and beyond</li> </ul>	Information is shown in the Local Agreement for Wiltshire update		√	
<ul style="list-style-type: none"> <li>Begin work with other organisations to improve access to universal services for older people and disabled people</li> </ul>	We are developing a Good Neighbour Scheme that will bring together many services that go into an area already, such as Bobby Van, PCT Health Trainers etc. This will aim to make it easier to find the help they need to solve common problems that eventually lead to the loss of independence without the need to seek formal help from Council and NHS services.		√	
<b>Local, open, honest decision making</b>				
<b>Actions we will take;</b>				
<ul style="list-style-type: none"> <li>Hold local Area Boards to provide opportunities for you to debate and decide what is best in your local area</li> </ul>	Information is shown in the Local Agreement for Wiltshire update	√		
<ul style="list-style-type: none"> <li>Provide £750,000 of funding to be distributed through the Area Boards for local projects and facilities, rising to £1million in 2010/11</li> </ul>	Action complete & ongoing	√		
<ul style="list-style-type: none"> <li>Create four Area Planning Committees around the county</li> </ul>	Achieved - working with Area Boards and directly with applicants to encourage pre-application discussion with local communities. In addition the Council has set up a new Strategic Planning Committee.	√		
<ul style="list-style-type: none"> <li>Ask for your views on decisions affecting your local community e.g. major planning applications</li> </ul>	Action complete & ongoing	√		
<ul style="list-style-type: none"> <li>Provide an opportunity for you to talk directly to your local neighbourhood police team and NHS representative</li> </ul>	Action complete & ongoing	√		
<ul style="list-style-type: none"> <li>Ensure that you have a say on how front line services are delivered in your community e.g. the opening hours for your library or leisure centre</li> </ul>	This is being taken forward through the work of Area Boards and priorities include: broadening participation, increasing the number of decisions taken locally, examining evidence of local needs and working more effectively with the community area partnerships		√	
<ul style="list-style-type: none"> <li>Work closely with communities, parish and town councils to identify priorities and inform people of maintenance work in their area and to target problems such as graffiti, abandoned vehicles, litter and other issues</li> </ul>	Briefing Note prepared for Members and community areas using highway condition data. Preparation of proposed highway maintenance for 2010/11 being prepared for inclusion in Community Area Highway information Packs.		√	
<ul style="list-style-type: none"> <li>Ask the Area Boards to identify and influence local highway maintenance priorities</li> </ul>	Latest condition information is available by community area and will be included in Community Area Highway Information documents. Schemes being identified on basis of likely budgets.		√	

Actions	Q3 comment	Completed & Continuing	In Progress	Not Started
• Publish community area highways information listing the proposed road and bridgeworks to be carried out in 2009/10	Schemes for 2010/11 being developed, but list will depend on final budgets. Community Area Information packs to be published for start of Financial Year.	√		
• Involve you in influencing the way public services are delivered which impact on the safety of our communities	Information is shown in the Local Agreement for Wiltshire update [see information on Community Issues System]	√		
• Ask for your views through our three Citizen Panels – People’s Voice (3,800 adult residents), Tomorrow’s Voice (1,200 young people) and Carer’s Voice (450 people who care for a friend or neighbour)	Action complete & ongoing	√		
<b>Working together to support Wiltshire’s communities</b>	<b>PPS does work to support this aim. For example TS works with the police on dealing with Rogue Traders which also helps combat distraction burglaries. Licensing officers also undertake joint operations with police to reduce anti-social behaviour.</b>			
<i>Actions we will take;</i>				
• Work with the police and other criminal justice agencies to help you feel safer	Information is shown in the Local Agreement for Wiltshire update	√		
• Work with the voluntary and community sector to provide support services for victims of domestic violence and activities for young people	Information is shown in the Local Agreement for Wiltshire update	√		
• Seek to provide 2,229 additional homes in Wiltshire and ensure 554 new affordable homes are built	Information is shown in the Local Agreement for Wiltshire update	√		
• Reduce the number of households living in temporary accommodation to less than 242	Action complete & ongoing	√		
• Undertake public consultation on the “Wiltshire Core Strategy” in late 2009 to inform decisions on where housing and employment growth should be provided	Consultation ended on the core strategy consultation document "Wiltshire 2026" on 31st December 2009. Further consultation will be planned as part of the Local Development Scheme review. The South Wiltshire Core Strategy was submitted for November 2009. Further hearing sessions with a Government appointed inspector will commence during March 2010.	√		
• Complete 89% of Public Protection service request investigations within 60 days	During Q3 95% were done within the timescale.		√	
• Start construction of the Westbury Bypass subject to receiving a decision from the Secretary of State	The Secretary of State did not grant planning permission following the public inquiry and consequently the scheme will not go ahead.			√
• Complete the parking facility at Petersfinger in Salisbury as part of the transportation package for the city	Site work delayed by British Telecom, now due for completion March 2010		√	
• Substantially complete the brand new secondary Melksham Oak Community School	Q2: Building work is ongoing and new school is due to open in Summer 2010		√	

Actions	Q3 comment	Completed & Continuing	In Progress	Not Started
• Complete enhancement works in Melksham, Warminster and Westbury town centres	All planned work in Warminster and Amesbury complete. Work in Westbury Market Place complete. Stage 1 Melksham Town Centre works completed on programme. Stage 2 due to start March 15th 2010.	√		
• Find immediate and appropriate short term housing solutions for homeless people	Information is shown in the Local Agreement for Wiltshire update	√		
• Expand the Parish Steward's role to provide wider support to local communities, including working with the Police and other organisations	Parish Stewards involved in Wilton Clarence project redesign, which is looking at how carriageway defects are addressed.		√	
• Work with volunteers and local groups to maintain and improve the county's rights of way network	Work with local volunteer groups on Rights of Way maintenance has continued.		√	
• Increase the number of Spark Radio shows hosted by young people, and the number of young people writing articles & contributing to Sparksite (website)	Information is shown in the Local Agreement for Wiltshire update		√	
• Create a Wiltshire Arts Service to support all arts throughout the county	Action ongoing. A more detailed update will be given for Q4		√	
• Promote reading throughout all our services as a doorway to opportunity for every person in Wiltshire, following a very successful National Year of Reading	Action ongoing. A more detailed update will be given for Q4		√	
<b>Keeping Wiltshire safe – we will</b>				
•Tackle anti-social behaviour	Information is shown in the Local Agreement for Wiltshire update		√	
• Reduce domestic violence through initiatives to raise awareness and encourage earlier reporting	Information is shown in the Local Agreement for Wiltshire update		√	
• Continue to work with our partners to reduce violent crime	Information is shown in the Local Agreement for Wiltshire update		√	
• Raise awareness of elder abuse and how to report it	Awareness raising has led to a small increase in the number of alerts raised by the voluntary sector and a larger increase in alerts from housing providers. There has also been a significant increase in referrals from family, neighbours, friends and members of the public .		√	
• Improve our street scene including reducing litter and graffiti	Currently working with the police/anti-social team to improve response to Graffiti.		√	
• Deliver parenting programmes	A range of parenting programme activities are being offered across the county to support families and improve outcomes for children and young people	√		
• Support drug and alcohol services	Information is shown in the Local Agreement for Wiltshire update	√		
• Keep our children safe and provide a Safer Schools website.	Action complete & ongoing	√		
• Protect our communities by maintaining high public health standards using education and fair enforcement of legislation	Identifying opportunities to educate customers and communities using educational activities which have been identified in our Service Plans. Merging with Community Safety will provide opportunities to maintain standards and add value to our achievements.		√	
• Comply with statutory duties with respect to all licensing functions	All licensing functions harmonised. Action complete. Single policy adopted across County in September 2009.	√		

## Annex 2: Local Agreement for Wiltshire Performance Indicators

1.0 Resilient communities								
NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
<b>LAA designated targets</b>								
NI 004	% of people who feel they can influence decisions in their locality.	-	31.90%		-	-	35.09%	The latest figure is from the 2008/09 survey; this will be updated in Q4 by results from a local survey. The National result for 08/09 is 28.9%, making Wiltshire 6th highest out of 56 Unitary Councils.
NI 007	Environment for a thriving third sector.	-	18.2%		-	-	23%	National Survey of Third Sector Organisations set baseline in 08/09. Targets were set as part of the LAA refresh process in March 2009. Wiltshire was above the national average - 18.2 % in Wiltshire compared to 16.2 % nationally.
NI 110	Young people's participation in positive activities.	66%	74.10%	78.10%	-	-	82.10%	This indicator is measured using the Tellus survey. In 09/10 this will take place in Q3 and be reported in Q4. DCSF are requiring an audit in a designated week in February 2010 - guidance not yet available.
<b>LAA local targets</b>								
NI 002	% who have given unpaid help at least once per month in the last 12 months.	-	29.60%		-	-		The latest figure is from the 2008/09 survey; this will be updated in Q4 by results from a local survey. The National result for 08/09 is 23.2%, making Wiltshire 4th highest out of 56 Unitary Councils.
NI 001	% of people who believe people from different backgrounds get on well together in their local area.	-	83%		-	-		The latest figure is from the 2008/09 survey; this will be updated in Q4 by results from a local survey. The National result for 08/09 is 76.4%, making Wiltshire 4th highest out of 56 Unitary Councils.
ESDTRA 1	Local Transport Plan indicator on transport and accessibility	91%	91%		-	-		Figure available Q4

NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
<b>LAA mandatory targets</b>								
NI 072	Achievement of at least 78 points across the Early Years Foundation Stage with at least 6 in each of the scales in Personal Social and Emotional Development and Communication, Language and Literacy.	53%	57%	57.20%	57.40%	Y	59%	57.4% is the final outturn annual figure for 2009. This exceeds our 2009/10 target of 57.2%.
NI 073	Achievement at level 4 or above in both English and Maths at Key Stage 2.	70%	73%	80%	70.70%	N	81%	Final DCSF data in KEYPAS (70.7). KS2 AATs (71) This is an aspirational target which is challenging to achieve. Work is continuing to address this.
NI 075	Achievement of 5 or more A*- C grades at GCSE or equivalent including English and Maths	49.30%	53.20%	58%	55.20%	N	59%	Provisional result KS4 AATs (55.4) This is an aspirational target which is challenging to achieve. Work is continuing to address this.
NI 087	Secondary school persistent absence rate.	5.40%	5.20%	5.20%	5.10%	Y	5.10%	Performance data related to this KPI will not be available until the end of the academic year 09/10. Provisional DCSF figure for Autumn term 08 and Spring term 09 (5.1)
NI 092	Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest.	35.50%	31.40%	32.40%	29.20%	Y	29.60%	29.2% is the final outturn annual figure for 2009. This exceeds our 2009/10 target of 32.4%.
NI 093	Progression by 2 levels in English between Key Stage 1 and Key Stage 2.	87.10%	-	91%	83.30%	N	92%	Provisional data (EPAS) This is an aspirational target which is challenging to achieve. Work is continuing to address this.
NI 094	Progression by 2 levels in Maths between Key Stage 1 and Key Stage 2.	76.10%	-	87%	79.70%	N	90%	Provisional data (EPAS) This is an aspirational target which is challenging to achieve. Work is continuing to address this.
NI 099	Looked after children reaching level 4 in English at Key Stage 2.	43.80%	44%	37.50%	50%	Y	44%	
NI 100	Looked after children reaching level 4 in mathematics at Key Stage 2	37.50%	44%	37.50%	50%	Y	50%	
NI 101	Looked after children achieving 5 A*-C GCSEs (or equivalent) at Key Stage 4 (including English and mathematics).	-	11.40%	30.40%	14.30%	N	29%	This is an aspirational target which is challenging to achieve. Work is continuing to address this.

## 2.0 Affordable housing.

NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
<b>LAA designated targets</b>								
NI 141	Percentage of vulnerable people achieving independent living.	66%	77.60%	68%	80.2%	Y	70%	The figure shown for Q3 is provisional Data is collected via an Excel workbook designed by CLG. It is CLG who decree when these workbooks (one per Supporting People scheme) are submitted. The current timetable means that full, confirmed results are not available when required by CLT and will only be available 6 weeks after the end of the quarter. Confirmed Q2 79.1%
NI 154	Net additional homes provided.	2670	1867	2517	-	-	2565	We collect data annually and the most recent information is that from March 31st 2008 to 1st April 2009, 1867 net additional dwellings were provided across Wiltshire.
NI 155	Number of affordable homes delivered (gross).	636	583	554	398	Y	590	We are currently on target to achieve our LAW target of 554, as at Qtr 3 we have delivered a total of 398.
<b>Other LAW indicators</b>								
NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
ESDHOU 1	97% of all social housing achieves decent homes standard by 2010	-	94%	96%	97%	Y		We have already met our 09/10 target but will continue to try and improve further properties within our stock to ensure they meet the decent homes standard.
ESDHOU 2	Bed and Breakfast: end the use of bed and breakfast accommodation for all homeless households by 2011, all except emergency use.	45	2	0	0	Y		In Qtr 3, as in Qtrs 1 & 2 we recorded 0 (zero) this is a fantastic achievement and has been due to the increase in the amount of homeless prevention work that has been carried out by the team as well as due to the introduction of the new choice based lettings system Homes4Wiltshire.
ESDHOU 3	Temporary accommodation: halve the use of Homeless temporary accommodation between 2008 and 2010	-	179	242	142	Y		We are very pleased to confirm that the figure in Qtr 3 is 142 which shows we have an above target decline in the amount of clients who are being placed in temporary accommodation. Again this is due to the increase in prevention work and introduction of Homes4Wiltshire.
ESDHOU 4	Reduce the number of people facing homelessness by offering genuine alternative housing and support options.	-	997	1150	1251	Y		In Qtr 3 we recorded a total of 369 preventions (1251 cumulative figure for year). This is on target for our target in 09/10 (1,150) and reflects the total amount of potential homeless cases that have been resolved via action from the Housing Options team.
ESDHOU 6	Carry out energy improvements to private homes		-		-	-		A Private Sector Housing Renewal Strategy has been approved by the Council. It includes proposals to deliver an equity and loan scheme as an alternative to grant funding to provide households with the opportunity to fund the installation of energy efficiency measures; make grants available to provide cladding or cavity wall insulation for mobile homes, flats and houses in multiple occupation to improve the energy performance of properties and to maximise funding opportunities by drawing in money available from other companies and organisations such as the energy generating companies and Warm Front.



### 3.0 Lives not services

NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
<b>LAA designated targets</b>								
NI 008*	Adult participation in sport and active recreation.	-	25.5%	27.1%	25.1% (Oct 08 - Oct 09)	N	28.20%	Data for reporting year April 2009 to March 2010 will be reported in November 2010, based on Active People data collected between October 2008 and October 2010. Data is not available on a quarterly basis. This Q3 figure is based on latest Active People Survey data (October 2008 - October 2009), and is a measure of self reported participation in sport and active recreation, at moderate intensity, for at least 30 minutes on at least 12 days out of the last 4 weeks (equivalent to 30 minutes on 3 or more days a week). The figure of 25.1% is one of the highest rates in the South West but it is still somewhat off the target of 28.2% for 2010/11. Work continues with the Sports Partnership and other agencies to see a continued improvement in relation to this target.
NI 039*	Rate of Hospital Admissions per 100,000 for Alcohol Related Harm. (rolling 12 months March 2008 - February 2009)	-	1345 per 100,000	1332	1328	Y	1373	Q3 Note - this is an estimate based on data from December 2008 to November 2009. This is the lowest estimate since the Dec 07-Nov 08 estimate and is just below the 2009/10 revised target of 1,332 although the official figures may be slightly different when they come out.
NI 055*	Obesity in primary school age children in Reception (PCT indicator)	8.48%	8.64% (2007/08 results)	9%	7.79%	Y	8.50%	
NI 112*	Under 18 conception rate of change.	-	Estimated 34.06% Jan - Dec 2008	Rate 19.7% Reduction -39%	-	-	16.10%	2008 results due in Feb 2010, 2009 Feb 2011. Remedial action plan being implemented due to 2007 data.
NI 120*	All-age all cause mortality rate. (The directly age standardised mortality rate per 100,000 population, from all causes at all ages. The indicator is reported and monitored as 2 separate mortality rates; one for males/ one for females)	-	2005/7 pooled data at Dec 2008 Males 627 Females 444	Males 581 Females 421	Males 619.7 Females 432.22	N	Males 565 Females 410	Most up to date NCHOD data gives this figure for 2008 - released Dec 2009. There has been improvement in relation to AAACM. We are measured as red against the trajectory we have been set, despite having very good life expectancy in Wiltshire. Work continues in relation to cancer and CVD mortality that will influence AAACM.
NI 123*	Stopping smoking (rate per 100,000 population, self reported 4 week smoking quitters).	583	709.6	679.3	1622 (against target of 1825) as at 04/01/10 with several weeks more of data to be included	Y	679.4	Quarter 2 target of 535 was met with 583 people quitting. Cumulative quits for 2009/10 at 04/01/10 total 1622 leaving 229 to achieve for cumulative end of Q3 target. Cut off date DH return of 12th March. A recruitment campaign is underway for more bank staff to replace the staff vacancies. Specialist level 3 advisors continue to support and train level 2 advisors in GP practices. Work continues in the prison, workplaces, dental service and military. Face to Face events in co-operation with the Department of Health continue around the county recruiting smokers into the service in Salisbury, Trowbridge, Tidworth, Marlborough and Melksham children's centre. Joint partnership working for lifestyle events are planned for the coming months. A communications plan has been developed in conjunction with projects from Smokefree South West. The service has also recently publicised the Text service for younger smokers on radio and in local papers.  The figure quoted for Q3 is the actual number of quitters. The figure required for NI123 is a rate per 100,000 population. This figure is calculated by the NHS at year end for 'vital signs' returns

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NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
NI 125*	Achieving independence for older people through rehabilitation/intermediate care.	-	79.70%		82.00%	-	To be agreed Feb 2010	Due to a technical change in the definition, the data collection now begins in July and ends in December.
NI 130	Social care clients receiving Self Directed Support per 100,000 population.	105.8	235.64	158.90	268.32	Y	1330 per 100,000	The result of NI 130 accumulates through the year as more people received Direct Payments. Results for Q1 2009/10 indicate improvement over the same period in 2008/09. Note that the definition of NI 130 changed on 1 Apr. The indicator now counts people who have been through the self-directed support planning process and not people who receive Direct Payments. In Q1 - Q3 2008/09 we continued to measure the rate of Direct Payments as a proxy for self-directed support planning. We will begin to measure NI 130 on the new definition when the new process is implemented over the course of Q4.
NI 131*	Delayed transfers of care from hospitals		14.23	28.00	32.00	N	27	Q3 Result is based on Q1 to Q3. Action plans in place with provider services to deliver improvements. These focus on coordination across acute sector providers, community and mental health providers, nursing home and residential care providers and social services; ensuring social care assessments happen promptly; ongoing work around care home capacity and Continuing Health Care team developing a new model of care with Wiltshire Council enabling screening and assessments to be carried out, outside the inpatient setting. This target is currently considered to be Amber
NI 134*	Emergency bed days per head			138,842	228,347	N	137,454	Q3 FOT based on April to Nov 2009. Work continues to develop action plans for improving performance.
<b>LAA designated targets</b>								
NI 135	Carers receiving needs assessment or review and a specific carer's service, or advice and information.	9%	14.20%	10.00%	11.30%	Y	25.00%	The result of NI 135 accumulates through the year as more carers are assessed and reviewed. Results show early signs of improvement over the 2008/09 year-end figure. We are currently improving the recording processes for carer assessments and reviews and we expect that this will cause further improvement in Q4.
NI 136	People supported to live independently through social services (all adults).	3036.88	3444	3500	3539	Y	4000	In quarter 2 we reported an estimated result as a consequence of changes to the recording system that contains the data from which NI 136 is calculated. We resolved these problems in quarter 3 and our result now exceeds the target for 2009/10. In quarter 4 we will make further improvements to the method that we use to gather data for NI 136 and expect this to cause further improvement.

NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
<b>LAA local targets</b>								
NI 040*	Number of drug users recorded as being in effective treatment.	-	618		619	Y		
<b>Other LAW indicators</b>								
NI 056*	Obesity in primary school age children in Year 6 (PCT indicator)	13.46%	15.90% (2007/08 results)	16%	14.66%	Y		
NI 138	Satisfaction of people over 65 with both home and neighbourhood.	-	85.20%		-	-		The latest figure is from the 2008/09 survey; this will be updated in Q4 by results from a local survey. The National result for 08/09 is 83.9%, making Wiltshire 34th highest out of 56 Unitary Councils.
NI 139	The extent to which older people receive the support they need to live independently at home.	-	32%		-	-		The latest figure is from the 2008/09 survey; this will be updated in Q4 by results from a local survey. The National result for 08/09 is 30%, making Wiltshire 33rd highest out of 56 Unitary Councils. This result is on the median for the South-West and should be compared with NI 136.
NI 146	Adults with learning disabilities in employment				13.70%	-		The method of calculation for this indicator has changed this year and as a result this years figure is not comparable with that for 2008/9. Because of this, no target has currently been set for this indicator.

## 4.0 Environment for economic growth

NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
<b>LAA designated targets</b>								
NI 117	16 to 18 year olds who are not in education, employment or training (NEET).	5.80%	6.49%	4.10%	6.08%	N	4.10%	The baseline and target is measured as an average of November to January each year. The figure in the Q3 column represents the latest submitted figures to DCSF which are a monthly 'snapshot'(as at December 09). NEET naturally fluctuates over the year according to, for example, course start and end dates. December also showed more young people leaving NEET than joining (107 v 75. Next Steps January start course at Wiltshire College recruited to capacity (figures tbc). LSC apprenticeship vacancy numbers are disappointing - 8 live as at end Jan. Although CX has a higher number of vacancies (120), there is increased competition for these from jobseekers (vacancies cannot be ringfenced by age due to legislation).
NI 152	Working age people on out of work benefits.	6.75%	6.83%	6.30%	-	-	5.90%	Unable to provide an update for NI152 as no new data has been released for the working age client group. Employment and Support Allowance (ESA) replaced Incapacity Benefit and Income Support paid on the grounds of incapacity for new claims from 27th October 2008. The introduction of ESA has affected the client group series and work is currently in progress to embed ESA into the Working Age Client Group. Therefore the latest available data is the averages (based on 3 quarters) for 2008 provided in April.
NI 163	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 2 or higher.	66.40%	71.9% (from APS August 2008)	73.60%	-	-	75.80%	No further data is available to measure the progress of this target. Comments from previous quarter remain valid: Achievement against this target is showing an improved picture than previously reported. Achievement of this target may be inhibited by the economic climate, affecting results for 2009.
NI 168	Principal roads where maintenance should be considered.	4%	6% (based on 2008 scanner results)	4%	-	-	4%	NI 168 is reported annually with result due from Dept for transport in Feb 2010. This will be reported in Q4
<b>Other LAW indicators</b>								
ESDECON1	Number of businesses supported (Intensive Assists)	589	654	700	562	Y	800	On target (204 in the quarter) - any action taken to ensure greater take up of new and existing advice sessions will impact positively on this figure.
NI 161	Number of Level 1 qualifications in literacy (including ESOL) achieved.	1991	1703 (based on LSC achievement data 2008/09)	2407	-		2599	Wiltshire Council's own Skills for Life programme continues to contribute to achievement of the target. Results for the 2008/09 Academic Year will be available on the 30th April 2010.
NI 162	Number of Entry Level qualifications in numeracy achieved.	90	69 (based on LSC achievement data March 2009)	155	-		170	Wiltshire Council's own Skills for Life programme continues to contribute to achievement of the target. Results for the 2008/09 Academic Year will be available on the 30th April 2010.
NI 164	Proportion of population aged 19-64 for males and 19-59 for females qualified to at least Level 3 or higher.	48.10%	51.1%(from APS August 2008)	0.6% increase	-			Results for the 2008/09 Academic Year will be available on the 30th April 2010. Comments from previous quarter remain valid: Whilst there is some improvement in the L3 position, progress is slow. Achievement of this target may be inhibited by the economic climate, affecting results for 2009.

## 5.0 Communities that are safe and feel safe.

NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
<b>LAA designated targets</b>								
NI 016*	Serious acquisitive crime rate.	-	6.71	8.41	5.13	Y	8.24	
NI 017*	Perceptions of anti-social behaviour.	-	12.50%		-	-	10.80%	The latest figure is from the 2008/09 survey; this will be updated in Q4 by results from a local survey. The National result for 08/09 is 20%, making Wiltshire 7th lowest out of 56 Unitary Councils.
NI 020*	Assault with injury crime rate.	-	4.56	5.38	3.48	Y	-	
NI 030*	Re-offending rate of prolific and priority offenders.	-	baseline only			-	0.8	No Information Received - Should have data end of March 2010
NI 032*	Repeat incidents of domestic violence.	-	Placeholder 08-09	27%	21%	Y	27%	
<b>LAA local targets</b>								
NI 195	Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting).	-	9.25%	10.50%	6.25%	Y	10.00%	Litter 3% Detritus 21% Graffiti 1% Fly Posting 0%
<b>Other LAW indicators</b>								
NI 019*	Rate of proven re-offending by young offenders.	-	-2.70%		-	-		Annually calculated indicator data expected Q4.
NI 027	Understanding of local concerns about anti-social behaviour and crime by the local council and police.	-	25%		-	-		The latest figure is from the 2008/09 survey; this will be updated in Q4 by results from a local survey. The National result for 08/09 is 24.8%, making Wiltshire 35th highest out of 56 Unitary Councils.
NI 041	Perceptions of drunk or rowdy behaviour as a problem.	-	21.20%		-	-		The latest figure is from the 2008/09 survey; this will be updated in Q4 by results from a local survey. The National result for 08/09 is 29%, making Wiltshire 5th lowest out of 56 Unitary Councils.
NI 047	People killed or seriously injured in road traffic accidents.	-	2.15%	40.00%	32%	Y		NHS Provisional figure
NI 143*	Offenders under probation supervision living in settled and suitable accommodation at the end of their order or licence.	-	68%	70%	85%	Y		
NI 144*	Offenders under probation supervision in employment at the end of their order or licence.	-	59%	40%	47%	Y		

## 6.0 Environment and CO2

NI	NI Name	2007/08 Full Year	2008/09 Full Year	2009/10 Target	2009/10 Q3	On Target	2010/11 Target	Comment (if 'on target' is N)
<b>LAA designated targets</b>								
NI 188	Planning to Adapt to Climate Change.	-	NI Level 0	risk based assessment and prioritised action NI level 1/2	-	Y	Action plan and monitoring in place NI level 3/4	An Initial Project Plan has been prepared and approved by the Council's Climate Change Board and Wiltshire Environmental Alliance. An Initial Consultation Document has been circulated to Council Departments and Partner Organisations. This consultation shares the Initial Project Plan with key stakeholders and provides an opportunity for them to influence the Detailed Project Plan required for March 2011. A review of appropriate Wiltshire plans and strategies is underway.
NI 191	Residual household waste per household.	-	663.6kg	690.19kg	491kg	Y	663.11kg	Returns for the 3rd quarter show that Wiltshire's waste tonnage continues to show no sign of the rapid growth experienced during the early years of the decade. A new agreement has been signed with the Wiltshire Wildlife Trust, for more integrated management of waste minimisation and recycling work.
NI 197	Improved Local Biodiversity – proportion of Local Sites where positive conservation management has been or is being implemented.	38.50%	43.20%	47.50%	-	-	52.50%	Wiltshire Council has recruited an officer to undertake the survey, monitoring, advisory and liaison work necessary to meet the National Indicator (NI) 197 second and third year targets of 5% per annum increases in the number of local sites that are in positive management. We are currently investigating how the 3% and 5% increase should be calculated as this may affect the target, we aim to confirm this by next Quarter. Data for NI 197 is produced on a yearly basis and will be available in Q4.
<b>LAA local targets</b>								
NI 186	Per capita reduction in CO2 emissions in the LA area.	-	8.1		-	-		Data produced by Defra on annual basis only, available in July.
<b>Other LAW indicators</b>								
NI 167	Congestion - average journey time per mile during the morning peak.				-	-		This indicator is calculated by DfT - expected to be available February 2010.
NI 185	CO2 reduction from local authority operations.		Baseline: 59,117 tonnes		-	-		Result for 2008-09 is 59,117 tonnes CO2 (weather-corrected). Information collected annually only; 2008-09 is baseline year. This is the final figure validated by Defra in Oct 2009.
NI 194	Air quality – % reduction in NOx and primary PM10 emissions through local authority's estate and operations.	-	Baseline figures NOx 88,221 PM10 2526		annual only	-		Weather-corrected NOx and PM10 emissions for 2008-09 are reported annually. This was a new indicator, so we can't calculate a % reduction figure for 08/09. These figures will be used as the baseline. These are the final figures validated by Defra in Oct 2009, which are different to those previously submitted.

## WILTSHIRE COUNCIL

**CABINET:**  
**23 February 2010**

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### **FRAMEWORK CONTRACT FOR THE PROVISION OF AGENCY STAFF**

**Cabinet member:** Councillor John Noeken - Resources

#### **Executive Summary**

The planned use of Temporary Staff provides the Council with flexibility during a period of transition and transformation. In order to provide necessary control and to provide important management information it is necessary to change the current service model. Due to the volume and value of the work it is necessary to procure a new contract under European Legislation.

#### **Proposal**

- 1) That Cabinet approve the commencement of the tendering process for the supply of Temporary Agency Staff.
- 2) That decisions to agree the final specification and tender evaluation methodology be delegated to the Director of Resources and the relevant Cabinet Member.

#### **Reason for Proposal**

To enable the procurement process to commence to ensure the new arrangements are in place later this calendar year.

**Carlton Brand – Director of Resources**

**FRAMEWORK CONTRACT FOR THE PROVISION OF AGENCY STAFF**

**Cabinet member:** Councillor John Noeken - Resources

**Purpose of Report**

1. In order to comply with Council Financial and Contract Regulations relating to contracts with a value greater than £1m, Cabinet approval is sought to commence a competitive tender exercise under the European Union 'Restricted Tender' provisions for the future supply of Temporary Agency Staff through a Neutral Vendor Managed Service.

**Background**

2. Planned Use of Temporary Agency Staff provides the Council with workforce flexibility and this has been particularly important during the past year of transition and transformation allowing reduction in staffing levels without affecting permanent staff. The current total spend on temporary staff for Wiltshire Council is in the region of £7-£8m, compared with a total of £112m non-schools payroll budget (approximately 7%). As such, the Council needs to demonstrate value for money and comply with European Union (EU) legislation relating to this level of spend. The current contract was procured in collaboration with Bath and North East Somerset (BANES) and the former Wiltshire District Councils and operates as a non-exclusive category framework for an initial three-year period with an option to extend for a further year.
3. Taking advantage of the extension period, the current contract now expires in February 2011. This will enable a complete review of the usage of Temporary Agency Staff within the new Council ensuring that the proposal new contract is both 'fit for purpose' and, robust contract management processes are developed and in place by the start of a new contract.

**Main Considerations for the Council**

4. To ensure the prompt retendering of this complex service, a Project Board has been set up with the Service Director, Human Resources as Chairman. The Board includes key stakeholders and Councillor Jonathan Seed as the non-executive member appointed by the Overview and Scrutiny Management Board.
5. The Project Board, at the meeting in December 2009, approved a preferred option of adopting a neutral vendor managed solution for the future provision of Temporary Agency Staff. This option has a number of advantages but the main one is that Service Managers will have a single point of contact. The neutral



vendor will source all agency staff requirements on behalf of Wiltshire Council and will provide robust additional management information and web enabled ordering facilities.

6. A neutral vendor managed service does not supply its own staff enabling local Small and Medium Enterprises (SMEs) to compete on an equal basis with national recruitment agencies. The preferred business solution also aligns with the objectives of the Corporate Plan by supporting and promoting employment opportunities in Wiltshire.
7. The neutral vendor managed service has the ability to supply close to 100% of the demand for agency staff and provide key management information on what agency staff are on placement, where they will also ensure the Council is fully compliant with all legislation and policies relating to the engagement of agency staff.

### **Environmental Impact of the Proposal**

8. There is no environmental impact of the proposal although the opportunity for the sourcing of local staff will contribute to the council's carbon reduction programme.

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

9. The proposed new contract would ensure regulations in relation to equality and diversity are fully met and can be closely monitored and reported on.

### **Risk Assessment**

10. The current arrangements for the engagement of agency staff and existing processes and policies are putting the Council at major risk of possible challenge from suppliers and government departments. The new contract will provide both robust management and information and enable regular review to ensure compliance and manage risk as it occurs.
11. A full risk log for the procurement exercise form a major part of the project plan and this is regularly reviewed and updated by the Project Board.

### **Financial Implications**

12. The proposal does not have direct financial implications but the successful retendering of the contract will provide improved opportunities for control over this area of large corporate spend. Recent research with authorities already using the neutral vendor model and industry soft market testing have identified the opportunity of significant savings on current rates and costs. Although the final figures will not be known until the retendering has been completed, research has shown that an average saving of around 6% are not uncommon against the current framework and other ad-hoc arrangements. A new and robust contract covering the recruitment of Agency Staff is seen as a category of spend where significant savings can be made.

## **Legal Implications**

13. The council is carrying a major risk and the causes for the reliance of high cost agency staff used for long periods of time must be addressed. The council needs to be assured that proper arrangements are in place that meets with Contract Regulations, EU Procurement Directives and Employment Law. This will ensure that the council is not exposed to the danger that these staff could be viewed in law as employees with all the employment law implications, or open to HM Revenue and Customs (HMRC) challenge with their status.
14. Legislative changes to the EU Agency Workers Directive give agency staff equal pay and conditions after twelve weeks on a placement and must be in place by October 2011. The council must be in a position to know what and why agency staff is being used and the timeframe for each placement upstream in the process. Managers must also be aware of the procedures for using agency staff and clearly understand the rules of engagement.

## **Options Considered**

15. There were two pre-tendered Neutral Vendor Framework Agreements arrangements available in the market that Wiltshire Council could buy-in to removing the need for a dedicated tendering process.
16. The first with Eastern Shires Procurement Office with Comensura. This contract had only one year left to run and it was not felt to be worthwhile for Wiltshire to consider this option given that it takes at least three months to set up the arrangement and re-tendering the contract would immediately follow the implementation phase.
17. The second with Dorset County Council also with Comensura. This contract also has one year left to run but has an option to extend for a further two years if performance levels are sustained. However, the contract value has already been exceeded and Wiltshire could be open to challenge under EU Procurement Directives rules by joining and significantly increasing spend on the existing contract.
18. In each case, both of the contracts do not take into account the need for parity with equal pay and conditions for agency workers and these changes will have to be re-negotiated with the incumbent supplier increasing the risks of joining.
19. The neutral vendor managed solution was a new business model six years ago, however, it is now well established in the market place and a new model is sought. This new arrangement will provide the council with greater flexibility on pricing structures and cost models; high quality management information, and also work with market conditions through a competitive tendering process. In addition, the model will also meet with all of Wiltshire Councils legal

requirements in terms of Contract Regulations, Employment Law and EU Procurement Directives.

## **Conclusions**

20. The retendering of the current contract coupled with the introduction of robust management information and controls will ensure that the Council can meet all legal obligations and can demonstrate full value for money. As stated above this will require changes to our internal policies and processes but, the proposed new business solution will ensure upstream visibility and control, with accurate, timely high quality management information to inform future workforce planning.

## **Proposal**

Cabinet is asked to;

- (i) Note the report
- (ii) Approve the commencement of a robust, transparent competitive tendering process using the EU restricted tender route to establish a new service for the provision of temporary agency staff through a Neutral Vendor managed service.
- (iii) Delegate to the Director of Resources in consultation with the Cabinet Member for Resources to agree the final tender specification and tender evaluation methodology for the retendering of the Temporary Agency Staff contract.

## **Reason for Proposal**

21. The current contract expires in February 2011 enabling Wiltshire Council to strategically review this area of expenditure and establish a new service through a neutral vendor managed service. The intention of the procurement exercise is to have a new contractual arrangement in place by 1<sup>st</sup> November 2010, which will also ensure Wiltshire Council is compliant with Employment Law, EU Procurement Directives and Contract Regulations.

**Name and title of Director: Carlton Brand, Director of Resources**

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Report Author: Nicky Griffiths

Name, title and contact details;

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Date of report: 29<sup>th</sup> January 2010

**Background Papers**

Business Case for the Provision of Temporary Agency Staff  
Options Appraisal for the Provision of Temporary Agency Staff  
Risk Log for the Provision of Temporary Agency Staff

**Appendices**

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## WILTSHIRE COUNCIL CABINET

23 February 2010

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### REVIEW OF PEST CONTROL SERVICE

**Cabinet member: Councillor Keith Humphries – Health and Wellbeing**

#### **Executive Summary**

This report reviews the pest control service which is offered by the council. The service has been offered as a chargeable service in three of the four former district council areas which now form Wiltshire Council. In the former Salisbury area the service has been contracted out and the treatment of rodents has been offered free to domestic residents.

The report considers four options, these are:

- 1 - Extending the current in-house provision (with charging) to the former Salisbury District Council area
- 2 - Contracting out the entire service with the harmonisation of fees across the council area
- 3 - Withdraw the local authority pest control service completely
- 4 - Operating a mix of service delivery models by contracting out service for the southern area and continue offering free rodent treatments whilst continuing the in house service for the north, west and east areas

#### **Proposal**

That Cabinet endorse option one; retaining the in-house service and expanding this to cover the Salisbury area with the introduction of consistent fees across the council area with the aim to develop a cost neutral service.

#### **Reason for Proposal**

Extending the in-house pest control service to cover all former district council areas will deliver a high quality harmonised service at a lower cost compared to the other service delivery options.

Mandy Bradley, Service Director - Public Protection

**REVIEW OF PEST CONTROL SERVICE**

**Cabinet member: Councillor Keith Humphries – Health and Wellbeing**

1. **Purpose of Report**

1.1 To determine the future provision and scope of the pest control service.

2. **Background**

2.1 Pest control is a service provided by most local authorities, particularly targeting those pests considered to be of public health significance. Pest control is a fundamental public health role as pests can be vectors of disease and pose a range of health hazards, and also contributes to healthy and safe communities. Pests can also cause damage to property and damage and contaminate food products. Pest infestations also make urban areas undesirable and may inhibit inward investment. Rodent populations are increasing nationally year on year largely due to recent mild winters, excessive wild bird feeding in gardens, and ineffective do-it-yourself treatments.

2.2 The majority of local authority pest control services are offered at a charge, often at a discounted rate, but a small and diminishing number offer free rodent treatments. The service principally covers rats and mice, but often extends to household pests such as wasps, fleas, bed bugs and even squirrels. Over recent years some authorities have contracted out the service. In addition there are a handful of councils nationally which have stopped providing the service completely. Where this has happened environmental health enforcement work increases on rodent infestations. There is an expectation from residents and businesses that the council will provide a pest control service.

2.3 Pest Control is a discretionary service therefore the authority can choose whether to provide it or not. However there are specific duties under the Prevention of Damage by Pests Act 1949 for the council to take steps to keep its area reasonably free from rats and mice and specifically to:

- Inspect the area from time to time
- Destroy rats and mice on land it owns or occupies, and
- To enforce duties of owners and occupiers to keep other land free from rats and mice.

2.4 Other powers and duties regarding public health pests are included in other environmental health legislation, such as the Food Safety Act, Public Health Acts, and the Housing Act. Any reduction in the level of service, and resultant increase in rodent population, would also increase the workload carried out by other environmental health professionals in the public protection service dealing with infestations and enquiries relating to both domestic and commercial premises.

2.5 In Wiltshire the pest control function is carried out by a combined pest control and dog warden team. The dog warden function is a statutory service.

2.6 It is the longer term aim to provide a cost neutral pest control function by providing a high quality service and building up commercial contract work.

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

- 3.1 In Wiltshire three of the legacy authorities (North Wiltshire, West Wiltshire and Kennet) have historically offered an in-house chargeable service. The former Salisbury District Council had outsourced its service to a commercial company, Rokill Pest Control Services, for a number of years. The contract expires at the end of March 2010. The level of services offered by the former Wiltshire district councils varied slightly, but generally all included treatments for rats, mice, wasps, fleas, bed bugs and squirrels in some areas. The review of the service is driven by a number of factors including the need to harmonise, the end of the existing contract and the contribution to the medium term financial plan.
- 3.2 Where delivered in-house the service is charged at a highly competitive rate for both commercial customers and most domestic customers. The charges are set by a mixture of benchmarking with both local authorities and private companies. A subsidised rate is charged for those on certain means tested benefits. The charges for 2009/10 are attached as Appendix 1, which also compares Wiltshire's charges with local authorities and service providers.
- 3.3 The contracted out service in the Salisbury area currently offers a free service to customers for rats and mice but already charges for other insect pests. The contract cost is high as it compensates the contractor for the lack of income from rodent treatments. It does not offer a service for squirrels. Appendix 2 gives details of the service provided under the contract. Offering a free service may encourage householders not to take responsibility for prevention.
- 3.4 Whilst the service has been advertised in some of the legacy authorities, it is largely "word of mouth" recommendations which account for the majority of the customer base. It is considered that the service has a good share of the domestic market. Penetration into the commercial market however is low, as in the former districts the service has taken a cautious approach to marketing in the commercial sector. Appendix 3 shows the number of service requests and treatments carried out by the existing service.
- 3.5 The service carries out customer satisfaction surveys each year which reveal a high level of customer satisfaction (96%). 82% of customers said they would use the service again and less than 6% would not. Less than 3% of respondents said they would use a private contractor next time. Surveys for the contracted out work show a satisfaction rate of 92%.
- 3.6 There is a need to provide a consistent level of service across the Wiltshire Council area to develop a harmonised service.

### 4. **Options Assessment**

4.1 This report identifies four options for the future of the pest control service:

#### 4.2 **Option 1 – Harmonised in-house provision**

The current in-house provision (with charging) could be extended to include the former Salisbury District Council area.

<b>Advantages</b>	<b>Disadvantages</b>
Financial savings on Salisbury contract costs	Introduces charges to Salisbury residents
Offers a harmonised service and fee level across the council area	Additional staff costs
Flexibility of staff to assist with other work (acting as eyes and ears of other enforcement teams and assisting in drainage and other complaint driven public health work)	Need to recruit and train staff
High quality service at low cost	
Ability to control and monitor rodent and pest populations	
Maintains skills of staff	
Maintains income generation stream with potential to increase income further	
Public expectation	
Offers a cheaper solution than outsourcing	
Ability to develop the service by covering council properties (e.g. schools, cemeteries) and further increasing commercial contracts to increase income	
Good communications with waste and street scene services on cross service issues	
Gives full control over both service delivery and provision	
Greater economies of scale for procurement of materials	

#### 4.3 Option 2 – Outsource the entire service

The service would be contracted out with the harmonisation of fees across the council area.

<b>Advantages</b>	<b>Disadvantages</b>
Transfer risk to private sector	Increased costs of contract
Training costs passed to private sector	TUPE implications of council staff transferring to contractor
Offers a harmonised service and fee level across the council area	Introduces double handing of customers' requests for service if council continues to take calls
Retains ability to control rodent and pest populations	Loss of control on customer care
	Loss of in-house skills
	Loss of income generation the opportunity passing to the private sector
	Loss of flexibility (pest control staff assisting with other EH functions, particularly environmental protection & licensing)
	Introduces charges to Salisbury residents



#### 4.4 Option 3 – Discontinue the service

Withdraw the local authority pest control service completely.

<b>Advantages</b>	<b>Disadvantages</b>
Cost savings (staff, vehicles & equipment)	Negative impact on reputation
	Negative impact on public health
	DIY treatments can increase risks to the environment
	Potential increase in enforcement work by environmental health professionals and resultant increase in costs and legal expenses
	Additional training needed for environmental health professionals on pest control issues
	Additional cost of pest control work to council owned land Loss of flexibility (pest control staff assisting with other EH functions)
	Potential increase in rodent and pest populations
	Loss of income generation
	Potential of private companies to increase charges to Wiltshire residents as no council competition

#### 4.5 Option 4 – ‘As is’ (three areas delivered in-house with outsourced pest control in Salisbury area with no charges for rodents)

The continuation of a non harmonised pest control service with a mix of service delivery models.

<b>Advantages</b>	<b>Disadvantages</b>
Limited flexibility of staff to assist with other work in some areas	Continues an inconsistent level of service across council area
Maintains free service to residents in the south area	Reduces income generation
Ability to control rodent and pest population	Limited ability to develop contracts in Salisbury area
Maintains skills in some areas	
Maintains limited income generation stream with reduced potential to increase income further	
Public expectation	
Some risk transferred to private sector	

#### 4.5 Customer expectations

Wiltshire residents have high expectations of the level and quality of services. These expectations rise year on year in line with customer experiences of other non - council services. The rising expectations in terms of quality of service often conflict with expectations of low taxation. Additionally all political parties at national level are promoting ‘choice’ in the provision of public services, in line with customers’ individual needs. The

introduction of choice can bring increased cost, hence placing even further pressure on finances.

#### 4.6 Contingency plans

If option one was approved, existing pest control officers would be reassigned to provide temporary cover for the southern area. This would prevent any reduction in the level of service whilst the recruitment process is completed. This contingency plan will be effective as it is not the busiest time of year for pest treatments.

### 5 **Environmental Impact of the proposal**

- 5.1 The pest control service has a significant impact on both public health and local environmental quality. Withdrawal of the service would have a detrimental impact on these aspects by allowing an increase in rodent and pest populations in both rural and urban settings. Rodent infestations when allowed to escalate can make urban areas undesirable and if gone unchecked may deter local investment.

### 6 **Equalities impact of the proposal**

- 6.1 The pest control service currently discriminates between residents of different areas by charging different rates. The preferred proposal to deliver an in-house chargeable service will deliver a harmonised service across the council area, and will also assist customers on means tested benefits by offering them a reduced charge.

### 7 **Risk Assessment**

- 7.1 There are a number of risks relating to the options proposed in this report. If the preferred option is approved there is a risk of political and public discontent at implementing a charge for what has been historically a free service (heavily subsidised) in the south of Wiltshire. The imposition of a charge will initially be unpopular and may result in a drop in request for treatments, but will result in a consistent service for all Wiltshire residents. If one of the other options is approved the complete outsourcing would result in the risk of increased costs. Discontinuing the service would risk an increase in both rodent numbers in the county, and increasing the number of potentially damaging DIY treatments, together with the public perception that the council should be providing this service. The “as is” option will result in an inconsistent service and the risk of challenge that this is unfair to non Salisbury residents and inequitable across Wiltshire.

### 8. **Financial Implications**

- 8.1 It is necessary to disaggregate the costs of the pest control service as existing budgets and staff cover both pest control and dog warden functions. The financial details in this section are calculated on disaggregated figures.

#### 8.2 Option 1

	2008/09		2009/10		2010/11 *1
	Budget	Actual	Budget(full year)	Forecast (full year)	Budget
Staffing	189,200	189,200	189,200	165,400	241,600
Contract payments	79,800	79,300	79,800	79,900	0
Vehicle Costs	21,000	23,100	21,000	21,000	39,000
Materials	9,300	10,500	9,900	9,900	14,900

Other costs	16,300	22,600	15,700	13,600	15,700
Income	-115,800	-100,800	-115,800	-115,800	-195,500
<b>TOTAL COST</b>	<b>199,800</b>	<b>223,900</b>	<b>199,800</b>	<b>174,000</b>	<b>115,700</b>

\*1 Income estimates based on a 70% fall in rodent treatments due to the introduction of a charge in the Salisbury area. (This is considered to be the worst case).

The result of option 1 is an additional income of £79,700 in 2010/11 compared to the 2009/10 budget, and an overall reduction in service cost of £84,100. If the estimated drop off in service requests is less than 70% this will result in greater income so reducing service costs.

### 8.3 Option 2

Quotes have been sought from four commercial pest control companies for the provision of a three year contract for Wiltshire Council. The indicative costs of a contract range from £150,000 to £250,000. These costs do not include any allowance for The Transfer of Undertakings (Protection of Employment) Regulations (TUPE) costs which may be in the region of £100,000 for the contractor, and also may rise if the company is required to collect fees for all work they undertake. This option is more expensive than the in-house option.

### 8.4 Option 3

One off redundancy costs are in the region of £65,000. Precise costs will depend on the scale of the dog warden service which members wish to retain. As this is a statutory service the Council is required to provide a stray dog collection service. It is unlikely that one officer could adequately cover the entire council area. If two officers were retained then this cost would reduce. Additional costs for both enforcement and prosecution work will also result from greater enforcement activity under the Prevention of Damage by Pests Act. There will also be additional costs of pest control treatments on council owned land, however it is difficult to give precise costing for this.

### 8.5 Option 4

Expressions of interest have also been sought from commercial operators to continue the Salisbury area service. The indicative costs of a contract are a minimum of £100,000, which needs to be added to the in house costs for the three remaining areas (£120,000).

## 9. Conclusions

9.1 The extension of the in-house service in option one is the least expensive option if a pest control service is to be continued. It will provide a harmonised service and charging regime across Wiltshire and provide opportunities to increase income further as contract work is built up. This is summarised in the table below.

Option	Cost for 2010/11	Key advantages
1	£115,700	Offers a harmonised service and fee level across the council area at reduced cost
2	£150 - £250,000	Transfers risk to private sector
3	£65,000	Cost savings (staff, vehicles & equipment)
4	£220,000	Maintains free service to residents in the south area

## 10 Legal implications

- 10.1 There are legal implications relating to The Transfer of Undertakings (Protection of Employment) Regulations (TUPE). If option one is approved, the contractor has confirmed that it considers that TUPE will not apply as their staff do not work exclusively on council work. Should option two be approved it is suggested that further work on the specific implications of TUPE be undertaken in relation to any council staff which may transfer to the successful contractor. Further implications relate to the expiry of the existing contract for the former Salisbury District Council. Advice received indicates that there will be no costs arising from the expiration of the contract.
- 10.2 Should outsourcing be considered the services are covered by the Public Contracts Regulations (because they are "Part A" services and above the value threshold) if they were to be outsourced then this would have to be done by a PCR compliant procedure.

## 11. **Conclusions**

- 11.1 Cabinet is recommended to endorse option one, retaining the in-house service and expanding this to cover the Salisbury area with the introduction of consistent fees across council the area with the aim to develop a cost neutral service.

Mandy Bradley, Director of Public Protection

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Report author:

John Carter, Head of Environmental Protection & Licensing, 01225 776655 ext. 590

## **Background papers**

The following unpublished documents have been relied on in the preparation of this report: None

## **Appendices**

1. Pest control charges for 2009/10, and neighbouring councils' and companies' charges for domestic premises 2009/10
2. Services offered under Salisbury contract
3. Pest control treatment numbers (April 2008 to December 2009)

## Appendix 1

### Pest Control charges for premises for 2009/10 (incl. VAT)

	Domestic Premises	Means Tested Benefit	Business Premises
<b>Rodents</b> - Advisory visit. - Complete treatment  <b>Note:</b> Where a rodent treatment has previously been carried out and any suggested remedial treatment has not been completed, the right is reserved to charge <b>£65</b> per hour <b>(including those in receipt of MTB)</b>	<b>£25.00</b>  <b>£50.00</b>	<b>£25.00</b>  <b>£25.00</b>	<b>£25.00</b>  <b>£80.00</b> (per hour, inclusive of baits) 1 hr minimum charge
<b>Squirrels</b>	<b>£65.00</b>	<b>£32.50</b>	
<b>Wasps</b> - Advisory visit, no treatment - Readily accessible wasps nest  - Each additional nest treated at the same site, same visit. <b>(including those receiving MTB)</b>	<b>£25.00</b>  <b>£50.00</b>  <b>£10.00</b>	<b>£25.00</b>  <b>£25.00</b>  <b>£10.00</b>	<b>£25.00</b>  <b>£50.00</b> Payable at the time of treatment (If invoiced, £80)  <b>£10.00</b>
<b>Insects</b> - Advisory visit, no treatment - Treatment per hour - including bees in chimney and clusterflies	<b>£25.00</b>  <b>£65.00</b> Hourly charge 1 hour minimum	<b>£25.00</b>  <b>£32.50</b>	<b>£25.00</b>  <b>£80.00</b> Hourly charge 1 hour minimum

**Local councils and companies charges for domestic premises 2009/10 (incl. VAT)**

<b>Local authority or company</b>	<b>Rats</b>	<b>Mice</b>	<b>Wasps</b>	<b>Fleas</b>	<b>C/flyes</b>	<b>Squirrels</b>	<b>Discounts</b>
Wiltshire Council	£50.00	£50.00	£50.00	£65.00	£65.00	£65.00	50% discount if on a means tested benefit (MTB)
Cotswold *	£50.00	£50.00	£60.00	£65.00	Min.£65.00	-	-
Swindon *	£31.00	£31.00	£42.00	£40.00	-	-	Free to concessionary card holders
Test Valley *	£40.00	£40.00	£40.00	Min £45.00	Min. £54.00	-	Free rodent for MTB
North Dorset *	£40.00	£40.00	£50.00	Min £50.00	-	-	66% reduction for MTB
B&NES *	Free	Free	From £60.21	Quote	From £60.21	-	
Mendip *	£30.00	£30.00	£43.00	£79.89	£93.00	£80.00	50% discount MTB
South* Gloucestershire	£12.26	£12.26	£53.13	£53.13	£100.13	£126.70	-
Bristol City *	Free	£48.00	£80.00	£92.00	£80.00	£80.00	50% discount MTB.
The Pest Company	£58.75 per visit	£58.75 per visit	From £47.00	From £70.50	Quote	Quote	
ASW Pest Control	£105.75 for 2 visits. £44.65 for additional visits	£105.75 for 2 visits. £47.00 for additional visits	£58.75 plus £47 if ladder needed	£70.50	From £58.75	Quote	

\* The lower cost services provided by councils are heavily subsidised.

**Appendix 2**

**Services currently offered by the Salisbury contract**

1. Rats and mice at domestic and other premises.
2. Cockroaches, cluster flies, fleas, bedbugs and lice at domestic premises and other premises.
3. Pigeon trapping shall be undertaken on request.
4. Wasps' nests at domestic premises and other premises.

### Appendix 3

#### Pest control treatments April 2008 to March 2009

	North	South	East	West
<b>Rats</b>	<b>369</b>	<b>1874</b>	<b>313</b>	<b>544</b>
<b>Mice</b>	<b>140</b>	<b>234</b>	<b>80</b>	<b>77</b>
<b>Wasps</b>	<b>195</b>	<b>462</b>	<b>172</b>	<b>317</b>
<b>Fleas</b>	<b>38</b>	<b>39</b>	<b>0</b>	<b>41</b>
<b>Cluster flies</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>16</b>
<b>Bedbugs</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>3</b>
<b>Cockroaches</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>
<b>Bees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>Other Insects</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>19</b>
<b>Squirrels</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>Harlequins</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Contracts</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>43</b>

#### Pest control treatments April 2009 to December 2009

	North	South	East	West
<b>Rats</b>	<b>189</b>	<b>1027</b>	<b>177</b>	<b>354</b>
<b>Mice</b>	<b>67</b>	<b>97</b>	<b>40</b>	<b>45</b>
<b>Wasps</b>	<b>300</b>	<b>592</b>	<b>382</b>	<b>409</b>
<b>Fleas</b>		<b>31</b>	<b>15</b>	<b>27</b>
<b>Cluster flies</b>		<b>16</b>		<b>29</b>
<b>Bedbugs</b>		<b>1</b>		<b>4</b>
<b>Cockroaches</b>		<b>2</b>		<b>2</b>
<b>Bees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>Other Insects</b>	<b>58</b>	<b>0</b>	<b>38</b>	<b>13</b>
<b>Squirrels</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>
<b>Harlequins</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contracts</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>51</b>

North - (Fleas, Clusterflies, Bedbugs and Cockroaches all included in the figure for other insects).

East - (Clusterflies, Bedbugs and Cockroaches all included in the figure for other insects).



## WILTSHIRE COUNCIL

### CABINET

23 February 2010

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#### DELEGATION OF SERVICES TO TOWN AND PARISH COUNCILS

**Cabinet Member:** Councillor Richard Tonge – Highways and Transport

##### Executive Summary

In accordance with Cabinet's request on 15 December 2009 this report is to update Councillors of progress to date with regard to the delegation of services to town and parish councils.

All 255 town and parish councils were contacted during 2008. Consultations and workshops were undertaken with a number of representatives from interested councils and the outcomes were reported to Corporate and Service Directors in April 2009 (attached at **Appendix 2**).

During January 2010 the Director of Neighbourhood Services arranged for the secondment of a Senior Manager to complete this project.

A project Initiation Document has been drawn up and approved by the Director of Neighbourhood Services and the Corporate Director, Neighbourhood and Planning (attached at **Appendix 3**).

The work programme will include the review of the project outcomes to date and the re-establishment of contact on a working basis with stakeholders in order to commence pilot schemes in a town and/or parish council.

Town and parish council clerks have been asked if their councils are interested in taking part in a pilot scheme and from their response a shortlist of pilots will be prepared and prioritised on the basis of practicability of implementation and operation. It is anticipated that the first pilot schemes will start in April 2010.

Running pilots will enable the practical, organisational and financial impacts of delegating services to be assessed and a sound process developed for possible future service delegations to those councils wanting to deliver local services.

The programme will also include work to examine the future harmonisation of local services in the long term. Research will be undertaken to determine other councils' approach to delegation of services and to establish best practice.

**Proposal**

That Cabinet notes the report and approve the proposed work programme to complete the project.

**Reason for Proposal**

To record that updated information has been provided for the Cabinet, and to agree the future work programme.

**MARK BODEN**

Corporate Director of Neighbourhood and Planning.

**DELEGATION OF SERVICES TO TOWN AND PARISH COUNCILS**

**Cabinet Member:** Councillor Richard Tonge – Highways and Transport

**Purpose of Report**

1. To update Members of progress to date and the proposed work programme to complete this project.

**Background**

2. During 2008/09, as part of the One Council implementation programme to create stronger and more resilient communities, Wiltshire County Council undertook a project to examine the feasibility of transferring assets and delegating appropriate key local services to town and parish councils according to local needs.
3. Cabinet will be aware of the report it considered on 15 December 2009 regarding the transfer of community assets to town and parish councils and the request for a specific progress report on the project relating to the delegation of services.
4. This report deals solely with the delegation of services to town and parish councils.
5. Most of the areas of potential delegation of services fall within the newly formed Neighbourhood Services Directorate.

**Progress to date**

6. During 2008 all 255 town and parish councils were contacted to establish if they had any interest in taking on delegated services from Wiltshire Council. 120 councils responded. By March 2009 the County Council's project manager had undertaken face to face meetings with 101 councils. Forty three councils expressed an interest in taking on services.
7. During July of 2008 Wiltshire County Council organised a workshop for County, District, Town and Parish Council representatives. The aims of the workshop were to identify opportunities, criteria, processes and risks associated with potential delegations (attached at **Appendix 1 Table 1**). The methodologies of delegation were also considered (attached at **Appendix 1 Table 2**).
8. In April 2009 a report was prepared and circulated to appropriate Corporate Directors, Service Directors and Senior Managers on the outcome and

conclusions of work undertaken during 2008 (attached at **Appendix 2**).

### **Proposed work programme**

9. During January 2010 the Director of Neighbourhood Services arranged for the secondment of a Senior Manager to complete this project.
10. A Project Initiation Document has been drawn up and approved by Cllr Richard Tonge (attached at **Appendix 3**).
11. The work programme will include the review of the project outcomes to date and re-establishing contact on a working basis with stakeholders.
12. It is proposed that at the completion of this project there will be:
  - An prioritised list of services identified of being suitable and capable of being delivered by town or parish councils.
  - Pilot scheme(s) developed and working in partnership with town and/or parish council(s).
  - A process to assess the practical, organisational and financial impact of the delegation of those services on Wiltshire Council and the receiving council.
  - A clearly defined consultation, evaluation and decision making procedure to deal with applications for the delegation of services to town or parish councils.
  - Clearly defined terms and conditions, and form of agreement for the delegation of services to town or parish councils.
13. To examine the possible future arrangements for the harmonisation of service provision by town and parish councils and Wiltshire Council in the long term:
14. Research will be undertaken to determine other councils' approach to delegation of services and to establish best practice.

### **Risk Assessment**

15. The political risk or risk to the reputation of the Council, should the project conclude that the delegation of some or all of the potential services is not practical or viable is assessed to be low/medium (6/16).
16. The political risk or risk to the reputation of the town or parish councils, should the project conclude that the delegation of some or all of the potential services is not practical or viable, is assessed to be low/medium (6/16).

17. The political risk or risk to the reputation of the Council, if there is no consistent approach adopted throughout the County in relation to those services to be provided by Wiltshire Council and those to be provided by local councils, is assessed to be medium (9/16).

### **Financial Implications**

18. To be considered as part of the project.

### **Legal Implications**

19. The current report does not raise any legal issues, however as this project develops there will be significant legal issues that will need to be carefully managed to ensure compliance with the Council's legal obligations and duties. Therefore, timely support and advice from the Legal Department of the Council will be required at all subsequent stages in the management and development of this project.

### **Recommendation**

20. That:
- (i) Cabinet records the update of information provided.
  - (ii) Cabinet approves the future work programme.
  - (iii) The Director of Neighbourhood Services be delegated to approach suitable Town and Parish Councils and commence suitable pilot scheme(s) in relation to the delegation of services.

### **MARK BODEN**

Director of Neighbourhood and Planning

Report Author

**Bob Chequer**

Services Development Manager

Tel No: (73) 4861

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### **The following unpublished documents have been relied on in the preparation of this Report:**

None

### **Appendices**

Appendix 1:

Table 1 - Criteria identified by workshops 2008

Table 2 - Methodologies considered by workshops 2008

Appendix 2 - April 2009 report to Corporate Directors: Delegation to Town and Parish Councils Project

Appendix 3 - Project Initiation Document. January 2010

**Table 1. Outline Criteria**

<b>Criteria</b>	<b>Comment</b>
Meeting needs	Can the council show that the proposed standards and method of service delivery meet local needs?
Value for money	Does the delegation demonstrate value for money compared to the existing situation vis-à-vis economies of scale? Perhaps the town/parish council can deliver a service cheaper?
Adequate financial arrangements	Have realistic funding profiles and safeguards against double taxation been put in place?
Equity	Will the delegation of a service disproportionately skew the balance of services in a Community Area?
Capacity and capability	Does the council have, or plan to have, adequate staff capacity, knowledge and skills to deliver or manage the service?
Attitude to liability	To what degree is the council prepared to take on liability, e.g. recruitment and employment of staff, insurance, funding of legal challenges?

**Table 2. Methodologies**

<b>Methodology</b>	<b>Comment</b>
Delegate full service with its associated asset	Transfer both freehold (with or without covenants) and management.
Delegate the service but without its associated asset	WC retains ownership but transfers the management of whole or part
Transfer service/asset to third party	e.g. to a Development or Community Land Trust
Transfer operational tasking of service	WC retains ownership, resources and liability but gives 'receiving' council power to direct service operation (as in the Parish Steward scheme)
Augmented service	'Receiving' council receives (and funds) an uplift on the current service; at marginal cost; using current labour and equipment; to receiving council's specification
Delegate to cluster of parishes	Cluster takes on service as in all models above; one local council (perhaps the Town Council in a Community Area) acts as head agent and manages the service on behalf of the others

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## Delegation to Town and Parish Councils Project

### Phase 1 Report – Summary

#### 1. Introduction

- 1.1. All 255 town and parish councils (local councils) were written to in the Spring of 2008 to consider the potential of taking on delegated services from Wiltshire Council from Spring 2009. A top-level menu of such services was drawn up that included mainly non-people services, such as maintenance of open spaces, street cleaning and naming. Outline criteria and indicative methodologies were also published. Over 100 local councils were visited, by invitation, to explain the project and clarify the processes involved.

#### 2. Objective

- 2.1. The overall objective of the project has been to encourage the delegation of key local services to town and parish councils according to local needs.

#### 3. Phases

- 3.1. The project was designed in two phases: an initial phase of assessing the appetite of local councils to assume delegated powers, develop criteria and mechanisms, and a subsequent phase of actual delegations.

#### 4. Phase 1 Findings

- 4.1. At face-to-face briefings and in letters, local councils were asked to submit a very simple return to the project manager:
  - a. Those services that their councils would definitely like to take on
  - b. Those that they were not sure about
  - c. Those that they definitely would not want to take on
- 4.2. 99 local councils submitted a return and of these only 43 expressed any interest in taking on services, the majority of these being towns. Responses have shown that Maintenance of Open Spaces, Street Naming and Street Cleaning are favourites, followed closely by an asset-based service of Allotments. Towards the end of the period service managers in the Amenities & Leisure Directorate were approached to consider running a feasibility pilot with a town (Trowbridge) and a village (Colerne) in the Spring of 2009 as part of Phase 2.

#### 5. Phase 1 Conclusions

- 5.1. A great deal of original cynicism has been allayed.
- 5.2. There is no overwhelming appetite to take on services by delegation.
- 5.3. Most towns and parishes are content with how services are delivered currently.
- 5.4. Comments from local councils about current service delivery have served as useful feedback on individual services, which in turn will help in reform, where necessary.
- 5.5. One single point of contact for local councils with Wiltshire Council is desirable.
- 5.6. The issue of assets and their management by towns, parishes or other community organisations is inextricably linked to service delegation.
- 5.7. Wiltshire is recognised in many respects as a pioneer of service delegation.

## **6. Recommendations**

- 6.1. It is important that the work carried out so far is captured and moved forward into the next phase – feasibility studies and subsequent delegations as appropriate. The following recommendations are therefore made.
- 6.2. This report is circulated to Corporate Directors for comment.
- 6.3. Relevant service directors should take charge of potential delegations in their service area by:
  - Establishing communication with local councils expressing interest in services within their directorate, e.g. grass cutting: Amenities & Leisure; parking: Sustainable Transport, with a view to progressing individual delegation feasibility studies.
  - Setting up feasibility studies
  - Advising and supporting Area Boards in their dealings with town and parish councils as regards delegated services
  - Coordinating subsequent local council training
  - Conducting evaluations exercises
- 6.4. The suggested Programme of Work for the development of a Community Asset Transfer policy is implemented.

Richard Munro  
Project Manager  
24 April 2009

# Delegation to Town and Parish Councils Project

## Phase 1 Report

### 1. Introduction

- 1.1. As part of the One Council implementation programme, we wanted to strengthen our direct relationship with each town and parish council, building on initiatives such as the Parish Steward scheme. The proposal document was specific:

Town and Parish Councils will play a crucial part in the Community Area Boards. In addition, the new Council will want to strengthen its direct relationship with each Parish and Town Council. The Council will build on initiatives such as the 'Parish Stewards', which enable councils to determine their priorities for local routine maintenance of the highways. Parish Councils should be given control over essentially local matters such as the naming of new local roads and streets, or the siting of salting bins. These matters otherwise can be a source of local irritation.

One Council for Wiltshire would be able to offer these councils the opportunity to work with us in providing local services, through opportunities for delegation of responsibility and funding. Not all councils will want this added responsibility, but some, notably larger Town Councils, will do so. One Council for Wiltshire will offer a 'menu' of services and arrangements to these councils, subject only to the criteria of value for money and equity. The key principles would be diversity and choice – each should be able to shape its relationship with the Council for Wiltshire.<sup>1</sup>

- 1.2. The menu referred to was drawn up based on the 1996 Wiltshire Charter for Local Councils<sup>2</sup> and the 2003 guidelines for Quality Councils<sup>3</sup> as shown in Table 1 below. It was neither prescriptive or exhaustive – many opportunities would come to light as the programme developed.

*Table 1: Menu of delegable services*

<ul style="list-style-type: none"><li>• Allotments (those owned currently by district councils as appropriate)</li><li>• Control of markets</li><li>• Issue of bus and rail passes and other transport voucher schemes (e.g. taxi vouchers)</li><li>• Litter collection and litter control measures</li><li>• Maintenance of open spaces, verges, footways and footpaths</li><li>• Noise and nuisance abatement</li><li>• Off-street car parking</li><li>• Public conveniences</li><li>• Recycling provisions</li><li>• Road safety measures</li><li>• Some aspects of leisure and tourism provision (e.g. bowling greens, playing fields, issue of leisure permits)</li><li>• Street cleaning</li><li>• Street lighting (other than principal routes) and furniture</li><li>• Street naming</li><li>• Taxi, street trading and public entertainment licensing</li></ul>
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<sup>1</sup> *We're Ready...*, Wiltshire County Council, 2007 (p27)

<sup>2</sup> *The Wiltshire Charter for Local Councils*, Salisbury District Council, April 1996

<sup>3</sup> *The Quality Parish and Town Council Scheme*, Department for Communities and Local Government, 2006

## 2. The Case for Delegation

2.1. Factors that support the case for delegation include:

- Aspirations in existing Town/Parish Plans
- Opportunities for more localised employment
- More precise monitoring of quality
- Opportunities to work in partnership with other parishes or local organisations

## 3. Criteria

3.1. Outline criteria were drafted against which any subsequent applications would be assessed. Actual negotiations would be based on much more detailed criteria and conditions. A workshop was held on 22 July 2008 to which several service delivery departments of WCC and district councils, Corsham Town Council officers and members, Colerne, Box and Lacock Parish Councils were invited. The aims of the workshop were to identify opportunities, criteria, processes and risks associated with potential delegations. Subsequently the criteria were revised (see Table 2).

*Table 2: Outline Criteria*

<b>Criteria</b>	<b>Comment</b>
Meeting needs	Can the council show that the proposed standards and method of service delivery meet local needs?
Value for money	Does the delegation demonstrate value for money compared to the existing situation vis-à-vis economies of scale? Perhaps the town/parish council can deliver a service cheaper?
Adequate financial arrangements	Have realistic funding profiles and safeguards against double taxation been put in place?
Equity	Will the delegation of a service disproportionately skew the balance of services in a Community Area?
Capacity and capability	Does the council have, or plan to have, adequate staff capacity, knowledge and skills to deliver or manage the service?
Attitude to liability	To what degree is the council prepared to take on liability, e.g. recruitment and employment of staff, insurance, funding of legal challenges?

## 4. Methodologies

4.1. Services (and associated assets) can be delegated in a variety of ways. Not all methodologies require funding, for example the parish steward model. However, it was emphasised that any service delegation that would require funding, payment would be made to 'receiving' local councils by way of grant. There would be no question of a local council having to raise a separate precept to finance the service. The only exception to this would be in the case of an augmentation, or expansion, of an existing service. Typical models for delegation are shown below in Table 3. Not all will be appropriate to all local councils:

Table 3: Methodologies

Methodology	Comment
Delegate full service with its associated asset	Transfer both freehold (with or without covenants) and management.
Delegate the service but without its associated asset	WC retains ownership but transfers the management of whole or part
Transfer service/asset to third party	e.g. to a Development or Community Land Trust
Transfer operational tasking of service	WC retains ownership, resources and liability but gives 'receiving' council power to direct service operation (as in the Parish Steward scheme)
Augmented service	'Receiving' council receives (and funds) an uplift on the current service; at marginal cost; using current labour and equipment; to receiving council's specification
Delegate to cluster of parishes	Cluster takes on service as in all models above; one local council (perhaps the Town Council in a Community Area) acts as head agent and manages the service on behalf of the others

## 5. Powers of Town & Parish Councils

- 5.1. In the majority of cases there are no legal bars to town or parish councils taking on services or managing assets.
- 5.2. Those councils who have earned Quality Council status have slightly enhanced powers, i.e. those associated with social, economic or environmental well-being. Whilst this should not be a criteria for delegation, local councils have been very much encouraged to become Quality Councils.

## 6. Objective

- 6.1. The overall objective of the project has been to encourage the delegation of key local services to town and parish councils (local councils) according to local needs.

## 7. Phases

- 7.1. The project was originally planned in two phases:

Phase 1 (to end of 2008)

- Initial consultation with local councils about aspirations – bilateral discussions, forums and Meet & Greet sessions
- Analysing the appetite for delegations
- Refining the menu of delegable services – in conjunction with local councils and service departments in the existing County and District Councils
- Developing criteria
- Developing mechanisms for their delivery

Phase 2 (from 2009)

- Implementing delegations during the first years of Wiltshire Council

## **8. Informing Local Councils**

8.1. Local councils were briefed on the project in the following manner:

- Meet & Greet sessions were held in the main towns throughout the county, in Spring and Autumn 2008. All local councils in the area, and other community groups, were invited to hear general unitary implementation aspirations and specifically plans for engagement with local councils by the new Wiltshire Council. This included an outline brief on this project given, in the main, by the project manager. The sessions were widely advertised on the website and in the monthly 4ward (WCC's parish news).
- The project manager wrote to all 255 local council clerks in April 2008 outlining the project and extending invitations for him to visit either the clerk, a working group or the full council singly or together in a forum. This letter was updated and re-issued in July 2008. By March 2009 over 120 local councils had accepted this invitation and the project manager has actually briefed 101 face-to-face, the majority at individual council meetings.
- The project manager also attended several shadow Area Boards to brief on the project. These Boards were attended by relevant local council representatives.
- WCC members, Service Directors and Community Area Board Development Managers were also briefed on the project so that they were in a position to answer enquiries.

8.2. At all briefings it has been emphasised that:

- Funding will follow any delegations, where appropriate. There is no question of local councils having to precept to deliver any services currently provided by the County or District Councils.
- There will be no compulsion to take on services.
- Some smaller parishes may not want to consider taking on services on their own. However, there may well be potential for delegation to clusters of parishes, either ad-hoc or on a Community Area basis.

## **9. Findings**

9.1. At the face-to-face briefings and in letters, local councils were asked to submit a very simple return to the project manager:

- a. Those services that their councils would definitely like to take on
- b. Those that they were not sure about
- c. Those that they definitely would not want to take on

9.2. They have been slow to respond. After a year of publicity, invitations to brief individual councils are still being received. To date, 99 returns out of a potential 255 have been received (see Annex A), 56 of which do not want to take on any delegations at the moment. Of the 43 that are requesting to assume delegated responsibilities, most wish to control grass cutting or some other form of maintenance of open spaces, street naming or street cleaning. Overall returns by type of service – those local councils that definitely want to take services on – are shown in Table 4.

Table 4: Definite interest in service delegations

Service	Local councils interested
Maintenance of Open Spaces	33
Street Naming	27
Street Cleaning	18
Allotments	12
Litter control	10
Control of Markets	10
Street Furniture	9
Parking	8
Toilets	7
Leisure/Tourism	7
Voucher Issue	7
Noise/Nuisance	5
Road safety	5
Recycling	5
Street Lighting	4
Licensing	4
Cemeteries	1

- 9.3. Detailed returns by council are shown at Annex B. Detailed returns by type of service are shown at Annex C.
- 9.4. Replies to Question b, those services that they were not sure about, were very sparse. When discussing this issue with councils, it appears that, if they have not registered that they do not want anything but have not said definitively that they would like to take a service on, it can be understood that they would like to consider delegations at a later date. Such replies, amounting to about 5% of local councils, are not shown in this report.
- 9.5. However, there have been some keen respondents. In particular, the larger towns perhaps understandably have requested large lists of delegations. The exceptions to this are Chippenham (they already run a large number of services) and Calne. An informal forum of market towns has been established to air matters of common concern with Wiltshire Council. Delegation of Services has been a recurring agenda item.
- 9.6. All returns have been recorded on a database<sup>4</sup> managed by the project manager. Individual returns have been retained on the network<sup>5</sup> (if electronic) and in a physical file (if by hard copy only), again held by the project manager.

<sup>4</sup> M:\WP\Delegation to Town and Parish Councils\Database

<sup>5</sup> M:\WP\Delegation to Town and Parish Councils\T&PC Folders

9.7. Those local councils who had expressed interest by the end of 2008 were written to on 22 December with an update and an indication of the way forward. It was anticipated that, once Wiltshire Council service managers had taken up their posts and had drafted their outline plans, they would address delegations as part of their schemes of work. In the main this would consist of running short studies assessing the feasibility of delegating services – using the returns as a basis. Managers in the Amenities & Leisure Directorate were consulted and it was hoped to carry out a series of pilots at selected local councils, typically a large town, a small town, a large parish and a small parish. Wiltshire Council would then be in a strong position to move forward with assessments and subsequent negotiations against criteria in the Spring. This turned out to be premature. However, it has been agreed that Trowbridge should take part in a pilot to assess the feasibility of delegations in due course. An initial meeting has been scheduled for 21 April at County Hall to initiate discussions. It was also thought that a pilot could be run with a small rural parish. Colerne was selected because of its original willingness to partake, its sound relationship with its Area town (Corsham) and the range of requested services. However, the parish has already had the public convenience transferred, the amount of grass-cutting is smaller than originally envisaged. There now may be little point in running a pilot there.

## **10. Other Local Authorities**

10.1. The project manager has been contacted by other local authorities, including Cornwall County Council and Norfolk County Council, for information on the project's development and its progress. They have seen us as a pioneer in the area and have appreciated the advice and guidance given.

## **11. Community Asset Transfer**

11.1. Consideration of the potential for asset transfer was not originally part of the brief but during discussions twenty local councils expressed aspirations to take over assets in their towns or villages that are currently owned or managed by Wiltshire County Council or the relevant district council. Details are given at Annex C and have been passed to Estate Services. It was pointed out to all such councils that an asset will always have a service attached (maintaining and cleaning a building, cutting sports field grass, repairing kerbs, etc) and they should understand the complexity of transfer negotiations. They were also advised that many assets, in particular car parks, leisure facilities, public conveniences and allotments, are likely to be the subject of distinct policies and would therefore be approached on a county-wide basis.

11.2. However, Wiltshire Council will be keen to pursue the potential of transferring specific assets as part of their property rationalisation programme and their support for community development. As such, returns from individual local councils have been useful to gauge the scope of any asset transfer work.

11.3. A holding paper regarding Community Asset Transfer was taken by WCC Cabinet in April 2008<sup>6</sup> essentially stating that a policy was required and that it would be worked up in the future. The Delegation of Services project manager has drafted a framework for such a policy which was submitted to the Community Leadership and Governance (CLG) Steering Group in February 2009. Further, a suggested programme of policy development was drafted for consideration by the CLG Service Director and Head of Estates. It is attached at Annex D.

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<sup>6</sup> WCC Cabinet Meeting 22 April 2008 (Item No 10)



## **12. Conclusions**

- 12.1. There is no 'constituency' of local councils. All town and parish councils are stand-alone organisations with histories of autonomy and local focus. The majority believe that they have a right to engage directly and bilaterally with the principal authorities – in most cases their district council with whom they have established sound relationships. Engagement with the County Council has been limited to highways matters in the main. This project represents a new departure to most. As such, there has been a degree of resistance, bordering on cynicism, to change. In many cases, parishes in particular have been adversely influenced by sceptical district councillors. However, as a result of clear briefings and correspondence by the project manager, and transparent presentations by the Leader and Chief Executive of WCC at Meet & Greet sessions, a great deal of cynicism has been allayed.
- 12.2. There is no overwhelming appetite to take on services by delegation. Those that do want to take on services represent some 17% of local councils. Most (83%) have shown no interest or have to decline the offer. Of those only a small number (less than 5%) have indicated that they will observe how the system fares in the first year then perhaps express an interest later. Perhaps in Spring 2010 we will see more take-up.
- 12.3. One reasonable conclusion is that, on the whole, towns and parishes are content with how services are delivered currently, i.e. by the county and district councils. Whether that confidence will extend into the first years of Wiltshire Council will depend entirely on the expertise and efficiency of the new delivery departments.
- 12.4. During many briefings, the project manager has received comment, frequently adverse, about current delivery standards, e.g. highways operations, grass cutting. Mostly these have centred on specific operational, and local, issues – one-offs. They have been passed to relevant managers. However, such comments have served as useful feedback on individual services, which in turn will help in reform, where necessary. For example, it may well be that the high demand to take on grass-cutting services is actually a comment on current standards and procedures. Acknowledgement by service managers may well lead to such reform that obviates the need to delegate.
- 12.5. When discussing the project – and other Unitary matters – with towns and parishes, it was frequently mentioned that one single point of contact with Wiltshire Council was wanted. Such a facility had prevailed with district councils and local councils in the main were keen to see it extend in the new regime.
- 12.6. The issue of assets and their management by towns, parishes or other community organisations is inextricably linked to service delegation.
- 12.7. Wiltshire is recognised in many respects as a pioneer of service delegation. The momentum should be maintained as several other local authorities will be looking to Wiltshire for guidance.

## **13. Recommendations**

- 13.1. It is important that the work carried out so far is captured and moved forward into the next phase – feasibility studies and subsequent delegations as appropriate. The following recommendations are therefore made.
- 13.2. This report is circulated to Corporate Directors for comment.
- 13.3. Relevant service directors establish communication with local councils expressing interest in services within their directorate, e.g. grass cutting: Amenities & Leisure; parking: Sustainable Transport, with a view to progressing individual delegation feasibility studies.

- 13.4. A project manager is appointed to coordinate, facilitate and evaluate any programme of delegations to:
- Set up feasibility studies as directed by Service Directors
  - Communicate with towns and parishes who have expressed an interest and those yet to do so, updating them on progress and opportunities
  - Maintain records of meetings, briefings and other communications with individual local councils
  - Advise and support Area Boards in their dealings with town and parish councils as regards delegated services
  - Coordinate subsequent local council training
  - Conduct an evaluation exercise and draft a report on Service Delegation by Spring 2010
- 13.5. The suggested Programme of Work for the development of a Community Asset Transfer policy is implemented.
- 13.6. The project manager at 13.4 above manages the development of a Community Assets Transfer policy.

Richard Munro  
Project Manager  
26 March 2009

Annexes:

- A. Returns received
- B. Detailed returns by town or parish council
- C. Detailed returns by type of service
- D. Community Asset Transfer Policy Development

## ANNEX A – Returns received

Replies to the original request to express interest in delegation of services have been received from the following:

<b>Town or Parish Council</b>	<b>Date of Return</b>	<b>Format of return</b>
Aldbourne	7 Nov 08	Email
Alderbury	1 Jul 08	Electronic
Alton Barnes	24 Apr 08	Hard copy
Alvediston	2 May 08	Email
Amesbury	8 Sep 08	Email
Ashton Keynes	25 Jun 08	Electronic
Berwick St James	18 Aug 08	Phone
Berwick St John	19 Aug 08	Hard copy
Bishops Cannings	9 Jun 08	Email
Bishopstone	18 Jul 08	Email
Bowerchalke	26 Nov 08	Hard copy
Bradford on Avon	10 Mar 08	Electronic
Britford	19 Aug 08	Email
Broad Town	26 Jun 08	Email
Bromham	21 Jul 08	Email
Broughton Gifford	20 Aug 08	Email
Bulford	13 Jul 08	Email
Castle Combe	19 May 08	Email
Charlton	9 Jul 08	Email
Charlton St Peter and Wilsford	18 Jul 08	Email
Cheverell Parva	1 Sep 08	Hard copy
Chirton	16 Jul 08	Email
Chute	16 Dec 08	Email
Colerne	26 Jun 08	Hard copy
Collingbourne Kingston	28 May 08	Hard copy
Coombe Bissett	9 Jul 08	Email
Corsham	20 Jun 08	Electronic
Cricklade	10 Jul 08	Electronic
Crudwell	17 Apr 08	Email
Devizes	1 Jul 08	Hard copy
Downton	17 Jun 08	Email
Durrington	29 May 08	Electronic
Edington	6 Nov 08	Electronic
Etchilhampton	19 Aug 08	Phone
Figheledean	8 Sep 08	Email
Firsdow	28 Oct 08	Email
Fovant	1 Jul 08	Electronic
Fyfield & West Overton	30 Jun 08	Email
Grafton	16 Dec 08	Electronic
Ham	25 Sep 08	Email
Hankerton	9 Jul 08	Email
Heytesbury, Imber, Knook & Tytherington	2 Oct 08	Email
Heywood	22 May 08	Email
Hilperton	19 Apr 08	Hard copy
Hindon	19 Jul 08	Email
Holt	4 Jul 08	Email
Kington Langley	16 Sep 08	Email
Kington St Michael	13 Jul 08	Email
Lea and Cleverton	10 Jun 08	Email
Longbridge Deverill & Crockerton	2 Sep 08	Email
Ludgershall	15 Dec 08	Email
Lydiard Millicent	24 Jun 08	Email

<b>Town or Parish Council</b>	<b>Date of Return</b>	<b>Format of return</b>
Lyneham and Bradenstoke	25 Jul 08	Email
Market Lavington	19 Jan 09	Email
Marlborough	23 May 08	Electronic
Melksham	15 Jul 08	Electronic
Melksham Without	24 Jul 08	Hard copy
Netherhampton	17 Oct 08	Hard copy
North Wraxall	18 Jul 08	Email
Norton and Foxley	19 Jul 08	Email
Ogbourne St George	21 Jul 08	Email
Patney	24 Sep 08	Email
Pewsey	3 Jun 08	Email
Potterne	13 Oct 08	Email
Preshute	18 Jul 08	Email
Redlynch	7 Jul 08	Email
Roundway	23 May 08	Email
Rowde	17 Jul 08	Email
Savernake	18 Jul 08	Email
Sherston	23 Jun 08	Electronic
Shrewton	9 Jun 08	Electronic
South Wraxall	5 Aug 08	Hard copy
Stanton St Bernard	21 Aug 08	Hard copy
Stanton St Quinton	5 Aug 08	Hard copy
Steeple Ashton	14 Jan 09	Electronic
Stert	6 Aug 08	Email
Stratford Tony	6 Aug 08	Phone
Sutton Benger	16 Sep 08	Email
Sutton Mandeville	1 Jul 08	Hard copy
Swallowcliffe	2 Jun 08	Electronic
Teffont	28 Jul 08	Email
Tidworth	16 Dec 08	Email
Tilshead	5 May 08	Email
Tisbury	7 Jul 08	Email
Tollard Royal	18 Jul 08	Email
Trowbridge	26 Jun 08	Electronic
Upavon	23 Sep 08	Email
Urchfont	20 Jun 08	Hard copy
Warminster	10 Jun 08	Hard copy
West Dean	25 Jul 08	Email
West Tisbury	1 Jul 08	Email
Westbury	21 Jul 08	Email
Wilton	3 Jul 08	Electronic
Winterbourne Stoke	18 Mar 08	Email
Winterslow	6 Aug 08	Email
Wootton Bassett	23 May 08	Hard copy
Wootton Rivers	23 Jul 08	Email
Worton	1 Sep 08	Hard copy
Yatton Keynell	19 Aug 08	Email

## ANNEX B – Detailed returns by town or parish council

### Town Councils (14):

Town Council	Interested in
Amesbury	Allotments; control of markets; maintenance of open spaces; parking; leisure & tourism and tourism; street cleaning; street furniture; street lighting; street naming
Bradford on Avon	Allotments; parking; maintenance of open spaces; public conveniences; street cleaning; street furniture; street naming; licensing; cemeteries; assets
Corsham	Allotments; issue of vouchers; control of markets; control of litter; maintenance of open spaces; parking; public conveniences; recycling; leisure & tourism; street cleaning; street furniture; assets
Cricklade	Control of markets; maintenance of open spaces; public conveniences; recycling; leisure & tourism; street cleaning; street naming; licensing
Devizes	Control of markets; maintenance of open spaces; public conveniences; assets
Durrington	Allotments; issue of vouchers; control of litter; maintenance of open spaces; noise/nuisance; parking; road safety; street naming; assets
Marlborough	Control of markets; maintenance of open spaces; noise/nuisance; parking; public conveniences; leisure & tourism; street naming; licensing; assets
Melksham	Allotments; control of markets; issue of vouchers; maintenance of open spaces; street cleaning; street furniture; street naming; assets
Tidworth	Control of markets; control of litter; maintenance of open spaces; parking; street cleaning; street lighting; street naming
Trowbridge	Allotments, control of markets; issue of vouchers; maintenance of open spaces; public conveniences; leisure & tourism; street cleaning; street furniture; street naming; assets
Warminster	Allotments; maintenance of open spaces; street cleaning; street furniture; assets
Westbury	Control of markets; control of litter; noise/nuisance; recycling; street cleaning; street naming; licensing
Wilton	Street cleaning; street naming; assets
Wootton Bassett	Parking; assets

**Parish Councils (29):**

<b>Parish Council</b>	<b>Interested in</b>
Alderbury	Allotments; control of litter; maintenance of open spaces; road safety; street cleaning; street naming; assets*
Ashton Keynes	Maintenance of open spaces; street naming
Bishops Cannings	Maintenance of open spaces
Bishopstone	Allotments; assets*
Bowerchalke	Control of litter; maintenance of open spaces; street naming
Bulford	Maintenance of open spaces; street cleaning
Chirton	Maintenance of open spaces
Colerne	Control of litter; maintenance of open spaces; street cleaning; street furniture; street naming
Fovant	Control of litter; maintenance of open spaces; noise/nuisance; recycling; road safety; street cleaning; street naming
Fyfield & West Overton	Maintenance of open spaces
Heytesbury, Imber, Knook & Tytherington	Maintenance of open spaces; street cleaning; street naming
Hilperton	Street naming
Kington St Michael	Street naming
Lea and Cleverton	Maintenance of open spaces
Melksham Without	Control of markets; issue of vouchers; maintenance of open spaces; street cleaning; street furniture; street naming; assets*
Pewsey	Allotments; public conveniences; street lighting; street naming
Redlynch	Allotments; maintenance of open spaces; street naming; assets*
Roundway	Street naming
Rowde	Leisure & tourism; road safety; assets*
Sherston	Allotments; issue of vouchers; street naming; assets*
Shrewton	Maintenance of open spaces
Steeple Ashton	Maintenance of open spaces; recycling; street cleaning; street naming

<b>Parish Council</b>	<b>Interested in</b>
Tisbury	Maintenance of open spaces; parking; street cleaning; street naming
Urchfont	Control of litter; maintenance of open spaces; street furniture; street lighting; street naming; assets*
West Tisbury	Most – in partnership with others in Community Area
Winterbourne Stoke	Maintenance of open spaces
Winterslow	Control of litter; maintenance of open spaces; noise/nuisance; leisure & tourism; road safety; street naming
Worton	Maintenance of open spaces
Yatton Keynell	Maintenance of open spaces

\* Assets were not strictly part of the project initially. However, discussions with local councils elicited a number of aspirations to take over some assets currently owned by district and county councils

**ANNEX C – Detailed returns by type of service**

<b>Service</b>	<b>Local councils definitely wanting to take service on</b>	<b>Number</b>
Allotments	Alderbury; Amesbury; Bishopstone; Bradford on Avon; Corsham; Durrington; Melksham; Pewsey; Redlynch; Sherston; Trowbridge; Warminster	12
Assets*	Alderbury; Alton Barnes; Bishopstone; Bradford on Avon; Corsham; Devizes; Durrington; Lyneham and Bradenstoke; Marlborough; Melksham; Melksham Without; Redlynch; Rowde; Sherston; Trowbridge; Urchfont; Warminster; Wilton; Winterbourne Stoke; Wootton Bassett	20
Cemeteries	Bradford on Avon	1
Control of Litter	Alderbury; Bowerchalke; Colerne; Corsham; Durrington; Fovant; Tidworth; Urchfont; Westbury; Winterslow	10
Control of Markets	Amesbury; Corsham; Cricklade; Devizes; Marlborough; Melksham; Melksham Without; Tidworth; Trowbridge; Westbury	10
Leisure & Tourism	Amesbury; Corsham; Cricklade; Marlborough; Rowde; Trowbridge; Winterslow	7
Licensing	Bradford on Avon; Cricklade; Marlborough; Westbury	4
Maintenance of open spaces (grass cutting)	Alderbury; Amesbury; Ashton Keynes; Bishops Cannings; Bowerchalke; Bradford on Avon; Bulford; Chirton; Colerne; Corsham; Cricklade; Devizes; Durrington; Fovant; Fyfield & West Overton; Hankerton; Heytesbury, Imber, Knook & Tytherington; Lea and Cleverton; Marlborough; Melksham; Melksham Without; Redlynch; Shrewton; Steeple Ashton; Tidworth; Tisbury; Trowbridge; Urchfont; Warminster; Winterbourne Stoke; Winterslow; Worton; Yatton Keynell	33
Noise & Nuisance	Durrington; Fovant; Marlborough; Westbury; Winterslow	5
Parking	Amesbury; Bradford on Avon; Corsham; Durrington; Marlborough; Tidworth; Tisbury; Wootton Bassett	8
Public Conveniences	Bradford on Avon; Corsham; Cricklade; Devizes; Marlborough; Pewsey; Trowbridge	7
Recycling	Corsham; Cricklade; Fovant; Steeple Ashton; Westbury	5
Road Safety	Alderbury; Durrington; Fovant; Rowde; Winterslow	5
Street Cleaning	Alderbury; Amesbury; Bradford on Avon; Bulford; Colerne; Corsham; Cricklade; Fovant; Heytesbury, Imber, Knook & Tytherington; Melksham; Melksham Without; Steeple Ashton; Tidworth; Tisbury; Trowbridge; Warminster; Westbury; Wilton	18



Service	Local councils definitely wanting to take service on	Number
Street Furniture	Amesbury; Bradford on Avon; Colerne; Corsham; Melksham; Melksham Without; Trowbridge; Urchfont; Warminster	9
Street Lighting	Amesbury; Pewsey; Tidworth; Urchfont	4
Street Naming	Alderbury; Amesbury; Ashton Keynes; Bowerchalke; Bradford on Avon; Colerne; Cricklade; Durrington; Fovant; Heytesbury, Imber, Knook & Tytherington; Hilperton; Kington St Michael; Marlborough; Melksham; Melksham Without; Pewsey; Redlynch; Roundway; Sherston; Steeple Ashton; Tidworth; Tisbury; Trowbridge; Urchfont; Westbury; Wilton; Winterslow	27
Voucher Issue	Corsham; Durrington; Fovant; Melksham; Melksham Without; Sherston; Trowbridge	7

\* Assets were not strictly part of the project initially. However, discussions with local councils elicited a number of aspirations to take over some assets currently owned by district and county councils

## ANNEX D – Community Asset Transfer Policy Development

### Suggested Programme of Work

Event	Timings	Remarks
Draft Policy Framework paper written	March	<ul style="list-style-type: none"> <li>• <i>Done</i></li> </ul>
CAT Steering Group (SG) established	May	<ul style="list-style-type: none"> <li>• Service Director</li> <li>• Strategic Projects and Development Manager</li> <li>• Group Manager Amenity</li> <li>• Group Manager Leisure</li> <li>• Principal Solicitor Property Contracts</li> </ul>
SG review and amend paper	May/June	
Draft paper distributed to a consultative group	June	<ul style="list-style-type: none"> <li>• Community First</li> <li>• Selected town and parish councils</li> <li>• Selected VCS organisations</li> </ul>
Seminar on CAT	End-June	<ul style="list-style-type: none"> <li>• Half day presentation/half day workshops</li> <li>• Hosted by SG</li> <li>• Outside facilitator</li> </ul>
Final draft of Policy Paper to Service Director	July	SG
Report with recommendations to Cabinet	August/September	<ul style="list-style-type: none"> <li>• From Service Director</li> <li>• Possible delay to allow new Cabinet to consolidate</li> </ul>
O&S Committee activity		
Re-drafting as necessary	September	
Approval by Cabinet to proceed to pilots	October	
Pilot projects	Late-Autumn	
Interim evaluation		
Full adoption by Cabinet	December	

## **Project Initiation Document.**

**Author:** Bob Chequer (Services Development Manager Amenities & Leisure)

**Project:** Delegation of services to town and parish councils.

**Strategic Owner:** Cllr Richard Tonge (Cabinet Member for Highways & Transport)

**Project Owner:** Mark Smith - Director of Neighbourhood Services

**Project Manager:** Bob Chequer

**Date:** 21 January 2010 (Amended 02.02.10)

### **1. Introduction.**

- 1.1. On 15 December 2009 Wiltshire Council's Cabinet considered a report on the transfer of community assets to town and parish councils. The report was compiled at the conclusion of a project undertaken during 2008/09 to examine the feasibility of both the transfer of community assets and the delegation of Council services to town and parish councils.
- 1.2. At that meeting Cabinet requested a progress report on the delegation of services to town and parish councils.
- 1.3. As most of the areas of potential delegation of services fall within the new Directorate of Neighbourhood Services, Mark Smith (Director of Neighbourhood Services) will lead on this on this project.

### **2. Purpose of Project.**

- 2.1. To create, stronger and more resilient communities by enabling the delegation of appropriate, key local services to town and parish councils according to local needs.

### **3. Desired Outcomes.**

- 3.1. The identification of those services suitable and capable of being delivered by town or parish councils.
- 3.2. The development and introduction of pilot scheme(s) in partnership with town and/or parish council(s).
- 3.3. A process to assess the practical, organisational and financial impact of the delegation of those services on Wiltshire Council and the receiving council.

- 3.4. A clearly defined consultation, evaluation and decision making procedure to deal with applications for the delegation of services to town or parish councils.
- 3.5. Clearly defined terms and conditions, and form of agreement for the delegation of services to town or parish councils.
- 3.6. A clearly defined monitoring procedure to ensure agreed service standards are maintained following the delegation of service.

**4. Other Stakeholders.**

- 4.1. Cabinet
- 4.2. Wiltshire town and parish councils
- 4.3. Community Area Boards
- 4.4. Corporate Director Neighbourhood and Planning
- 4.5. Service Director for Communities, Libraries, Heritage and Arts
- 4.6. Head of Amenity and Countryside Services
- 4.7. Head of Corporate Properties
- 4.8. Service Managers

**5. Project Completion Date**

- 5.1. 30 April 2010

**6. Key Milestones**

- 6.1. Progress report to Cabinet 23 February 2010.

**7. Resources**

- 7.1. Services Development Manager (A&L) plus research/administrative assistance.

**8. Project Approach/Tasks**

- 8.1. Review of the 2008/09 Project outcomes and re-establish contact on a working basis with stakeholders.
- 8.2. Consult with current service managers and identify services suitable for local control that can be developed and implemented as pilots in partnership with town and/or parish council(s).
- 8.3. Consult with town and parish councils and seek volunteers to run pilot service(s).
- 8.4. Prepare a prioritised list of pilots on the basis of practicability of implementation and operation.
- 8.5. Set up and implement pilots in partnership with selected town and/or parish council(s)

8.6. Assess impact of delegation of service on Wiltshire Council, the town and/or parish council and Council Tax Payers:

- Does it add value or benefit to the community?
- Will it be cost neutral to Wiltshire Council?
- Will it incur “double” taxation (e.g. cannot reduce Council Tax and incurs funding from parish precept)?
- Will it fragment the economies of scale or leave “holes” in Wiltshire Council services?
- Does it affect any external contract for the delivery of services?
- Will it lead to public confusion – if all town and parish councils do not take up similar services?
- Will the town or parish councils be able to manage and deliver services effectively and meet legal responsibilities/requirements?
- What training is necessary/
- Can Community Area Boards, town councils or larger parish councils leading on joint procurement/management. (Although decisions would have to go back to town and parish councils)?

8.7. To examine the possible future arrangements for the harmonisation of service provision by town and parish councils and Wiltshire Council in the long term.

8.8. Research other councils approach to delegation of services and establish best practice

## 9. **Risk Assessment.**

9.1. The political risk or risk to the reputation of the Council, should the project conclude that the delegation of some or all of the potential services is not practical or viable, is assessed to be Low/Medium. (6/16)

Impact: Moderate (3)

Likelihood: Unlikely (2)

9.2. The political risk or risk to the reputation of the town or parish councils, should the project conclude that the delegation of some or all of the potential services is not practical or viable, is assessed to be Low/Medium. (6/16)

Impact: Minor (2)

Likelihood: Possible (3)

9.3. There is a political risk and risk to the reputation of the Council if there is no consistent approach adopted throughout the County in relation to those services to be provided by Wiltshire Council and those to be provided by local councils is assessed to be Medium. (9/16)

Impact: Moderate (3)

Likelihood: Possible (3)

## 10. **Project Monitoring.**

10.1. Monthly at pre-arranged meetings by the Director of Neighbourhoods.

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## WILTSHIRE COUNCIL

### CABINET

23 February 2010

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### SALISBURY VISION UPDATE

**Cabinet Member:** Councillor John Brady - Economic Development, Planning and Housing

#### Executive Summary

Recent progress has been made on the Salisbury Vision in relation to the Market Place, the Maltings & Central Car Park and Churchfields projects.

Since the Implementation Executive meeting on March 16<sup>th</sup> 2009 significant work on governance, resources and project development/planning has taken place. This includes securing Sir Christopher Benson as Chairman, the appointment of Richard Walters as Vision Director and the establishment of an Internal Vision Board in the Council to ensure we respond to the needs and opportunities of the three Visions (Salisbury, Trowbridge and Chippenham) on a corporate basis. In addition, for each of the projects considered in this report, an implementation team led by the Vision Director has been established.

The work has informed an indicative delivery programme for the Market Place, the Maltings & Central Car Park and Churchfields projects.

#### Proposal

That the Cabinet:

- a) Note the progress of Salisbury Vision, especially in relationship to the delivery of the Market Place, the Maltings & Central Car Park and Churchfields projects.
- b) Approve the recommended approach for taking the three key projects forward as set out in Table 1, Table 2 and in section 3.3 of this report.
- c) Delegate authority to the Director, Economy and Enterprise, in consultation with the Cabinet member, to progress the three key projects as detailed; to be brought back to the Cabinet for key updates and decisions, as required.

**Reason for Proposal**

The Implementation Executive meeting on 16<sup>th</sup> March 2009 requested further detail on the delivery timetable and approach on the three key projects. This report provides an update on progress and seeks the Cabinet's support for the recommended approach including indicative delivery programmes for each project being developed by Salisbury Vision.

To ensure the Cabinet is in full support as we move into the implementation phase.

Alistair Cunningham, Service Director - Economy and Enterprise



## **SALISBURY VISION UPDATE**

**Cabinet Member:** Councillor John Brady - Economic Development, Planning and Housing

### **Purpose of Report**

1. To update Cabinet on the progress of Salisbury Vision, obtain approval for the proposed approach to the delivery of three key projects and delegate the Director, Economy and Enterprise, in consultation with the Cabinet member, to progress the three key projects as detailed.

### **Background**

2. The Salisbury Vision suggests 24 integrated projects, ranging from the commercial redevelopment of major areas of the city, to the creation of new parks and open spaces and the improvement of the public realm. Together, these projects are intended to bring about a regeneration of the city.

Of the 24 projects, the Vision Board believes three are key to the delivery of the Salisbury Vision. These are the Market Place, the Maltings & Central Car Park and Churchfields projects.

The Salisbury Vision Special Purpose Vehicle (SPV) and these three projects were considered in detail by the Council's Implementation Executive on 16<sup>th</sup> March 2009 (Item 239).

This report is an update and does not repeat the background to the Vision or these projects which can be found in the 16<sup>th</sup> March 2009 Implementation Executive papers.

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

3. Since the Implementation Executive meeting in March the following key actions have been delivered:
- (i) The appointment of Sir Christopher Benson as Chairman of Salisbury Vision Board in June 2009.
  - (ii) The appointment of Richard Walters as Vision Director in December 2009.
  - (iii) An Internal Vision Board has been established in the Council. It is chaired by the Council's Portfolio Holder with responsibility for co-ordinating the Chippenham, Salisbury and Trowbridge Visions. This Board, an internal group to the Council, comprises the Service

Directors/representatives of the Departments of Economy and Enterprise, Housing, Development Services, Strategic Services, Neighbourhood Services, Resources and Policy, Research and Communications. Its role is to ensure that the Council responds to the needs and opportunities of the three Vision areas on a corporate basis.

- (iv) For each of the three Salisbury Vision projects considered in this report an implementation team led by the Vision Director has been established.

Papers will be submitted to Cabinet to update and seek necessary approvals as we progress the implementation of these three key projects.

### 3.1 Update - The Maltings & Central Car Park

- 3.1.1 Further legal advice has been obtained on title matters, indicating that there are no fundamental or insurmountable legal impediments to the project.
- 3.1.2 Advice has also been provided on procurement matters.
- 3.1.3 Representations have been made in support of the site's allocation within the South Wiltshire Core Strategy by Salisbury Vision. Salisbury Vision will be represented at the relevant sessions in the Examination in Public commencing in March.
- 3.1.4 An indicative delivery programme has been produced outlining the anticipated programme up to the selection of a development partner (attached at Table 1). This has been provided as evidence to the Inspector.
- 3.1.5 The next stage is the appointment of legal and commercial advisers to assist in the pre-procurement stage, including the consideration of project scope and evaluation criteria.

Table 1: The Maltings & Central Car Park - indicative delivery programme

<b>Stage</b>	<b>Tasks</b>	<b>Timescale (estimated)</b>
Stage 1	Preliminary Legal Title and Procurement Advice Assembly of implementation team	Complete
Stage 2	Appointment of Legal and Commercial Advisers	End April 2010
Stage 3	Pre-procurement	To end June 2010

Stage	Tasks	Timescale (estimated)
	Confirm parameters / scope of project Evaluation criteria Procurement route Collation of site data: legal title, site surveys and other relevant information. Marketing Brief / information pack	
Stage 4	Development Partner Procurement Contract Notice and Selection Process Invitation to participate and submit outline solutions Invitation to submit detailed solutions Invitation to tender Award Contract	(12 months) June 2010 to June 2011
Stage 5	Town Planning	(12 – 18 months) June 2011 to June/Dec 2012
Stage 6	Start on Site	Early 2013

### 3.2 Update - Churchfields

- 3.2.1 Preparation of a draft brief to appoint Masterplan consultants is underway. This is taking place in conjunction with discussions with key parties (landowners and potential stakeholders) on the Masterplanning process.
- 3.2.2 A communications protocol exists with South Wiltshire Economic Partnership (SWEP) for liaison with the Churchfields business community.
- 3.2.3 Representations have been made in support of the site's allocation within the South Wiltshire Core Strategy by Salisbury Vision. Salisbury Vision will be represented at the relevant sessions in the Examination in Public commencing in March.
- 3.2.4 An indicative delivery programme has been produced outlining the anticipated programme to the completion of the Churchfields Masterplan

and commencement of project implementation (attached at Table 2). This has been provided as evidence to the Inspector.

Table 2: Churchfields - indicative delivery programme

<b>Stage</b>	<b>Tasks</b>	<b>Timescale (estimated)</b>
Stage 1	Assembly of implementation team	Complete
Stage 2	Pre-Masterplan preparation <ul style="list-style-type: none"> <li>- Site appraisal work – collation of baseline information</li> <li>- Legal title review</li> <li>- Preliminary landowner liaison</li> <li>- Completion of Consultant Brief</li> <li>- Procurement of Consultant team (Masterplanners, commercial, engineering and other technical advisers)</li> </ul>	End June 2010
Stage 3	Masterplan <ul style="list-style-type: none"> <li>- Option identification and testing</li> <li>- Site analysis</li> <li>- Stakeholder engagement</li> <li>- Financial review</li> <li>- Phasing plan / decant strategy</li> <li>- Implementation Strategy</li> </ul>	July 2010 to March 2011
Stage 4	Implementation <ul style="list-style-type: none"> <li>- Based on outcome of Masterplan</li> </ul>	April 2011 - onwards

### 3.3 Update - The Market Place

3.3.1 The Salisbury Vision Board has approved a programme of works to develop a costed preliminary design for an improvement scheme on the Market Place. This will include necessary legal and technical investigations and consultation with relevant stakeholders.

3.3.2 This process is expected to take approximately six months to complete. On completion, the Vision Board will consider the proposals and identify a

preferred option to progress to detailed design and contractor procurement.

- 3.3.3 The appointment of a contractor and commencement of works is anticipated in the spring of 2011.
- 3.3.4 Delivery of the works is expected to be undertaken in phases to allow, wherever possible, the continued operation of the market during the construction period.

### **Environmental Impact of the Proposal**

4. None has been identified as arising directly from this report. Environmental impact will be assessed as part of the development and due diligence of each project.

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

5. None has been identified as arising directly from this report. Equalities impact will be assessed as part of the development and due diligence of each project.

### **Risk Assessment**

6. One significant potential risk to the successful implementation of these key Salisbury Vision projects is any disconnect between the work supported through the Salisbury Vision and the Cabinet/Council. The risk is mitigated by Cabinet membership on the Board. Regular Cabinet update/decision papers and briefings to members of the Community Area Board will also be important.
7. Failure to progress the Maltings & Central Car Park and Churchfields projects in a timely manner will impact of the deliverability of key projects within the South Wiltshire Core Strategy (as they form part of it).
8. Detailed risk assessments and risk management plans for the key individual projects are currently being updated and will form part of our next report to Cabinet.

### **Financial Implications**

9. A key objective is for Salisbury Vision projects to be self financing. There are anticipated land sale receipts arising from the Maltings & Central Car Park and Churchfields projects as well as potential disposal receipts from other sites within the City.
10. A separate report "Capital Programme Proposals 2010-11 to 2012-13" being taken to Cabinet/Council this month requests 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.

### **Legal Implications**

11. None has been identified as arising directly from this report.
12. The Council's Legal Department has been closely involved in the development of the Market Place and the Maltings & Central Car Park projects to date. Their involvement on all three projects is critical.

### **Options Considered**

13. Detailed option appraisal work will form part of the next stages of the three key projects, informed by professional advisers.

### **Conclusions**

14. A programme for action has been outlined in respect of the three Salisbury Vision projects above. An Internal Vision Board has been established in the Council to provide cooperate oversight and coordination. The internal structures are in place to move to the next stage of delivery, and the resources required in the short term have been identified.

### **Proposal**

That the Cabinet:

- d) Note the recent progress of Salisbury Vision, especially in relationship to the delivery of the Market Place, the Maltings & Central Car Park and Churchfields projects.
- e) Approve the recommended approach for taking the three key projects forward as set out in Table 1, Table 2 and in section 3.3.
- f) Delegate authority to the Director, Economy and Enterprise, in consultation with the Cabinet member, to progress the three key projects as detailed; to be brought back to the Cabinet for key updates and decisions, as required.

### **Reason for Proposal**

The Implementation Executive meeting on 16<sup>th</sup> March 2009 requested further detail on the delivery timetable and approach on the three key projects. This report provides an update on progress and seeks the Cabinet's support for the recommended approach including indicative delivery programmes for each project being developed by Salisbury Vision.

To ensure the Cabinet is in full support as we move into the implementation phase.

**Alistair Cunningham**  
**Service Director, Economy and Enterprise**

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Report Author:

Alistair Cunningham

Date of report:

February 15<sup>th</sup> 2010

**Background Papers**

None

**Appendices**

None

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## WILTSHIRE COUNCIL

### CABINET

23 February 2010

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### DESIGN REVIEW IN WILTSHIRE

**Cabinet Member:** Councillor John Brady - Economic Development, Planning and Housing

#### Executive Summary

This report seeks the appointment of a Cabinet member to be the Council's 'Design Champion'. The role involves leading on a number of design quality initiatives including chairing the project steering group for the establishment and monitoring of local Design Review Panels (DRPs) within Wiltshire.

CABE's Local Authority Design Champion publication<sup>1</sup> states "*There is a strong interrelationship between the historic environment and the quality of design of new buildings and public spaces*", and that there is "*....scope for the Design Champion to be the same person as the Heritage Champion.*".

The report also informs members about progress towards establishing DRPs in Wiltshire.

Almost 75% of planning districts in the South-West now have local or county-wide (sub-regional) DRPs and CABE have very recently published new extended guidance on how to achieve such panels that are suitably "*independent, expert and timely*" in their design advice.

Various options for operating DRPs in Wiltshire have been assessed. The potentially conflicting pressures of ensuring local knowledge and representation on panels whilst maintaining sufficient levels of national expertise have been considered, together with the experiences and lessons learned from the existing Salisbury Design Forum.

The preferred option is that local "Hub" based DRPs should initially be set up. More detailed work to compile terms of reference, protocols and a business plan is now underway with the intention to advertise for, recruit and train panel members in order that the first panel meetings commence in Summer 2010.

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<sup>1</sup> [Local Authority Design Champions, CABE, April 2004](#), p3 states that a suitable person specification would be: "...a councillor, preferably at Cabinet Level with responsibilities that may include planning, heritage, parks and highways services."

### **Proposal**

It is recommended that:

- a) The Cabinet appoint a Cabinet member as the Design Champion for the Council;
- b) Cabinet endorse the approach to setting up local “Hub” based DRPs within Wiltshire as set out;
- c) Cabinet delegate authority to the Director, Economy and Enterprise, in consultation with the Design Champion, to progress the establishment of local DRPs within Wiltshire as detailed; to be brought back to the Cabinet for key updates as required.

### **Reason for Proposal**

A full list of reasons is set out in the Background section of the main Report. These include:

- The new Wiltshire Council presents an opportunity to ensure design advice is applied and is available across the county and its current four planning hubs.
- The RIBA have approached Wiltshire Council to ask that local DRPs be considered within Wiltshire.
- Design quality has been moving up the agenda continually over the last few years. CABE and several other national bodies have published many recent design quality guidance documents. This includes advice on managing applications on design grounds including dealing with design issues at planning appeals.
- Recent survey results indicate that the majority of local authorities now run local DRPs (compared with 23% making use of them in 2001). Only 12 out of 44 local districts/hub areas in the South West do not yet have local or sub-regional (county-wide) DRPs. Wiltshire has 3 of those 12.

**Alistair Cunningham, Service Director for Economy & Enterprise**

**DESIGN REVIEW IN WILTSHIRE**

**Cabinet Member:** Councillor John Brady - Economic Development, Planning and Housing

**Purpose of Report**

1. This report seeks the appointment of a Cabinet member to be the Council's '[Design Champion](#)'. The report also informs members about progress towards establishing DRPs in Wiltshire.

**Background**

2. This report has been prepared to consider options of how to implement and embed Design Review in Wiltshire. The reasons for considering this now include the following:

Locally:

- The new Wiltshire Council presents an opportunity to ensure design advice is applied and is available across the county and its current four planning hubs.
- The RIBA have approached Wiltshire Council to ask that local DRPs be considered within Wiltshire.
- Representatives on the previously existing Salisbury Design Forum need some certainty about their future role and status through the new Council.
- Other local organisations are keen to input on design matters of development proposals, including for example Wiltshire Police.
- A number of elected representatives have expressed an interest in the subject.

Nationally:

- This year a new [Core Output Indicator](#) on housing quality (H6) has been added to the annual monitoring report that planning authorities require to make to CLG.
- Design quality has been moving up the agenda continually over the last few years. CABE and several other national bodies have published many recent design quality guidance documents.<sup>2</sup> This includes advice on managing applications on design grounds including dealing with design issues at planning appeals.<sup>3</sup>
- Recent survey results indicate that the majority of local authorities now run local DRPs (compared with 23% making use of them in

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<sup>2</sup> By Design, UDC1&2, Manual for Streets, Safer Places, Better Places to live by Design, etc.

<sup>3</sup> [Design at appeal: Advice on dealing with design issues within planning appeals, CABE, 2006](#)

2001). Only 12 out of 44 local districts/hub areas in the South West do not yet have local or sub-regional (county-wide) DRPs. Wiltshire has 3 of those 12.<sup>4</sup>

- CABE published their finalised guidance [Design Review: Principles and Practice](#) on 04/11/09, encouraging more authorities to set up LDRPs.<sup>5</sup>
- The 2003 Best Value Performance Indicator BVPI 205 (now superseded by the National Indicator Set from 2008) required that planning authorities have expert architectural, urban design and landscape design advice available to them.

## **Main Considerations for the Council**

### **3. National guidance**

CABE's [Design Review: Principles and Practice](#) comprises three sections – what design review panels are, case studies of panels in practice, and how to set up a local panel.

The over-riding advice from CABE is that local DRPs should provide advice that is 'independent, expert and timely'. This is to overcome risks of duplication with planning committee representation & conflicts of interests, advice being no more skilled than those available to the planning authority anyway, and there being insufficiently large, complex or controversial schemes to suit the frequency and coverage of a local DRP.

However, the case studies include one which asserts that these risks are more easily avoided through regular use of the existing Regional Design Review Panel.<sup>6</sup> CABE's survey also notes conflicting difficulties of ensuring local knowledge and developer's accepting the value of local DRPs.<sup>7</sup>

It should be noted that all design review advice is a material consideration, although greater weight is attached to CABE reviews given their statutory responsibility. From October 2009 CABE is affiliated with all regional DRPs. Letters from the government's chief planning officer to local authorities in 2006<sup>8</sup> and 2009 outline the requirement to consult CABE on significant schemes, and CABE's ability to refer schemes to regional panels.

### **Current local practice**

Urban design advice in the form of consultations from an Urban Design Officer existed at all the former District Councils. For North Wiltshire

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<sup>4</sup> [Survey of Local and Regional design Review Panels, CABE, 2008](#), p3 & 10

<sup>5</sup> This document replaces the 2006 CABE publication, How to do Design Review.

<sup>6</sup> [Design Review: Principles and Practice](#), CABE, Nov 2009, p26

<sup>7</sup> [Survey of Local and Regional design Review Panels, CABE, 2008](#), p4

<sup>8</sup> <http://www.tinyurl.com/lnrg6a>

District Council this extended to a team which provided architectural, urban design and landscape design advice. The Council's Urban Design Team is now rolling out this broader service to all Hubs.

Only the South Hub has something close to a LDRP, in the form of the Salisbury Design Forum which has operated successfully for several years. This group differs slightly from the more independent local DRPs as advocated by the recent CABI guidance chiefly because it has representation from local groups as well as design professionals and is chaired by officers of the Council.

However, it is apparent from witnessing the operation of this Forum that local knowledge is considered a great benefit by all Forum representatives, as is the engagement of representatives of local interest groups through the Forum.

At a recent meeting the Forum gave their thoughts on the future of Design Review in South and the rest of Wiltshire. It was evident from the discussion that the design professionals involved would be less enthusiastic about a sub-regional DRP covering a wider area and potentially meeting outside of South Wiltshire. Their attendance currently is unremunerated and they feel that their involvement in the Forum has benefitted them in understanding the local and policy context and ambitions of their local planning hub. The Forum has also generated close informal contact between professionals at an early stage of development proposals – for example consultation with Wiltshire Police. The Forum also felt that members of the District/Hub Development Control committee have been particularly keen to know the thoughts of the Salisbury Design Forum on difficult decisions particularly because of the very local nature of representation on the Forum.

Across Wiltshire it is clear that there are many local professionals and groups who are keen to input on design matters in their own local areas. This is evidenced in all parts of the county through Conservation Area Liaison Groups and Appraisal/Management Plan working groups, Village Design Statement working groups, Vision and Town Plan masterplanning groups and more.

### **Environmental Impact of the Proposal**

4. Where the views of local DRPs result in improvements to the design quality of proposed development, there will be a positive but indirect impact on the environment. Several aspects of accepted good design practice also overlay good practice in sustainable development.

Further work on environmental impact will be included in the development of the associated business plan.

## **Equalities Impact of the Proposal**

5. Although by its very nature a local DRP is restricted in its panel membership to appropriately selected design professionals, good quality design that the panel will promote encourages inclusive and accessible built environments that poor design can often inadvertently preclude.

Further work on environmental impact will be included in the development of the associated business plan.

## **Risk Assessment**

6. Several political, technical and financial risks of different DRP scenarios are assessed within the Options Considered section below. Risks associated with appointing or not appointing a Design Champion are not simple to directly calculate. CABE assert that the presence of a well respected and communicative Design Champion has important promotion and persuasion benefits internally, externally and to the wider community. This is a key role in establishing the value of, and attention paid to, local DRP views and comments received.

## **Financial Implications**

7. An assessment of costs associated with the options considered has been prepared. The cost of the preferred option will be met from within the Economy and Enterprise budget.

## **Legal Implications**

8. CABE note that the official role of local DRPs is as a non-statutory consultee and therefore all local DRP comments should be considered as a material consideration. CABE have a specific statutory power to conduct design review so comments of national, and now regional panels, have a recognised role in the planning process.

## **Options Considered**

9. Three main potential options emerge for the future of Design Review in Wiltshire. These are considered below:

### **A. Hub based local Design Review Panels**

Hub based local DRPs for Wiltshire has the distinct advantage that their coverage matches that of the Hubs and their planning officers who would attend. Similarly there is likely to be greater interest and enthusiasm for involvement from local professionals who can also offer local knowledge and familiarity.

A potential disadvantage is that a single Hub may not generate many schemes for the Panel to consider on a regular basis. However, the Salisbury Design Forum felt that even the smaller schemes were important to ensure quality is not eroded, and that not many are required when allowing sufficient time to consider each.

The Salisbury Design Forum have highlighted key advantages of lower travel expenses, local enthusiasm with less likely need for remuneration, informal contact generated between professionals on schemes beyond those considered formally, and (in their view) more weight given to a local Panel's advice by members at committee.

Local interest groups are represented on the Salisbury Design Forum. Despite being a useful source of local knowledge, the representative is unlikely to be a design professional and there is the potential for conflict where the local group may also be a consultee for a development application. The involvement of locally-based interest groups will be more difficult to achieve in wider Hub based local DRPs which cover several market towns each with their own local groups. It is therefore recommended that new local DRPs follow CABE guidance that they are 'expert' and do not include representation from local interest groups.

It is similarly recommended that new local DRPs follow CABE guidance for 'independence' and do not include representation from elected members.

## **B. One single sub-regional Design Review Panel for Wiltshire**

The CABE survey refers to single Panels that cover whole rural counties as 'sub-regional' DRPs of which only 9 exist nationally compared with 63 local DRPs.

A single sub-regional DRP for Wiltshire may have the advantage that the Hubs combined will generate a higher number of significant schemes for the regularly meeting Panel to consider. A key disadvantage will be the likely loss of directly local knowledge (and interest) within the Panel. This option is likely to have a greater cost than Hub based local DRPs.

The key risks would be the lack of engagement of local professionals and the lack of informal contact and partnership working a more localised number of local DRPs could engender. There is a further risk that local Hub Development Control Committee members may not give as much weight and consideration to opinions of professionals that may be neither local nor regionally/nationally expert.

## **C. No Local Design Review Panels**

Several assessment tools and award schemes have recently grown in use which can be used to demonstrate design quality for particular issues.<sup>10</sup> Most recently, [Building for Life](#) and [BREEAM Communities](#) offer comprehensive criteria for quality and sustainable design which could potentially be used in consent conditions to ensure that proposed design (or sustainability) aspirations expressed at the application stage are borne out in the implementation.

Although the recent CABE survey indicated that 91% of all LPAs feel there are benefits to including DRPs (national, regional or local) in the development control process, many LPAs have alternatives including internal groups, private architect services and individual officer expertise, and 63% felt these provisions were sufficient.<sup>11</sup>

The 'zero-cost' option would therefore be to rely upon the expertise of internal officers, including the corporate Urban Design Team (utilising the above comprehensive tools), and for larger and more complex/controversial proposals to be referred more regularly to the regional [South West Design Review Panel](#) based in Bristol. The key risks would be the lack of engagement of local professionals, and the lack of informal contact and partnership working a local DRP could engender.

## **Conclusions**

### **10. Preferred option**

On the basis of the information obtained, Option A – Hub based local DRPs – is the preferred Option. This is primarily because it will ensure the continued engagement of local professionals and should encourage informal contact between relevant professionals on schemes beyond those considered at the Panels. The number of hub based local DRPs operating into the future could be reviewed in the light of experience/structural changes.

The Panels would exist alongside the continued use of expertise of internal officers, including the corporate Urban Design Team, with larger and more complex/controversial proposals being referred more regularly to the regional South West Design Review Panel.

Costs can be minimised whilst panel members are drawn from a local catchment. Although the main Hub offices can offer local and central venues, engagement of local professionals and an independence of operation may be better achieved through the use of local civic venues – possibly rotating amongst key towns within a Hub area.

CABE note that management of local DRPs from within a planning department can reduce their independence and it recommended that they

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<sup>10</sup> Lifetime Homes, Secured by Design, Green Flag Awards etc.

<sup>11</sup> [Survey of Local and Regional design Review Panels, CABE, 2008](#), p3



are led corporately and not seen as a direct part of the planning service.<sup>12</sup> Therefore, Design Review within Wiltshire will be taken forward as a project by the Urban Design Team within the Regeneration Service.

More detailed work to compile terms of reference, protocols and a business plan is now underway with the intention to advertise for, recruit and train panel members in order that the first panel meetings will commence in summer 2010. The first steps towards managing this process will be to establish a Project Steering Group (or Project Board) chaired by the Council's Design Champion.

### **\*Proposal**

It is recommended that:

- a) The Cabinet appoint a Cabinet member as the Design Champion for the Council;
- b) Cabinet endorse the approach to setting up local DRPs within Wiltshire as set out;
- c) Cabinet delegate authority to the Director, Economy and Enterprise, in consultation with the Design Champion, to progress the establishment of local DRPs within Wiltshire as detailed; to be brought back to the Cabinet for key updates as required.

### **\*Reason for Proposal**

A full list of reasons is set out in the Background section above. These include:

- The new Wiltshire Council presents an opportunity to ensure design advice is applied and is available consistently across the county and its current four planning hubs.
- The RIBA have approached Wiltshire Council to ask that local DRPs be considered within Wiltshire.
- Design quality has been moving up the agenda continually over the last few years. CABE and several other national bodies have published many recent design quality guidance documents. This includes advice on managing applications on design grounds including dealing with design issues at planning appeals.
- Recent survey results indicate that the majority of local authorities now run local DRPs (compared with 23% making use of them in 2001). Only 12 out of 44 local districts/hub areas in the South West do not yet have local or sub-regional (county-wide) DRPs. Wiltshire has 3 of those 12.

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### **Report Author:**

<sup>12</sup> [Design Review: Principles and Practice](#), CABE, Nov 2009, p15

Alistair Cunningham

15th February 2010

**Background Papers**

Links and documents referenced in footnotes to report.

**Appendices**

None

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## WILTSHIRE COUNCIL

### CABINET

23<sup>rd</sup> February 2010

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### WILTSHIRE GYPSY AND TRAVELLER SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT

**Cabinet member: Councillor Toby Sturgis**

#### **Executive Summary**

Wiltshire Council has commissioned a study to inform the development of Wiltshire's Gypsy and Traveller Site Allocations Development Plan Document (DPD). Stage 1 of the study is now complete and will be used to form the basis of an 8 week public consultation proposed to commence on Monday 5 April 2010, ending on 31 May 2010.

A report has been prepared that summarises the evidence gathered to date, including existing provision and need and proposes a methodology for identifying and assessing sites to meet accommodation needs of Gypsies and Travellers, as well as Travelling Showpeople in Wiltshire. The consultation will also provide the opportunity to undertake a 'Call for Sites' which will enable potential sites to be identified and assessed through the next stage of the process.

The consultation process will allow for open and honest discussions about the Site Search Methodology and will help identify the issues that need to be taken into consideration in accommodating the needs of these communities within Wiltshire. It is important that progress continues to be made on the DPD in order that appropriate provision can be made to meet the needs of these communities and Wiltshire Council has the ability to manage unauthorised encampments.

#### **Proposals**

To request that Cabinet:

- (i) Approve the Gypsy and Traveller Site Allocation Study General Approach Report as the basis for the first stage of consultation on the Gypsy and Traveller Site Allocations Development Plan Document.
- (ii) Approve the approach to consultation.
- (iii) Authorise the Director for Economy and Enterprise in consultation with the Cabinet Member to make the necessary arrangements for consultation including preparation of documents.

**Reason for Proposals**

To ensure that progress continues to be made on preparing an up to date planning policy framework for Wiltshire in line with the Wiltshire Local Development Scheme and statutory requirements.

**ALISTAIR CUNNINGHAM**

Service Director, Economy and Enterprise

**WILTSHIRE GYPSY AND TRAVELLER  
SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT**

**Purpose of Report**

1. To seek approval for:
  - (i) The Gypsy and Traveller Site Allocation Study General Approach Report (Appendix 1) as the basis for the first stage of public consultation on the Gypsy and Traveller Site Allocations Development Plan Document (DPD).
  - (ii) The proposed arrangements for public consultation

**Background**

- 2 The Wiltshire Local Development Scheme, January 2009 (LDS) identifies the Gypsy and Traveller Site Allocations DPD as a priority document that the Council will prepare as part of Wiltshire's Local Development Framework. The purpose of developing a DPD for Gypsies and Travellers is:
  - To ensure that the identified needs of Gypsies and Travellers that permanently reside in Wiltshire are met through the allocation of suitable and sustainable sites;
  - To assist the Council in reducing the occurrence of unauthorised Gypsy and Traveller encampments and associated nuisance through the provision of adequate authorised sites;
  - To identify a range of site options across Wiltshire where Gypsy and Traveller sites would be appropriate;
  - To facilitate the integration of the Gypsy and Traveller community with the settled community, addressing racial discrimination and tension that may exist between the travelling and settled community.
2. In September 2009 Wiltshire Council commissioned CDN Planning (Wales) Ltd to undertake a study that will in effect form the DPD. The study addresses the needs of Travelling Showpeople, as well as Gypsies and Travellers. The broad objectives of the study are: to provide a robust evidence base; define a clear spatial strategy and methodology for meeting unmet demand; produce policy for the location of Gypsy and Traveller and Travelling Show people sites; and identify new sites to meet the Regional Spatial Strategy requirements, as well as Gypsies and Travellers. The first stage of the study has now been complete and is set out as **Appendix 1**.
3. The draft Regional Spatial Strategy for the South West (Secretary of States Proposed Changes, published July 2008) (RSS) requires Wiltshire Council

to identify deliverable sites to provide for 85 residential/permanent pitches and 27 transit pitches for Gypsy and Travellers over the period 2006 to 2011, and with Swindon Borough Council a total of 5 plots for Travelling Showpeople. The distribution of these within Wiltshire is set out in paragraph 10 below. A pitch/plot provides for the needs of one household. In line with Government Circular 01/2006, "*The number of pitches set out in the RSS must be translated into specific site allocations in one of the local planning authority's DPDs that form part of the LDF*".<sup>1</sup> Circular 04/2007 relating specifically to Travelling Showpeople requires provision to be made to meet the needs of this community also.

4. For the purposes of clarification the definitions for Gypsy and Travellers and Travelling Showpeople are set out in paragraph 2.1.2 and 2.2.2 of Appendix 1. The definition of Gypsy and Travellers in planning terms is different to the definition used for developing a housing strategy.

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

5. Cabinet is requested to consider and approve the approach taken in the 'Gypsy and Traveller Site Allocation Study General Approach Report' (Appendix 1) for the purposes of public consultation. This report has:
  - Summarised the evidence gathered to date, building a robust base for subsequent stages;
  - Outlined a proposed draft methodology for identifying and assessing suitable sites to meet accommodation needs of Gypsies and Travellers and Travelling Showpeople in Wiltshire; and
  - Provided a strategy for consulting with key stakeholders, the Gypsy and Traveller Community and the wider public.

Each of these points is considered in turn below.

### **Evidence Base - Current Accommodation and Levels of Need.**

6. Sections 3 and 4 of Appendix 1 provide a comprehensive review of existing provision and need across Wiltshire. Some of the key findings are set out below.
7. Wiltshire undertakes a count of caravans on known sites twice a year on both authorised and unauthorised in accordance with Government requirements. Whilst the number of caravans does not necessarily relate to the number of pitches it provides a good indication as to the pressures on existing sites. As of July 2009 there were a total of 340 caravans counted in Wiltshire, which represents an increase of 55% since July 2007 and indicates the increasing pressures on existing sites as well as the demand for new sites.

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<sup>1</sup> OPDM Circular 01/2006 *Planning for Gypsy and Traveller Caravan Sites*. Paragraph 30.

8. Gypsy and Traveller need is identified in terms of 'pitches' rather than caravans, and based on Government guidance a pitch size of at least 500 square metres would comfortably accommodate the following facilities:
- Hard standing for 1 touring/mobile caravan and 1 static caravan.
  - 2 car parking spaces;
  - 1 amenity block;
  - Hard standing for storage shed and drying;
  - Garden/amenity.

The consultation will help to clarify the appropriate pitch size and facilities that should be provided on sites within Wiltshire.

9. The needs of Travelling Showpeople are different from those of the Gypsy and Traveller community. Sites tend to be mixed use for both residential and business use with an area on site to allow for the storage and maintenance of equipment.
10. Table 1 below sets out the draft RSS requirements by area (equating to the former districts) and provides an indication as to the number of new sites which may be required to satisfy this need.

<b>Gypsy and Traveller Residential Need</b>		
<b>Area</b>	<b>Draft RSS (No. of Pitches) 2006 – 2011</b>	<b>No. of Potential Sites</b>
North	48	2-3
South	18	1
East	5	1
West	14	1
<b>Total</b>	<b>85</b>	<b>5 to 6</b>
<b>Gypsy and Traveller Transit Need</b>		
<b>Area</b>	<b>Draft RSS (No. of Pitches) 2006 – 2011</b>	<b>No. of Potential Sites</b>
North	12	1
South	5	1
East	5	1
West	5	1
<b>Total</b>	<b>27</b>	<b>4</b>
<b>Travelling Showpeople Need</b>		
<b>Area</b>	<b>Draft RSS (No. of plots) 2006 – 2011</b>	<b>No. of Potential Sites</b>
Wiltshire (and Swindon)	5	1

**Table 1: Draft RSS and Potential Site Requirements**

11. Planning permissions granted for sites since 2006 contribute to meeting this need. However, since 2006 the planning system has not delivered any Gypsy and Traveller transit pitches or plots for Travelling Showpeople. Table 2 clarifies what the residual need is once recent planning permissions have been taken into account and the level of residential pitches which the DPD must plan for in the period to 2011.

Area	No. of Pitches		
	Draft RSS Requirement (2006 - 2011)	Delivered since 2006	Residual Requirement (2006-2011)
North	48	32	16
South	18	0	18
East	5	0	5
West	14	4	10
<b>Total</b>	<b>85</b>	<b>36</b>	<b>49</b>

**Table 2: Residual Residential Need at January 2010**

Draft Site Selection Methodology

12. The proposed Site Selection Methodology, as set out in Section 6 of Appendix 1, is a criteria-based approach to the assessment of potential locations for sites. Each site will be assessed using a scoring matrix designed to provide a comparable analysis to enable the most suitable and sustainable sites to be identified. The proposed scoring matrix is shown in Appendix A of Appendix 1 to this report and takes a three tier approach. This means that a site will only progress to the next tier of assessment if it meets a minimum score.
13. This approach gives consideration to a wide range of environmental, economic and social factors in order to determine the suitability and sustainability of sites. Table 3 below summarises the assessment criteria.

<b>Tier 1: Location, Policy &amp; Environmental Constraints</b>	
<i>Relationship to Settlements</i>	Sites should ideally be within an agreed acceptable distance of neighbourhood/district centre via safe walking/cycling route(s)
<i>Policy Constraints</i>	Sites should avoid any adverse impact on local/national designations e.g. Conservation areas.
<i>Environmental Constraints</i>	Sites should avoid hazardous areas (such as flood zones, contaminated land etc)
<b>Tier 2: Access &amp; Infrastructure</b>	
<i>Physical Infrastructure</i>	The capacity of local infrastructure to accommodate the maximum number of pitches on a site.
<i>Transport Infrastructure</i>	Access to site options should be in line with adopted highway guidance and standards. Access to public transport should be within an agree distance and frequency.
<i>Social Infrastructure</i>	Sites should be within an agreed acceptable distance of at least 5 local amenities/services, including schools, shops, medical facilities, recreation facilities via a safe walking/cycling route(s). Capacity of existing infrastructure should also be considered.
<i>Other Considerations</i>	The relationship of a site with existing Gypsy/Traveller sites (if any) is considered.
<b>Tier 3: Design &amp; Deliverability</b>	
<i>Design and Impact</i>	The use of a site for Gypsy/Traveller accommodation is assessed in terms of its impact on the character/appearance of the surrounding area, along



	with the impact on the residential amenity of nearby properties.
<i>Deliverability</i>	The ease of acquisition is considered along with indicative costing of bringing the sites forward for development (detailed site layouts and costing are prepared for top-performing sites).

**Table 3: Summary of Three-Tier Site Assessment Approach**

Consultation Strategy

14. An 8 week public consultation is proposed to commence on Monday 5 April 2010, ending on Monday 31 May 2010. The objective of this consultation is to seek comments on the content of the Report at Appendix 1 with the emphasis on validating the existing evidence base and Site Selection Methodology. It will also provide the opportunity to undertake a 'Call for Sites' to enable the Council to establish a bank of potential sites to be assessed against the Site Selection Methodology once it is approved.
15. The key issues that should be addressed through the consultation are summarised in Table 4.

<b>A. What are the main issues?</b>
<ul style="list-style-type: none"> <li>• Identified need - RSS needs against perceptions on the ground</li> <li>• Dealing within unauthorised encampments/developments and general enforcement issues</li> <li>• Relationship with the settled community</li> <li>• The Council's role in identifying / delivering Gypsy and Traveller accommodation</li> <li>• Funding sources</li> <li>• Level of vacant pitches</li> </ul>
<b>B. What makes a good site?</b>
<ul style="list-style-type: none"> <li>• Ideal site size - number of pitches</li> <li>• Ideal pitch size - single pitch, double pitch</li> <li>• Proximity to services / facilities - suitable distances, what services are essential etc</li> <li>• On-site facilities</li> <li>• Additional requirements for Travelling Showpeople</li> <li>• Areas to avoid</li> <li>• Traditional Caravan Park vs. Bricks and Mortar Development</li> <li>• Integration with settled community</li> </ul>
<b>C. How many permanent pitches/sites are needed? Where?</b>
<ul style="list-style-type: none"> <li>• Total need for additional pitches</li> <li>• Location and number of sites</li> <li>• Sites or provision of new sites</li> </ul>
<b>D. How many transit pitches/sites are needed? Where?</b>
<ul style="list-style-type: none"> <li>• Dedicated transit site or provision within permanent authorised sites?</li> <li>• Ideal locations for transit sites – known Traveller routes, key roads, etc</li> <li>• Need for emergency (or temporary) stopping places</li> </ul>
<b>E. Management - Who and how?</b>
<ul style="list-style-type: none"> <li>• Private ownership/management?</li> <li>• Council ownership/management?</li> <li>• Shared ownership/management?</li> </ul>

<b>F. Methodology for identifying sites</b>
---

- |   |
|---|
| <ul style="list-style-type: none"><li>• What are the key factors/criteria/considerations?</li></ul> |
|---|

**Table 4: Consultation Considerations**

16. It is proposed that the consultation will seek to address the issues identified in Table 4 and will be undertaken in accordance with the Council's draft Statement of Community Involvement (approved by Cabinet on 11 February 2010). Consultation material will be prepared and made available on the Council's website comprising the following:
- The Report at Appendix 1 with questionnaire and 'Call for Sites' Pro Forma to allow easy submission of potential sites.
  - A leaflet to highlight the key issues and questions in a format everyone can understand.
  - DVD /CD - to provide information in a non written form to ensure that all sectors of the community can access the consultation material.
17. In order to raise awareness of the consultation, a number of activities are proposed:
- Adverts in local press, supported by press briefing in each hub area.
  - Posters in libraries.
  - Display board and information at each Area Board meeting.
  - Email/letters to appropriate individuals and organisations registered on the spatial planning database.
  - Distribute information to the Gypsy and Traveller community via the Traveller Liaison Officers and the 'Blue Bus' (mobile community centre that visits some of the Gypsy and Traveller sites managed by Wiltshire Council).
18. In addition to notifying individuals and organisations about the consultation as outlined in paragraph 16, during the consultation period a number of activities are proposed to facilitate community involvement:
- Facilitated discussions to take place at the residents' forum held for each Local Authority owned or managed Gypsy and Traveller site.
  - Residents' forum to be organised for representatives of private sites.
  - Three open workshops based on Community Area Board groupings (north, central and south). Attendance to be promoted through the Area Boards.
19. Following completion of this stage of consultation, it is envisaged that there will be a further stage of consultation on the policy areas for the DPD and site options to meet the RSS requirements. The final stage of community involvement will be following publication of the draft DPD where comments will be invited on its soundness.

**Other Relevant Work**

20. A Corporate Project Team responsible for preparing the Gypsy and Traveller Strategy was formed in September 2009. Work is now underway

to create a strategy and supporting processes to deliver a coordinated and effective approach to service provision for and interaction with Gypsy and Traveller communities.

21. The corporate strategy project reported progress on developing the strategy to the Environmental Select Committee in January 2010. A report will be brought to Cabinet in April 2010. This will clarify how the work being undertaken for the DPD relates to the wider strategy.

### **Environmental Impact of the Proposal**

22. The Site Selection Methodology considers the environmental impact of potential sites as part of the assessment. The identification of new sites should help reduce the level of unauthorised encampments and associated environmental impacts.

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

23. The consultation strategy identified in this report forms the basis of the community engagement for the preparation of the Gypsy and Traveller Site Allocations DPD. The majority of Gypsy and Travellers in this area are entitled to legal protection from discrimination under the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000. The Local Authority has a duty to promote good race relations and community cohesion, and provide for the housing needs of this community. This process aims to deliver greater social integration and equality for a marginalised ethnic group ensuring they are treated fairly and equally.

### **Risk Assessment**

24. If provision is not made for sufficient authorised sites (permanent residential and transit) unauthorised encampments are likely to continue. This can have a detrimental effect on relationships between the settled community and the Gypsy and Traveller community. A lack of authorised accommodation can also have negative effects on the welfare and social integration of Gypsy and Traveller families. In addition, if more authorised sites are made available, this will strengthen the Council's ability to use effective enforcement powers to manage unauthorised use of land.

### **Financial Implications**

25. The financial implications of producing and preparing the Gypsy and Traveller Site Allocations DPD are being met from existing and proposed budgets.

### **Legal Implications**

26. The preparation of a DPD in accordance with the Council's LDS is a statutory duty. The public consultation exercise is being designed in accordance with best practice, legal requirements and the Council's draft Statement of Community Involvement (proposed for adoption on 23

February 2010). The Secretary of State has powers of intervention where local planning authorities fail to comply with duties relating to the LDF.

### **Conclusions**

27. The proposed consultation will inform the development of the Gypsy and Traveller DPD and ensure progress is made on its preparation in line with the Council's LDS. The consultation should be based on the General Approach Report set out at Appendix 1 and seek to validate the evidence base and Site Selection Methodology that is proposed to be used in assessing potential sites. The opportunity should also be taken through the consultation to undertake a 'Call for Sites' to identify potential sites for assessment at the next stage of the process.
28. Once approved, the Site Selection Methodology can also be used as a material consideration in the determination of planning applications for Gypsy and Traveller sites that come forward in advance of the adoption of the DPD.

### **ALISTAIR CUNNINGHAM**

Service Director, Economy and Enterprise  
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February 2010

### **Background Papers**

None

### **Appendices**

Appendix 1 - Gypsy and Traveller Site Allocation Study: General Approach Report.

# GYPSY & TRAVELLER SITE ALLOCATION STUDY

## GENERAL APPROACH REPORT

On Behalf  
of:

Wiltshire Council

Report  
By:

Philip Costa MSc MRTPI

Page 145



**Gypsy & Traveller Site Allocation Study**  
General Approach

**Our Ref:** 2009/105

**Date:** January 2010



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## **1 INTRODUCTION**

### **1.1 Purpose of the Study**

1.1.1 Wiltshire Council commissioned CDN Planning (Wales) Ltd in September 2009 to undertake a study to identify and assess suitable sites to meet the accommodation needs of the Gypsy and Traveller and Travelling Showpeople community within the Wiltshire. Broadly, the objectives of the study are:

- To produce a robust and defensible evidence base for the provision of Gypsy and Traveller and Travelling Showpeople sites in Wiltshire;
- To define a clear spatial strategy and methodology for meeting unmet demand for Gypsy and Traveller and Travelling Showpeople sites in Wiltshire;
- To produce a criteria-based policy for the location of Gypsy and Traveller and Travelling Showpeople sites in Wiltshire that can be used to guide the allocation of sites;
- To identify and assess suitable sites to meet the Regional Spatial Strategy requirement for additional Gypsy and Traveller and Travelling Showpeople sites in Wiltshire

1.1.2 The need for additional Gypsy and Traveller accommodation was first identified through a Gypsy and Traveller Accommodation Assessment (GTAA) undertaken for Wiltshire and Swindon in 2006. Further need was identified as part of the emerging south west Regional Spatial Strategy (RSS) where elements of the GTAA were challenged during the Examination in Public. The emerging RSS also highlights the need for additional Travelling Showpeople plots in the Wiltshire.

1.1.3 The objective of this report is to provide an evidence base and outline a robust methodology for the preparation of a Gypsy and Traveller Site Allocations Development Plan Document (DPD), which will form part of the Wiltshire Local Development Framework (LDF). This report will also outline a proposed general approach for the identification of suitable candidate sites for Gypsy and Traveller and Travelling Showpeople accommodation in Wiltshire.

### **1.2 Background**

1.2.1 Wiltshire, often referred to as the 'gateway to the West Country', is home to approximately 430,000 people. Wiltshire Council replaced the former district councils of North Wiltshire, West Wiltshire, Kennet and Salisbury as well as the former Wiltshire County Council. The Wiltshire Council area is bounded by Swindon, Hampshire, Dorset, Somerset, Gloucestershire, Oxfordshire and Berkshire. The area includes several key towns including Trowbridge, Salisbury, Chippenham, and Devizes.

1.2.2 The County is primarily rural in character with much of it designated as an Area of Outstanding Natural Beauty and the Stonehenge and Avebury World Heritage Site is located within its borders.

1.2.3 A well established Gypsy and Traveller community exists in Wiltshire. The majority of Gypsies and Travellers in Wiltshire identify themselves as English Travellers or Romani Gypsies with some Irish Travellers. These communities reside on a mix of local authority sites, privately owned sites and unauthorised sites. New Travellers can also be found in Wiltshire, although their settlement pattern is more transient with numbers increasing during the summer months.

1.2.4 In accordance with guidance from the Department of Communities and Local Government (DCLG) Wiltshire Council undertakes a bi-annual count of caravans across Wiltshire. Whilst caravans do not necessarily relate to the number of pitches, the count data is used to monitor the pressures on existing sites, both authorised and unauthorised.

1.2.5 In November 2009 the data taken from the July 2009 caravan count was published and the figures for Wiltshire are summarised in Table 1 below, including previous count information. A total of 340 caravans were counted in Wiltshire. Of those counted approximately 69% were on authorised sites (public or private), approximately 21% were on unauthorised developments (i.e. on land that was owned by Gypsies and Travellers), and about 10% were on unauthorised encampments (i.e. on sites where the land was not owned by the Gypsies and Travellers).

1.2.6 A further Caravan Count has recently been completed and will be used to update the information on the number of caravans across Wiltshire.

**TABLE 1: Caravan Count Data**

Wiltshire Count	Authorised Sites (with planning permission)		Unauthorised Sites (without planning permission)				Wiltshire Total
	No. of Caravans		No of Caravans on Sites on Gypsy-owned land		No. of Caravans on Sites on land not owned by Gypsies		
	Socially Rented	Private	Tolerated	Not Tolerated	Tolerated	Not Tolerated	
<b>Jul 2009</b>	135	100	46	24	0	35	340
<b>Jan 2009</b>	132	102	19	0	23	33	309
<b>Jul 2008</b>	127	71	41	0	0	19	258
<b>Jan 2008</b>	131	73	28	7	0	15	254
<b>Jul 2007</b>	108	64	27	0	0	20	219

1.2.7 Table 1 shows a general trend in the increase in the number of caravans in Wiltshire since 2007. This increase of just over 55% is evidence of the growing demand for sites across Wiltshire, the impacts of such increases will need to be addressed through an identification of suitable and sustainable sites.

1.2.8 The Highways Enforcement and Traveller Services Manager and his team of staff are responsible for the management of all local authority sites in Wiltshire, including managing waiting lists and unauthorised encampments.

1.2.9 Wiltshire Council currently owns and/or manages 6 residential Gypsy and Traveller sites around the County, providing a total of 96 pitches for their semi-permanent residents. A further 12 pitches are available at an established transit site in the south-east of the County.

### **1.3 Wiltshire Gypsy & Traveller Strategy**

1.3.1 Wiltshire Council is currently undertaking a review of its service provision for the Gypsy and Traveller communities. This will include a new Gypsy and Traveller Strategy which will create a strategy and supporting processes to deliver a coordinated and effective approach to service provision for and interaction with Gypsy and Traveller communities.

- 1.3.2 Initial consultation with Officers and the local Gypsy and Traveller communities has indicated a need for greater coordination of front-line services and engagement. Additional support is required to guide Gypsies and Travellers through the planning process, making it more transparent. This can include providing advice on how to gain planning permission for proposed development and better explaining the reasons why proposals have been refused planning permission.

#### **1.4 Previous Site Search Studies**

- 1.4.1 In 2008, the former North Wiltshire District Council produced a study to identify suitable permanent residential sites for the Gypsy and Traveller community. *The Gypsy and Traveller Site Search: An Issues and Options Consultation* document identified a number of site options in public ownership. Site search criteria were used to assess each site, including site characteristics, access to basic services, transport access, proximity to protected areas and on-site services.
- 1.4.2 A significant level of local opposition characterised the consultation period and ultimately no site was taken forward.
- 1.4.3 Similar studies were not undertaken by the other former authorities that now comprise Wiltshire Council.

## 2 POLICY CONTEXT

### 2.1 Policy Context – Gypsies & Travellers

2.1.1 ‘Circular 01/2006 (ODPM) - Planning for Gypsy and Traveller Caravan Sites’ contains the Government’s most recent advice on identifying new sites for Gypsy and Traveller accommodation. The Circular provides updated guidance on the planning aspects of finding sustainable sites for Gypsies and Travellers and how local authorities and Gypsies and Travellers can work together to achieve this aim. ODPM Circular 01/2006 supersedes advice contained in Circular 2/94 *Gypsy Sites and Planning*.

2.1.2 For the purposes of this study, the definition of Gypsies and Travellers outlined in ODPM Circular 01/2006 is used, which identifies Gypsy and Travellers as:

*“... persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family’s or dependants’ educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling show people or circus people travelling together as such.”*

For the purpose of this study, only accommodation needs of Gypsies and Travellers will be addressed and not those of New Aged Travellers.

2.1.3 It is often generalised that Gypsies and Travellers are a uniform, cohesive community, however the reality is they are a diverse group of communities which share some features but have their own histories and traditions. There is often fragmentation between different families and between cultural groups. The main cultural groups include Romany Gypsies, Irish Travellers, and New Travellers. Only Romany Gypsies and Irish Travellers are recognised in law as distinct ethnic groups and are legally protected from discrimination under the Race Relations Acts.

2.1.4 Many Gypsies and Travellers pursue an active itinerant lifestyle and are generally self-employed, sometimes occupied in scrap-metal dealing, laying tarmac, seasonal agricultural work, casual labouring, and other employment. However, these traditional patterns are changing whereby the community has become increasingly settled, thereby increasing the demand for new permanent Gypsy and Traveller sites.

2.1.5 One of the key intentions of ODPM Circular 01/2006 is to create and support sustainable, respectful, and inclusive communities where Gypsies and Travellers have fair access to suitable accommodation, education, health, and welfare provision. The Circular states, *“local planning authorities should first consider locations in or near existing settlements with access to local services.”* ODPM Circular 01/2006 also requires that all candidate sites must have their social, environmental and economic impacts assessed in accordance with the requirements of sustainability appraisals, as outlined in *Planning Policy Statement 12: Local Development Frameworks (PPS12)*.

### 2.2 Policy Context – Travelling Showpeople

2.2.1 New Government advice relating to Travelling Showpeople is contained within ‘Circular 04/2007: Planning for Travelling Showpeople’, which supersedes the guidance contained within Circular 22/91.

2.2.2 For the purposes of this study, the definition of Travelling Showpeople outlined in Circular 04/2007 is used, which identifies Travelling Showpeople as:

*“Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family’s or dependants’ more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers as defined in ODPM Circular 1/2006).*

- 2.2.3 It is important to highlight that Travelling Showpeople do not share the same culture or traditions as Gypsies and Travellers and often classify themselves as a separate ethnic group. There is an inherit tradition of living and working from the same location, thereby omitting many travel to work journeys.
- 2.2.4 The needs of the Travelling Showpeople are similar to that of Gypsies and Travellers whereby sites should be located in sustainable locations with good access to GP and other health services and schools within a reasonable walking distance. The provision of a settled base that reduces the need for long-distance travelling and possible environmental damage caused by unauthorised development is also a key consideration.
- 2.2.5 The specific on-site requirement of Travelling Showpeople are somewhat different than those of Gypsies and Travellers whereby sites are often mixed-use with residential pitches and business uses on sites. On-site facilities are often required for the storage and repair of equipment, which can have implications on the impact such sites have on the surrounding locality in terms of amenity and visual impact.

### **2.3 Regional Spatial Strategy (RSS)**

- 2.3.1 The emerging RSS sets out the regional plan for the South West for up to the year 2026. A draft version of the RSS was subject to public consultation during Summer 2006 and consultation responses were submitted to the independent Examination in Public (EiP). Based on the recommendations in the EiP, Proposed Changes to the South West RSS were issued in July 2008 and again open to public consultation until October 2008.
- 2.3.2 The emerging RSS sets out the number of new pitches for Gypsies and Travellers that are needed in each district in the South West between 2006 and 2026. The immediate need up to 2011 is identified. Further details on the emerging RSS have been summarised in Section 4 of this Report.
- 2.3.3 The recommended changes to the emerging RSS include the following policy relating to Gypsies and Travellers

#### *GT1: Gypsy and Traveller Pitch Requirements*

*Local authorities will identify realistically deliverable sites in their DPDs to provide for 1672 additional pitches for Gypsies and Travellers in the region, over the period 2006-2011, distinguishing between residential and transit pitches to deliver the distribution of pitches contained in Table 4.3. Where it is appropriate to make provision beyond 2011 and other data is not available, provision should allow for a 3% compound growth in requirements per annum. Local Authorities should take account of the specific needs of different groups of Gypsies and Travellers in making site allocations. The provision of temporary accommodation in connection with festivals and other similar annual events is an important requirement, but should not be regarded as formal transit provision to meet the requirements identified in Table 4.3.*

2.3.4 Please note the table referred to in the above extract has been reproduced as relevant to Wiltshire in Table 4 of this report.

2.3.5 The recommended changes to the emerging RSS also suggest a new policy relating to Travelling Showpeople. This requires Local Authorities to identify realistically deliverable sites in their Development Plan Documents in order to provide for additional plots for Travelling Showpeople over the period 2006-2011. Local Authorities must also account for the specific needs the Travelling Showpeople community when making site allocations.

## **2.4 Development Plan Document**

2.4.1 ODPM Circular 01/06 requires Local Planning Authorities to establish criteria for the location of Gypsy and Traveller sites in their core strategies as a guide to the specific allocation of sites in the relevant Development Plan Document (DPD). As part of the LDF process, the Circular suggests that a DPD be prepared to identify specific site allocations to meet the number of pitches identified in the RSS.

2.4.2 The purpose of a DPD is two-fold whereby it seeks to identify suitable sites to meet short-term or current demand for sites and also identify criteria-based policies to guide the identification of potentially suitable sites for Gypsy and Traveller and Travelling Showpeople development and assist Officers with the determination of future proposals. The Circular stipulates that criteria-based policies must be *“fair, reasonable, realistic and effective in delivering sites.”*

2.4.3 The identification and allocation of specific sites within a DPD, rather than a purely criteria-based policy approach, is desirable as it provides a degree of certainty for local people and Gypsies and Travellers. Although presenting a number of challenges when identifying sites (for example, land acquisition issues and local opposition), the approach as described provides some certainty to local people and Gypsies and Travellers when planning applications are determined. This is an approach increasingly adopted by a number of Local Authorities across England, including Central Bedfordshire Council, Mid Bedfordshire District Council, North Somerset Council, South Cambridgeshire District Council, South Norfolk Council, and Dorset District Council

2.4.4 In summary, the main aims of a Gypsy and Traveller Site Allocation DPD are:

- To ensure that the identified needs of Gypsies and Travellers that permanently reside in Wiltshire are met through the allocation of suitable and sustainable sites;
- To assist the Council in reducing the occurrence of unauthorised Gypsy and Traveller encampments and associated nuisance through the provision of adequate authorised accommodation;
- To identify a range of site options across the Wiltshire where Gypsy and Traveller Sites would be appropriate;
- To facilitate the integration of the Gypsy and Traveller community with the settled community, addressing racial discrimination and tension that may exist between the settled and travelling communities.

### 3 EXISTING GYPSY & TRAVELLER PROVISION IN WILTSHIRE

3.1 A total of 340 caravans were counted on a range of sites across Wiltshire as part of the July 2009 Caravan Count. The Council's detailed breakdown of existing provision is summarised in Tables 2 and 3 below. Sites and encampments are included in the count if the occupants are traditional and ethnic Gypsies and Travellers or members of non-traditional New Traveller groups who live in caravans or other moveable dwellings, whether or not they meet the strict legal definition of a Gypsy or Traveller.

3.2 Table 2 below provides a summary of the July 2009 caravan count, which includes: mobile homes, caravans, trailers and other living vehicles on Gypsy and Traveller sites and encampments, whether or not they meet the strict legal definition of a caravan; and touring caravans on 'permanent' living accommodation of Gypsies or Travellers.

Type of Site	North		South		West		East	
	Sites	Caravans	Sites	Caravans	Sites	Caravans	Sites	Caravans
Publicly Managed	1	36	4	82	2	17	-	-
Temporary Permission	10	82	3	11	3	7	-	-
Tolerated	1	2	6	16	-	-	1	6
Not Tolerated (Enforcement)	3	22	1	1	1	1	-	-
Unauthorised Encampments	1	10	7	19	2	9	1	5
<b>Total</b>	<b>20</b>	<b>160</b>	<b>23</b>	<b>134</b>	<b>10</b>	<b>43</b>	<b>2</b>	<b>11</b>

3.3 For the purposes of clarification the following definitions apply to the Type of Sites referred to in Table 2.

- **Tolerated Sites:** Sites on land owned by Gypsies and Travellers that do not have planning permission, but which are not subject to enforcement proceedings (the Council has taken a decision not to seek removal of the encampment/development);
- **Not Tolerated Sites:** Sites on land owned by Gypsies and Travellers that do not have planning permission and are subject to enforcement action; and
- **Unauthorised Encampments:** Sites on land not owned by Gypsies and Travellers.

3.4 Across the Wiltshire there are a total of 7 Local Authority managed Gypsy and Traveller sites with a total of 135 caravans identified in the previous count. No breakdown of pitches (households) is known at this stage following initial discussions with Officers. Similarly, the exact number of pitches on the County's 16 sites with temporary permissions or the 8 sites tolerated by the Council is not known, although the previous count did identify a total of 100 and 18 caravans on each site respectively.

3.5 Wiltshire has a total of 5 unauthorised Gypsy and Traveller encampments or developments that are not tolerated, representing a total of 24 unauthorised caravans. A total of 43 caravans were found on 11 unauthorised encampments across the Wiltshire during the course of the July 2009 count.

3.6 It should be noted that the lease for the Bonnie Park site in West Wiltshire is due to expire in February 2011. Initial consultation with local officers has indicated it is unlikely the licence will be renewed. The site is characterised by pitches small in size and a high turnover. The occupancy rate at this site is currently 71.25%. There will therefore be a need to find a replacement site to accommodate the 8 pitches lost at this site if the licence is not renewed for the site. This need is reflected in Table 4.

### **3.7 Redevelopment, Expansion and Intensification of Existing Gypsy and Traveller Sites**

3.7.1 The option of expanding existing sites to provide an element of the identified need as outlined in the emerging RSS has been discussed with Officers and the Gypsy and Traveller community during initial consultation. It is desirable to allow for moderate growth of existing sites to accommodate family expansion provided there are no adverse impacts resulting - such as impact on neighbouring properties, impact on the surrounding landscape or character of the locality, or undue pressures on local physical or social infrastructure. The viability of this option will be assessed further during the next stages of the study.

3.7.2 From initial consultation with Senior Traveller Liaison Officers and local Gypsies and Travellers, it has become clear to the study team that the condition of many of the Council's public sites is deteriorating. Complaints range from cramped pitches, poor maintenance, lack of on-site facilities, overcrowding, and anti-social behaviour. This could be a result of poor management or a case of sites reaching the end of their life cycle. Many of the Council's sites are in need of refurbishment or complete redevelopment. The Issues Report, the next stage in the Gypsy and Traveller Site Allocation Study, will examine further the potential for the redevelopment of some or all of the Council's sites.

3.7.3 The redevelopment of existing sites, not just those managed by the Local Authority but also those in private ownership, could result in intensification with additional pitches provided within the site or a reduction in pitches to reflect DCLG's government guidance on caravan site design. The appropriate intensification of existing sites could be another option whereby the emerging RSS need is accommodated. This will need further assessment during the next stages of the study.



## **4 IDENTIFIED NEED IN WILTSHIRE**

### **4.1 Gypsy & Traveller Accommodation Needs Assessment (GTAA)**

4.1.1 Local Authorities are required to assess Gypsy and Traveller accommodation needs as part of the Gypsy and Traveller Accommodation Assessment (GTAA) process.

4.1.2 In February 2006, David Couttie Associates (DCA) was commissioned by Wiltshire County Council, North Wiltshire, West Wiltshire, Salisbury, and Kennet District Councils as well as Swindon Borough Councils, to carry out a sub-regional study of the accommodation needs and aspirations of the Gypsy and Traveller community.

4.1.3 The GTAA focused on not only Gypsies and Travellers living on authorised sites within the study area, but also those living on unauthorised sites and bricks and mortar.

4.1.4 The main recommendations made by the GTAA are summarised below:

- **New Permanent Pitch Provision:**
  - The study concluded a need for an additional 40 new authorised pitches to be made available between 2006 and 2011 to deal with the backlog of demand existing within the study area and to meet emerging demand from new family formation and temporary planning permission due to expire on Minety in North Wiltshire and Bonnie Park in West Wiltshire.
  - The majority of pitches should be provided on private sites.
  - Policy should be developed to provide information and advice to the Gypsy and Traveller community to guide them through the planning system.
  - Consideration should be given to planning approvals that allow for the expansion of Gypsy and Traveller sites to accommodate growing families.
  - New sites should be developed in consultation with the community and with reference to the DCLG's *Designing Gypsy and Traveller Sites: Good Practice Guide* (May 2009).
  - Begin a process of identifying and developing a new site for 6 households to address the potential closure of the Bonnie Park site in West Wiltshire in 2011 when its site licence expires should start in 2008.
- **Transit Pitch Provision:**
  - A need for 24 households to be accommodated on transit pitches over a 12-month period.
  - The study concluded there should be no need for additional transit pitches given the existence of 24 transit pitches already in the study area.
- **Planning Policy:**
  - Local Development Frameworks should make provision for the identified need.
  - Core Strategies should contain policies that set out site search criteria for the location of Gypsy and Traveller sites which will be used to guide the allocation of sites in relevant Development Plan documents.
- **Overcrowding & Concealed Households**
  - A feasibility study is required to look at the options available to address the needs of overcrowded and concealed households.
  - A range of options must be explored to meet this need – including amalgamated pitches, increasing the number of living units on existing pitches, and expanding existing sites or individual pitch boundaries.
- **Future Accommodation Needs Assessments**

- Accommodation needs assessments should be carried out every 5 years to provide an update on the level of need and growth in provision locally. Based on this recommendation, a revised GTAA is due to be undertaken in 2011.
- The study failed to identify the need arising from housing Gypsies and Travellers and recommended that systems be put in place for the local Housing Authority to record the number of Gypsy and Traveller households living in social housing locally.
- Site Management
  - The study concluded the existing site management model in Wiltshire appears to work well.
  - Systems should be put in place to ensure the consistent monitoring of site management data across the study area, including monitoring waiting lists, lettings and licence terminations to inform future GTAA's.
- Education and Health
  - New sites should be developed with access to local facilities in mind, including support for home schooling as an alternative to mainstream provision of education.
  - The needs of older and disabled members of the Gypsy and Traveller community should be addressed through liaison with Social Services and local doctors, including access to facilities and on-site facilities to enable independent living.
- Travelling Showpeople
  - The GTAA identified no specific needs for the Travelling Showpeople community.

4.1.5 Along with identifying a clear need for additional new permanent site pitches across the County, the GTAA made the following conclusions:

- There is a high level of turnover of pitches on authorised Local Authority sites.
- No new pitches are planned and there is a low level of new pitches approved through the planning system each year.
- There are waiting lists for sites across the study area and a backlog of need from households currently living on unauthorised developments or encampments within the study area.
- There is some evidence to suggest overcrowding within the study area; however, further work was recommended to assess the extent of overcrowding and possible solutions.
- New family formation at 3.8% over the next 5 years (2006-2011) is likely to continue adding pressure to demand.

## 4.2 RSS Review of Additional Gypsy & Traveller Pitch Requirements

4.2.1 The Centre for Urban & Regional Studies (University of Birmingham) and the Salford Housing & Urban Studies Unit (University of Salford) were commissioned by the South West Regional Assembly to benchmark Gypsy and Traveller Accommodation Assessments (GTAA's) produced by seven groups of authorities in the South West. Their final report was issued in January 2008 with the aim of verifying the robustness and consistency of the GTAA's as evidence towards the RSS Review of additional pitch requirements for Gypsies and Travellers in the South West.

4.2.2 In testing the robustness of the GTAA for Wiltshire and Swindon, the following observations were made:

*Some serious reservations about the approach to estimating need which seems likely to consistently under-state the level of requirement for residential pitches. Factors include the derivation of the base population, treatment of need from unauthorised sites and assumed future vacancy levels.*

*In these circumstances, some amendments seem desirable. Options for amendment include:*

- *Re-calculating residential pitch need by re-examining each element in the model and substituting assumptions more in line with other South West GTAA's.*
- *Apply an amended formula estimate.*

4.2.3 This process informed the Draft RSS in terms of an overall assessment of need whereby the Regional Planning Body (RPB) determined that there was not sufficiently robust information on which to establish district-level pitch numbers. Further, the overall conclusion was that the GTAA for Wiltshire and Swindon was deemed to be less robust than other GTAAs prepared in the South West.

4.2.4 An Independent Panel Report on the Examination in Public (EiP) of the Review of Additional Pitch Requirements for Gypsies and Travellers in the South West was issued in April 2008. The report contained recommendations about what changes the Panel thought should be made to the distribution of Gypsy and Traveller pitches in the South West. The findings of the Panel are summarised in Table 3 below, which indicates the proposed changes to the RSS.

<b>TABLE 3: Gypsy and Traveller Additional Pitch Requirements to 2011</b>			
<b>Permanent Need</b>			
<b>Area</b>	<b>Draft RSS Figures</b>	<b>EiP Panel Report</b>	<b>Proposed Changes</b>
Kennet	0	5	5
North Wiltshire	24	48	48
Salisbury	9	18	18
Swindon	7	14	14
West Wiltshire	7	14	14
<b>Total</b>	<b>47</b>	<b>99</b>	<b>99</b>
<b>Transit Need</b>			
<b>Area</b>	<b>Draft RSS Figures</b>	<b>EiP Panel Report</b>	<b>Proposed Changes</b>
Kennet	0	5	5
North Wiltshire	12	12	12
Salisbury	0	5	5
Swindon	0	5	5
West Wiltshire	0	5	5
<b>Total</b>	<b>12</b>	<b>32</b>	<b>32</b>

4.2.5 In terms of the need for additional plots for the Travelling Showpeople community, the EiP Panel Report identified a requirement for 5 additional plots in Wiltshire and Swindon between 2006 and 2011. Wiltshire Council will work closely with Swindon Borough Council to address this identified need.

### **4.3 Gypsy & Traveller Provision Delivered to Date**

4.3.1 The precise regional breakdown of the RSS identified need, along with the total number of site options required will need to be investigated further, however at this stage it is reasonable to conclude that the number of required pitches can be

reduced based on recent planning permissions for new Gypsy and Traveller pitches since 2006. The required need may also be influenced by the evidence collection stage of the study and results of the stakeholder consultation exercise.

4.3.2 Table 4 provides a summary of what implications recent planning permissions will have on the Draft RSS requirement and identifies the residual need that will need to be met by Wiltshire Council.

<b>TABLE 4: Future Gypsy and Traveller Provision</b>						
<b>Area</b>	<b>Draft RSS Requirement (2006-2011)</b>		<b>Provision Delivered (since 2006)</b>		<b>Residual Requirement (2006-2011)</b>	
	<b>Permanent (A)</b>	<b>Transit (B)</b>	<b>Permanent (C)</b>	<b>Transit (D)</b>	<b>Permanent (A) - (C)</b>	<b>Transit (C) - (D)</b>
North	48	12	32	0	16	12
South	18	5	0	0	18	5
East	5	5	0	0	5	5
West	14	5	4	0	10	5
<b>Total</b>	<b>85</b>	<b>27</b>	<b>36</b>	<b>0</b>	<b>49</b>	<b>27</b>

4.3.3 The Gypsy and Traveller Site Allocation DPD will identify sufficient site options to meet the residual requirement up to 2011 identified above.

4.3.4 There are currently two further planning applications at Chelworth Lodge, Cricklade (16 pitches) and Land adjacent to Calcutt, Cricklade (14 pitches) which are pending a decision. Should these proposals gain planning permission; this will inevitably have an impact on the figures identified in Table 5 above.

#### **4.4 Anticipated Number of Sites Required**

4.4.1 Based on the identified RSS need above, we anticipate a requirement to identify up to 3 permanent Gypsy and Traveller sites. This figure is based on a site size of 15 to 20 pitches, which is supported by a range of Government guidance, the findings of the GTAA and initial consultation with Officers and the local Gypsy and Traveller community undertaken by the study team.

4.4.2 Smaller family sites of between 5 and 10 pitches could also be provided, which might increase the required number of sites to 5. It would be desirable to include a mix of options in terms of size. Further discussion with the local Gypsy and Traveller community will be required to identify the precise needs in terms of site size.

4.4.3 As with the settled community, it is acknowledged that Gypsies and Travellers will also require a range of tenures. Evidence suggests that many Gypsies and Travellers would prefer to purchase and manage sites themselves and maintain them in private ownership. It is therefore likely that much of the required provision will come forward through private development of sites. However, a provision of public sites will also be required for those unable to secure private plots. Affordable provision can also be accommodated through Registered Social Landlords (RSL). Both the Council and RSLs are eligible for grant funding to establish and run Gypsy and Traveller Sites.

#### **4.5 Transit Need**

- 4.5.1 The Draft RSS has identified a need for 27 transit pitches between 2006 and 2011. The precise number of sites, size of sites, and the distribution of sites across the Wiltshire area needs to be investigated further.
- 4.5.2 Transit pitches can be accommodated either within permanent sites or on separate transit site(s). Early consultation with the local Gypsy and Traveller community and the previous experience of the study team has indicated a preference for independent transit sites. Often there is a view that providing transit pitches within a permanent residential site can result in management issues resulting from anti-social behaviour. Transit provision within permanent sites would ideally be restricted to visiting family and friends.
- 4.5.3 Early stakeholder consultation with Officers and the Gypsy and Traveller community has identified a preference for small transit sites located close to key travel routes, ideally close to the M4 Motorway and A-Roads.
- 4.5.4 In order to provide a range of location options for transit provision, minimise the distance needed to travel to transit sites and thereby reducing the likelihood of unauthorised encampments, it would be advisable to provide a range of sites across the Wiltshire – perhaps 2 to 3 sites of between 10 and 15 pitches.

#### **4.5 Travelling Showpeople**

- 4.5.1 The Draft RSS has identified the need for up to 5 plots to meet the accommodation needs of the Travelling Showpeople community. It is anticipated that one site will be required to meet this need. Further clarification however is required on the precise local need as it is not immediately clear how this figure was devised. Given the RSS has identified the need for up to 5 plots covering not just Wiltshire but also Swindon, this will need to be addressed through collaboration with officers at Wiltshire Council and Swindon Borough Council.
- 4.5.2 Early consultation has been undertaken with members of the Travelling Showpeople community in Swindon and Wiltshire. In November 2009, the study team met with Stephen Hill of the Travelling Showmen's Guild who currently occupies a site in Swindon. His perception of the GTAA and RSS process was that it neglected to fully address the different needs of the Travelling Showpeople community and indicated a need for up to 10 additional plots. Similarly, further consultation with the Travelling Showpeople community in Wiltshire identified a potential need for a further 10 new plots and storage space.
- 4.5.3 Further clarification is required to determine the exact need for additional Travelling Showpeople plots in Wiltshire.

## 5 SITE SPECIFIC ISSUES

### 5.1 Site Location

- 5.1.1 The findings of the GTAA for Wiltshire and Swindon suggests that nearly 65% of Gypsies and Travellers wish to be located in rural areas, 27% prefer to live in a village, and only 7% would prefer to live in a town. This evidence, along with the guidance contained in Circular 01/2006 suggests a need to identify a range of locations for candidate sites, including sites in built-up areas, areas on the outskirts of built-up areas, rural or semi-rural locations, and previously developed (brownfield) or derelict land. All suitable sites should be considered appropriate in principle provided there is no specific planning or other constraints limiting the development of these sites.
- 5.1.2 Potential sites for Gypsy and Traveller use should not be considered in areas deemed to be inappropriate for residential use, either private or social. Government guidance on site design stipulates that a Gypsy and Traveller site should receive the same considerations as other forms of accommodation and should not be located in areas which will have a detrimental effect on the general health and well being of the residents. Sites should have adequate access to services such as health and education and shopping facilities. This is supported by the findings of the GTAA for Wiltshire and Swindon along with initial consultation undertaken by the study team through Officer workshops and early interviews with members of the Gypsy and Traveller community.
- 5.1.3 Table 5 briefly identifies key site considerations as outlined in Government's guidance relating to the design of Gypsy and Traveller and Travelling Showpeople sites.

<b>TABLE 5: Site Considerations</b>	
<i>Accessibility</i>	A site should have good access to a public road which is safe and direct. Consideration should also be given to access issues relating to disabled and elderly members of the community.
<i>The Site</i>	The proposed site must be relatively flat and suitable for purpose. Sites should not be developed on exposed sloping sites where there is risk of caravans being overturned or where there is a high probability of flooding risk.
<i>Local Services</i>	Easy access to local services, and to social contact with other residents in the community, should help deal with the myths and stereotypes which can cause community tension. Site should be located within reasonable distance from a school, shops, medical services and other community facilities. If a site is located or going to be located in a rural area this will, in many situations, not be achievable.
<i>Environment</i>	The location of a site should always be in acceptable surroundings or where the surroundings can be made pleasant at a reasonable cost. Sensitive landscaping and boundary definition should be able to provide seclusion for the residents from the elements without making them feel imprisoned in the site.
<i>On site services</i>	Water, electricity, sewage, drainage and refuse disposal should be provided on all sites.

- 5.1.4 Sites within Green Belts and Green Wedges would generally be inappropriate and all alternatives should be fully explored before Green Belt or Green Wedge locations are considered. However, Circular 01/2006 and Circular 04/2007 do not exclude development in these areas should there be no other suitable site available.
- 5.1.5 Much of Wiltshire lies within an Area of Outstanding Natural Beauty (AONB). The implications of Gypsy and Traveller and Travelling Showpeople development on the surrounding landscape require careful consideration. Suitable sites identified within the AONB may be deemed appropriate if there are likely no detrimental impacts on the objectives of the designations whereby any impacts can be minimised through mitigation, such as additional sensitive landscaping.
- 5.1.6 When considering potential sites, the health and safety of children and others who live on the site must be taken into account. Ideally, candidate sites should not be located near refuse sites or facilities, industrial locations and other hazardous locations such as motorway flyovers. Sites adjacent to a rubbish tip, on landfill sites, close to electricity pylons or any heavy industry are unlikely to be suitable for consideration.
- 5.1.7 Similarly, implications to health and safety and residential amenity must be considered where potential sites are located adjacent to main roads, flyovers and railway lines. Regard must be given to the greater noise transference through the walls of trailers and caravans than through the walls of conventional housing. Mitigating measures can be implemented through the design of the site to address these issues, such as additional landscaping or noise barriers, to minimise the impact on the quality of life and health of a site's occupants.
- 5.1.8 Finally, early consultation with the local Gypsy and Traveller and Travelling Showpeople community undertaken in January 2009 has indicated a desire for permanent sites to be located close to, but not within settlements. There is a desire on the part of the Gypsy and Traveller community to be close to local facilities and amenities, although there is an equal wish to be within a rural context on the edge of a settlement.

## 5.2 Site Size

- 5.2.1 ODPM Circular 01/2006 does not recommend standards for site size, it asserts:

*"It is not considered appropriate to set a national maximum size for a site, but would suggest that cases should be considered in context, and in relation to the local infrastructure and population size and density."*

- 5.2.2 However, Government's *Designing Gypsy and Traveller Sites – A Good Practice Guide* states:

*"There is no one ideal size of site or number of pitches although experience of site managers and residents alike suggest that a maximum of 15 pitches is conducive to providing a comfortable environment which is easy to manage. However, smaller sites of 3-4 pitches can also be successful, particularly where designed for one extended family."*

- 5.2.3 The Select Committee of ODPM report on Gypsy and Traveller Sites 2004 concluded:

*"permanent sites should have no more than 18 pitches ... all sites should be small and not disproportionate to the size of the community in which they are placed ... a*

*cap should be placed on the number of people who are resident on the site ... the number of long-term visitors on a site should be controlled by planning powers and enforced by the site manager."*

- 5.2.4 The GTAA indicated a majority of the members of the Gypsy and Traveller communities who were consulted expressed preference for smaller sites of between 15 and 20 pitches (34%) and a further 32% of respondents indicating sites should have less than 15 pitches. Preliminary consultation undertaken by the study team with the local Gypsy and Traveller community supports this evidence.
- 5.2.5 Having undertaken an initial assessment of the size of each settlement in the County, and based on experience working with other Authorities, it is considered that smaller, family sites work best. This size of a site tends to 'work better' by allowing for better maintenance, management, and control and result in fewer health and safety risks. This conclusion is reflected in Government guidance, as outlined above.
- 5.2.6 For the purposes of this study and based on the guidance above, it is recommended that a site should ideally consist of no more than 15 pitches unless there is clear evidence to suggest that a larger site is preferred by the local Gypsy or Traveller community.
- 5.2.7 In assessing the suitability of candidate sites for permanent Gypsy and Traveller accommodation, an important consideration is determining an ideal or preferred site size. Based on the guidance set out in ODPM Circular 01/2006 and other good practice guidance on designing caravan sites, it is assumed that a site of at least 1 hectare will be required, allowing each pitch to be at least 500 square metres in size based on a development size of up to 10-15 pitches and allowing for road and other infrastructure. This is consistent with Government design guidance for Gypsy and Traveller caravan sites.
- 5.2.8 The requirements of Travelling Showpeople in terms of site size are materially different than those of the Gypsy and Traveller community. Although their work is mobile in nature, Travelling Showpeople require secure permanent bases for the storage of equipment, traditionally referred to as 'winter quarters'. These sites are usually permanently occupied by some members of the family, including children enrolled in schools and elderly members of the community.
- 5.2.9 Travelling Showpeople sites are generally used for both residential and business use, requiring an area for on-site storage and repair of their equipment. Sites are therefore larger than Gypsy and Traveller sites, although no definitive guidance is set in Circular 04/2007 on what constitutes an ideal size site.

### **5.3 Site Expansion**

- 5.3.1 Due to family expansion and visiting relatives/friends and other site needs, it may be necessary to expand the size of sites. The national guidance, the findings of the GTAA and early consultation suggests sites should be no more than 15 to 20 pitches in size, proposals for a larger number of pitches should be considered on their merits regardless of site size. The potential for expanding sites to meet the needs of expanding families should also be given consideration.
- 5.3.2 It may be necessary to allow for some flexibility in the number of pitches to account for local circumstances. Sites should presume to be no bigger than between 15-20 pitches to allow for family growth, for example, or whereby larger sites are necessary where there is a clear and demonstrable reason to act against such a presumption.



In all cases proposals must be assessed on their merits and engagement with all stakeholders is necessary.




5.3.3 The expansion of existing sites through redevelopment or intensification within existing boundaries should also be encouraged, provided such development will not have an adverse impact on local physical and social infrastructure and no harmful impact on the amenity of neighbouring land. Such development could help to meet the need arising from family expansion and also meet the identified need in the emerging RSS.

## 5.4 Site Requirements

5.4.1 Sites must cater to the needs of its users. The needs of those living on a permanent residential site will be materially different from those living on a transit site and those living on temporary sites. Early consultation with the Gypsy and Traveller community has supported the experience of the study team in undertaking similar studies elsewhere in England and Wales and the findings of the GTAA.

5.4.2 Table 6 identifies the key on-site requirements and the importance of each based on national research, the findings of the GTAA, and preliminary interviews with the local Gypsy and Traveller community.

<b>TABLE 6: Key On-Site Requirements</b>			
<b>Site Requirement</b>	<b>Permanent</b>	<b>Transit (up to 6 months)</b>	<b>Temporary (up to 28 days)</b>
Land area sufficient for required number of pitches and vehicular/pedestrian circulation	Essential	Essential	Essential
Utilities - water and electricity supply	Essential	Essential	Essential
Good drainage	Essential	Essential	Essential
Refuse collection and recycling	Essential	Essential	Desirable
Good access to local facilities	Essential	Desirable	Desirable
Boundary fencing, hard standing, toilet & washing facilities, entry control	Essential	Essential	Not Necessary
Amenity block (1 per pitch) with day room	Essential	Not Necessary	Not Necessary
Children's Play Area	Desirable	Not Necessary	Not Necessary
Visitor pitches/parking	Desirable	Not Necessary	Not Necessary
Scope for business/employment uses	Desirable	Not Necessary	Not Necessary
Scope for family expansion	Desirable	Not Necessary	Not Necessary
Access to Public Transport	Desirable	Not Necessary	Not Necessary
Temporary toilet block	Not Necessary	Not Necessary	Essential
Access to known Gypsy and Traveller routes	Not Necessary	Desirable	Desirable

	Essential
	Desirable
	Not Necessary

5.4.3 Based on DCLG design guidance, a pitch size of at least 500 square metres would comfortably accommodate the following on-pitch facilities:

- Hard standing for 1 touring/mobile caravan and 1 static caravan
- 2 car parking spaces
- 1 amenity block
- Hard standing for storage shed and drying
- Garden/amenity area

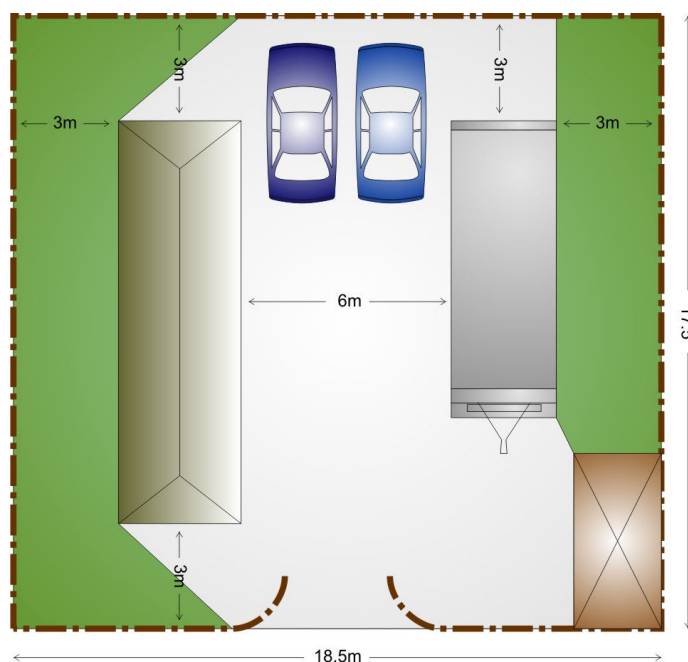
5.4.4 During the next stage of the Gypsy and Traveller Site Allocation Study, potential sites that are less than 1 hectare in size will be assessed against the minimum requirements for on-site facilities set out in Government guidance. Smaller sites will create an opportunity for providing a range of pitch sizes, maximising the best use of available land within Wiltshire.

5.4.5 Larger sites of between 1 hectare and 1.5 hectares, for example, would be able to accommodate a wider range of appropriate on-site facilities and uses, including:

- Secure children's play area
- Communal facilities (such as shared day room, laundry facilities, visitor parking spaces, lorry/work vehicle parking, etc)
- Area for dog kennels (if deemed suitable to the locality)
- Stables and/or grazing area (if deemed suitable to the locality)
- Scope for business/employment uses (if deemed suitable to the locality)

5.4.6 Although not essential requirements, the amenities outlined above are often stated in DCLG guidance as desired provisions on permanent Gypsy and Traveller sites. They are also identified in findings of the GTAA.

5.4.7 Figure 1 below illustrates a pitch of approximately 325 square metres, reflecting the *minimum* size requirement for a double pitch taking account of all minimum separation distance requirements between caravans and pitch boundaries as stipulated in guidance and safety regulations for caravan development. Each pitch could accommodate a basic number of on-pitch amenities, including space for 2 vehicles and an amenity block. A single pitch or transit pitch could be halved in size as space for only a single mobile caravan would be required.



**Figure 1** Minimum Size Requirement for a Double Pitch

5.4.8 Whilst the figure above illustrates the minimum design and safety requirements outlined in Government guidance, it may be desirable to provide Gypsies and Travellers with additional private amenity space.

5.4.9 For the purposes of this Study, when assessing the raw capacity of each candidate site, it is proposed that a *maximum* pitch size of 500 square metres for permanent

Gypsy and Traveller pitches and 250 square metres for transit Gypsy and Traveller pitches be applied, taking account of the necessary space requirements for internal road(s), shared/communal areas, and parking and circulation space.

- 5.4.10 Sites for Travelling Showpeople will need to be large enough to accommodate both residential plots and areas for equipment storage and maintenance and to accommodate both uses. On-site requirements for the residential area of the site will be no different than those of the Gypsy and Traveller community. Additional on-site facilities may include a large workshop area (for year-round maintenance of equipment, weatherproof) along with storage areas for large lorries and other equipment.

## **5.5 Site Management**

- 5.5.1 DCLG's *Gypsy and Traveller Site Management: Good Practice Guide* provides detailed guidance and advice in relation to the management of socially rented sites, including local authority sites and registered social landlords. The guidance provides a list of factors that make for a successful site, which is not exhaustive:

- *In good repair*
- *Clean and tidy*
- *Quite and peaceful*
- *Residents like it there*
- *Freedom to carry on lifestyle*
- *People at ease and not frightened*
- *Children in school*
- *Health and other services available*
- *Social cohesion*
- *Well maintained for the use of residents*
- *Not causing the local authority major expense or trouble*

- 5.5.2 Effective site management is essential to establishing a new site and successfully integrating it with the settled community. Properly managed sites can be successful, self-financing and sustainable. Sites that are better managed can also provide greater stability and an improved quality of life for what is a highly socially excluded group (for example, through improved access to education and health services).

- 5.5.3 In undertaking similar studies across England and Wales relating to the provision of Gypsy and Traveller accommodation, the study team has concluded through various consultation exercises with both the Gypsy and Traveller community and the settled community that a general preference exists for smaller, privately owned and managed sites. Preliminary interviews with the local Gypsy and Traveller community in Wiltshire suggest this assumption is correct, as does the findings of the GTAA.

- 5.5.4 There will inevitably be a demand for sites managed by Local Authorities in providing affordable plots for members of the Gypsy and Traveller community who can not afford to develop their own site or purchase a plot on a privately managed site. There is also a role for the Local Authority in managing transit sites, although provision for transit pitches can be accommodated on private sites (although this is often restricted to extended family of those permanently occupying the site).

- 5.5.5 Further consultation is required with key officers and the Gypsy and Traveller community in relation to site management. The detailed findings will form part of the next stage (Issues) of the study.

## 6 PROPOSED SITE SELECTION METHODOLOGY

### 6.1 Background

6.1.1 CDN Planning will assess candidate sites using a criteria-based three-tier approach where consideration is given to a wide range of environmental, economic and social factors in order to determine the suitability and sustainability of the site. The approach is summarised briefly in Table 7 below with each element of the methodology then discussed in further detail.

<b>TABLE 7: Summary of Three-Tier Site Identification/Assessment Approach</b>	
<b>Tier 1: Location, Policy &amp; Environmental Constraints</b>	
<i>Relationship to Settlements</i>	Sites should ideally be within an agreed acceptable distance of a neighbourhood/district centre via safe walking/cycle route(s).
<i>Policy Constraints</i>	Sites should avoid any adverse impact on local/national designations (such as conservation areas and Areas of Outstanding Natural Beauty)
<i>Environmental Constraints</i>	Sites should avoid any hazardous areas (such as flood zones, contaminated land)
<b>Tier 2: Access &amp; Infrastructure</b>	
<i>Physical Infrastructure</i>	The capacity of local infrastructure to accommodate the maximum number of pitches on a site.
<i>Transport Infrastructure</i>	Access to site options should be in line with adopted highway guidance and standards. Access to public transport should be within an agreed distance and frequency.
<i>Social Infrastructure</i>	Sites should be within an acceptable walking distance of at least 3 local amenities/services, including schools, shops, medical facilities, recreational facilities via safe walking/cycle route. Capacity of existing infrastructure is also considered.
<i>Other Considerations</i>	The relationship of a site with existing Gypsy and Traveller sites (if any) is considered.
<b>Tier 3: Design &amp; Deliverability</b>	
<i>Design &amp; Impact</i>	The use of a site for Gypsy and Traveller accommodation is assessed in terms of its impact on the character/appearance of the surrounding area, along with the impact on the residential amenity of nearby properties.
<i>Deliverability</i>	The ease of acquisition is considered along with indicative costing of bringing the sites forward for development (detailed site layouts and costing are prepared for top-performing sites).

6.1.2 The approach outlined below has been used in similar studies undertaken by CDN Planning and is based on Government guidance contained in Circulars 01/2006 and 04/2007, *Designing Gypsy and Traveller Sites: A Good Practice Guide*, along with the advice and findings within the GTAA for Wiltshire and Swindon.

6.1.3 In 2003-04 CDN Planning applied its three-tier approach to site selection and assessment when identifying site options for a new permanent Gypsy and Traveller site for Colchester Borough Council. The methodology used was called before a scrutiny committee and after a thorough investigation it was concluded to be a fair, robust and sound planning-based methodology.

- 6.1.4 Subsequently the approach has been expanded to meet the requirements of new and emerging Government guidance relating to Gypsy and Traveller site identification and design, including Government's *Circular 01/2006 (ODPM) - Planning for Gypsy and Traveller Caravan Sites* and the Department for Communities and Local Government's (DCLG) *Designing Gypsy and Traveller Sites - Good Practice Guide* (May 2008).
- 6.1.5 The methodology also takes account of guidance relating to sustainable development provided in the *Code for Sustainable Homes* and its predecessor BRE EcoHomes. Access requirements are set out in adopted and emerging local policy and guidance, including *Manual for Streets* and *TAN18: Transport*
- 6.1.6 Building on CDN Planning's experience in identifying a new permanent Gypsy and Traveller site for Colchester Borough Council (2003) and the requirements of the above guidance, a revised three-tier approach was used to assist Derby City Council (2007) in undertaking a review of its short-list of site options for a new permanent Gypsy and Traveller site.
- 6.1.7 The methodology has also been employed in similar studies on behalf of Vale Royal Borough Council (2008), and current work on a site identification study on behalf of Torfaen Country Borough Council.

## **6.2 Identifying Search Areas**

- 6.2.1 To facilitate the process of identifying sites, it is necessary to narrow down the potential search areas in order to more efficiently and effectively identify suitable and sustainable sites that meet the criteria set out in the three-tier approach.
- 6.2.2 Government guidance and the study team's previous experience in undertaking similar site search studies suggests it is essential that new Gypsy and Traveller sites be located near to at the very least three key local services: a doctor, a school and a food shop. Access to a children's play area has also been identified as a key facility, however for the purpose of the initial search area it will be assumed that such a facility can be provided within a site.
- 6.2.3 On the basis of the above, it is proposed that an initial search area be identified using GIS mapping to determine areas within Wiltshire that have access to three key services within at least 1000m, as the crow flies. This is not actual walking distance, which could in some instances exceed 1000m. Actual walking distances to local services and amenities is assessed in Tier 2 of the proposed methodology.
- 6.2.4 The purpose of identifying these initial search zones is to narrow the focus of identifying potentially suitable Gypsy and Traveller sites to areas of Wiltshire where one would likely find good access to services, whilst at the same time allowing for a range of site options to be identified including those in rural and semi-rural locations.
- 6.2.5 It should be noted that should potential sites come forward through a 'call for sites' exercise that fall outside these search zones, these sites will still be given consideration against the other site suitability criteria in the proposed methodology.
- 6.2.6 Having identified search areas, aerial photographs are examined to pinpoint potentially suitable candidate sites for Gypsy and Traveller pitches. Consideration is given to the relationship to the nearest settlement, site enclosure, existing landscaping and existing land uses. Sites are then assessed against policy and

environmental constraints, avoiding areas where known hazards exist (such as flood zones and land known to be contaminated) and avoiding land which lies within a nationally or locally recognised designation (such as conservation areas).

- 6.2.7 Using professional judgement and previous experience undertaking similar site searches, areas where one would expect to find potential sites are examined, including those on the edge of the settlement in particular and away from any built-up residential, commercial or industrial areas. Access to a main distributor road may also be a key factor in identifying potential sites. Site investigations will be undertaken by consultants in order to prepare detailed assessments of each potential site. A Site Options Report will outline the full findings of these investigations, identifying preferred site options, alternate site options and rejected site options.
- 6.2.8 Following on-site investigations, potential sites may be immediately eliminated from consideration if they fail to meet basic site topography suitability or were deemed to relate poorly to the surrounding area (i.e. proximity to dangerous installations, poor access, etc.). The study team will make use of a matrix to score each candidate site against the criteria set out in the three-tiered methodology, a template of which can be found in Appendix A of this report. The methodology is summarised further in Sections 6.3, 6.4 and 6.5 below.
- 6.2.9 From the pool of candidate sites, a short-list of suitable preferred site options will be subject to wider public consultation. It will be necessary to ensure the information contained in the matrices is presented in a more user-friendly format, as outlined in the template found in Appendix B of this report.

### **6.3 Tier 1: Location**

The main objective of Tier 1 is to assess the relationship of a candidate site with the nearest settlement. Historically, Gypsy and Traveller and Travelling Showpeople sites are often located on the outskirts of settlements away from a range of services and amenities. However, locations within settlements where conventional residential development would be acceptable, should not be ruled out if it satisfies the requirements set out in the criteria-based approach set out below.

Government guidance stresses the importance of providing the Gypsy and Traveller community with access to a range of community services and facilities. Therefore, candidate sites should ideally be located no more than 1200m from a district or neighbourhood centre where a range of local services and facilities can be expected via a safe walking route or where such a route can be provided if one currently does not exist.

If no suitable candidate sites have been identified within the initial 1000m search area, sites beyond 1200m are considered up to a maximum of 2000m.

Candidate sites for Gypsy and Traveller development should ideally be located in suitable areas with adequate access to services such as health, education and shopping facilities. Whilst there is a desire to be located away from built-up areas, national guidance suggests that a range of site options should be considered including those in built-up areas, areas on the outskirts of built-up areas, rural or semi-rural locations and previously developed (brownfield) or derelict land. This is supported by early consultation with Officers and the Gypsy and Traveller community along with the findings of the GTAA.

#### **6.3.1 Policy Constraints / Valued Areas**

It is important to ensure that the quality and character of the countryside is protected and where possible enhanced. Proper regard must therefore be given to areas within Wiltshire that have been designated for their landscape, wildlife or historical qualities and restrain any development that may compromise these designations. However, nationally and locally recognised designations for landscape and nature conservation should not be used in themselves to remove candidate sites from consideration or refuse planning permission for Gypsy and Traveller sites.

It is therefore not reasonable to rule out development in a locally recognised designation area if there is no harmful impact. As with any form of development, candidate sites and planning applications for new Gypsy and Traveller and Travelling Showpeople sites should only be permitted where it can be demonstrated that the objectives of the designation will not be compromised by the development.

In undertaking this study, candidate sites identified for new Gypsy and Traveller and Travelling Showpeople development should avoid adverse impacts on local and national designations, including development plan allocations (existing or emerging), environmental and conservation designations, and any other locally or nationally recognised designations. Candidate sites within a Special Landscape Area, where all forms of development is restricted, should only be taken forward when all other suitable options have been fully explored.

### 6.3.2 *Environmental Constraints*

A Gypsy and Traveller or Travelling Showpeople site should not be located in areas where conventional bricks and mortar housing would be considered unsuitable. To position a Gypsy and Traveller or Travelling Showpeople site in the vicinity of a hazardous installation or in areas of contaminated land or water with poor drainage without potential for alleviation would be unreasonable. Sites should therefore not be located where there is a significant level of contamination, pollution, flood risk, poor ground stability or poor drainage.

Generally, sites in close proximity to any hazardous installations, motorways, dual carriageways, railway lines and rivers will also be avoided. Mitigation measures can be considered if it can address potential concerns where candidate sites meet the minimum scores for other suitability and sustainability criteria.

### 6.3.3 *Hazardous Areas*

As with conventional residential development, caravan sites should not be located within defined safety zones established around installations or operations considered as dangerous to life and health. These may include pipelines, installations handling or storing hazardous materials, industrial or defence premises, and mineral extraction areas.

### 6.3.4 *Water Contamination*

Caravan sites will not be permitted on sites considered to present health risks through prior contamination of land or water. Where significant contamination issues arise, detailed investigation and risk assessment would be required. This especially applies to the re-use of brownfield sites, which may be appropriate where acceptable remedial measures could overcome any hazards.

### 6.3.5 *Flood Risk*

There is generally a presumption against most forms of development in areas where a high risk of flooding exists, either from the development itself or from surrounding watercourses, for up to the 1 in 100 year event including the forecast effects of climate change. New development must also not increase the risk of flooding in surrounding areas.

The approach of restricting Gypsy and Traveller pitches in areas of flood risk reflects Government advice contained in *Planning Policy Statement 25: Development and Flood Risk* (PPS25). Given their vulnerability, caravan sites should not be located in areas of high risk of flooding. Generally, PPS25 affirms that caravan development should be refused in Zone 3 where there is a high risk of flooding.

In areas of flood risk where a candidate site has been deemed suitable for development, a risk assessment will be needed to identify the extent of potential flood risk and recommend any possible mitigation measures prior to development of any new Gypsy and Traveller site. The Environment Agency (EA) will be consulted on all proposed sites within and adjacent to a floodplain. The EA will then advise on the acceptability of the proposal in light of all known information and comment on any proposed mitigation measures.

### 6.3.6 *Ground Stability*

To position Gypsy and Traveller or Travelling Showpeople sites on unstable land without the potential for alleviation would be unreasonable. Often where there is poor drainage or risk of flooding, ground instability occurs. Similarly, where mineral extraction or other activities have taken place, a site's stability can be compromised. Therefore, candidate sites will only be identified in areas that are physically capable of accommodating the new development.

### 6.3.7 *Poor Drainage*

To position Gypsy and Traveller or Travelling Showpeople sites on land with poor drainage without the potential for alleviation would be unreasonable. Gypsy and Traveller pitches should not be located in areas of poor drainage. Where these problems exist, a flood risk assessment will be prepared prior to development of any new site which will identify risks of flood as well as recommend sustainable drainage systems for the site.

Wherever possible and practical, sustainable drainage systems should be adopted to encourage wildlife and provide visually attractive sites, particularly in rural or edge of settlement locations. Such systems allow for natural drainage to function in the landscape surrounding the site and minimise the potential for flooding.

### 6.3.8 *Planning History*

Once a candidate site has been identified, a full planning history search is undertaken; however a live consent will not necessarily preclude a site from further consideration. The proposed use of the site for Gypsy and Traveller or Travelling Showpeople development will need to be assessed against the approved use/development and potential impacts.

All suitable sites should be considered appropriate in principle provided there is no specific planning or other constraints limiting development of these sites. A planning



history search will be undertaken for each candidate site to identify any potential barriers to development.

#### **6.4 Tier 2: Access & Infrastructure**

The second tier of assessment examines issues relating to basic physical infrastructure, highway and access issues, and access to social infrastructure. The objective of this phase in the identification process is to ensure a candidate site:

- has on-site access to basic infrastructure, such as water and electricity;
- meets the minimum requirements of the highway authority in terms of safe access and minimal impacts to the existing highway network;
- has access to frequent public transport within a reasonable walking or cycle distance;
- has access to a range of local services and amenities within a reasonable walking or cycle distance; and
- will not result in any undue stresses on existing local physical and/or social infrastructure

##### **6.4.1 Physical Infrastructure**

To locate a Gypsy and Traveller or Travelling Showpeople site in an area without access to basic infrastructure would be against statutory duties placed on utilities companies (for example, the statutory duties on a water utility company to provide water for domestic purposes).

As with all forms of development the availability of water, electricity and sewage disposal are necessary features of any viable Gypsy and Traveller site. Once a final short-list of suitable candidate sites (preferred options) has been identified, detailed consultations with utility companies will be undertaken to assist with a detailed evaluation of all potential sites that come forward for consideration. As with traditional residential development, the developer, owner or manager of the site will undertake the implementation and associated costs of providing essential infrastructure to Gypsy and Traveller pitches.

Sustainable technologies for the provision of heat and domestic hot water through the use of, for example, Biomass installations (wood chip / wood pellet systems) should be promoted where appropriate. Given the Gypsy and Traveller community's self-reliance, having on-site energy solutions might be attractive.

The capacity of local infrastructure (water, electricity) should be able to accommodate the maximum number of pitches on a site. An assumption at this stage is that if the development is located close to an existing settlement, capacity should exist to accommodate between 10 and 15 pitches. Detailed assessments on capacity issues would be undertaken once a preferred site option is selected.

##### **6.4.2 Transport Infrastructure**

Providing safe highway access in line with adopted guidance is essential for the operation of a candidate site, for road safety, and for ease of travel. Adequate space, grades and visibility are essential factors in the provision of safe and effective sites. It is desirable that all candidate sites meet the following requirements:

- Access to candidate sites should avoid routes through built-up areas or is available by distributor roads without the need to use more local roads within industrial areas, recognised commercial areas or housing areas.
- The candidate site must be serviced by an independent vehicular access point that adheres to the Highway Authority's guidance and standards in terms of safe entry and egress.
- Safe pedestrian and/or cycle access/route should be provided to the nearest village, town or neighbourhood centre providing a range of services and amenities (or in an area where one such route can be provided).

Candidate sites are also assessed against their distance to public transport via safe walking or cycle route and the frequency of services from the nearest bus stop or transport node. Ideally, sites should be within at least 800m via safe walking route of a public transport node, such as a bus stop, where service is provided at least hourly. This reflects guidance provided by the Institute of Highways & Transportation (IHT) *Guidelines for Providing Journeys on Foot*.

#### 6.4.3 Social Infrastructure

In promoting sustainable development, new Gypsy and Traveller sites will ideally be situated within walking distance of local services and amenities and near to frequent public transport to access jobs, shopping, leisure facilities and services. This reflects ODPM Circular 01/2006 guidance that Gypsy and Traveller sites must be located near to a range of services and amenities.

Distances from candidate sites to social infrastructure reflect the Institute for Highway and Transport's (IHT) *Guidelines for Providing Journeys on Foot*. These are similar standards applied when assessing Local Development Plan candidate housing sites for conventional residential development. These standards for achieving sustainable communities are summarised in Table 8 below:

<b>TABLE 8: Acceptable Walking Distances (Institute of Highway and Transport)</b>			
<b>Walking Distances</b>	<b>Local Facilities *</b>	<b>District Facilities **</b>	<b>Other</b>
<b>Desirable</b>	200m	500m	400m
<b>Acceptable</b>	400m	1000m	800m
<b>Preferred Maximum</b>	800m	2000m	1200m

\* includes food shops, public transport, primary schools, crèches, local play areas

\*\* includes employment, secondary school, health facility, community/recreation facilities

Similarly, acceptable distances by cycle route to local services and amenities should conform to IHT's *Guidelines for Providing Journeys by Bicycle* – i.e. 1000m (desirable), 4000m (acceptable), and 8000m (preferred maximum).

#### 6.4.4 Access to Key Local Services

Through various consultation exercises with the local Gypsy and Traveller community and discussion with Officers, and through other similar studies across England and Wales, it has been determined that new permanent sites for Gypsy and Traveller accommodation should be located near to three key local services. These include: primary schools, health facilities, food shops, and children's play areas. Candidate sites should be within 800m of these services and amenities via a safe walking route. Consideration can be given to the provision of a play area within the site if no existing play area is within the preferred maximum distance.

#### 6.4.5 *Access to Other Local Services*

In addition to the above key local services, consideration is given to access to other local amenities and services including post office, bank, place of worship and public house within at least 800m of a site via safe walking route. This reflects IHT's guidance for acceptable walking distances for local services.

#### 6.4.6 *Access to District Services*

Consideration is also given to the site's relationship to district services and amenities, including secondary schools, dentists, leisure/recreation centres, community centres and other recreation. Ideally these should be no more than 2000m from the site via a safe walking route, reflecting IHT's guidance for acceptable walking distances for district services.

Cycle access from candidate sites to the above local and district services is also assessed. Access to a range of services and amenities should be no more than 8000m of candidate sites via a safe cycle route. This reflects IHT's guidance for acceptable cycle distances.

#### 6.4.7 *Other Considerations*

The relationship of a site with existing Gypsy and Traveller sites (if any) is considered along with what impacts this might have on local physical and social infrastructure, including existing services and amenities. Although it is desirable to avoid the 'ghettoisation' of the Gypsy and Traveller community within a particular area of Wiltshire, consideration must be given to preferred Gypsy and Traveller settlement areas and established local connections through employment and family ties.

### **6.5 Tier 3: Design & Deliverability**

#### 6.5.1 *Design and Impact*

A screening assessment for each site option is undertaken, including a brief site appraisal examining, including:

- Overall impact of a Gypsy and Traveller or Travelling Showpeople development on the locality
- Microclimate – if the site's topography or location mean that it is likely to have an exposed or sheltered microclimate
- Topography and Aspect
- Level and Quality of Existing Vegetation – trees, hedgerows, etc and the impact a Gypsy and Traveller development might have on these
- Any other relevant issues

The use of a site for Gypsy and Traveller pitches must be assessed in terms of its potential impact on the surrounding area. The development of Gypsy and Traveller sites should not result in a significant adverse impact on the character and appearance of the locality – this includes the surrounding countryside, landscape and nearest settlement/dwelling. As with any other form of development, this outcome would not be acceptable. Therefore, Gypsy and Traveller sites should respect the character and appearance of the nearest settlement or surrounding area.

Government guidance expresses the need to consider the needs and interests of the settled community along with those of the Gypsy and Traveller community. The

identification of new sites and the granting of future planning permission for sites should therefore avoid any detrimental impact on the amenity of local residents and adjoining land users, including business parks and commercial land uses. Amenity would include local services, facilities, infrastructure, and other aspects that enhance the value of a particular area.

In assessing the impacts resulting from a Gypsy and Traveller or Travelling Showpeople development, the following are considered:

- Nature of any likely impacts on local or national designations (level of impact is likely to be high, medium or low)
- Nature of any likely impacts on the residential amenity of nearby properties (level of impact is likely to be high, medium or low)
- Nature of any likely impacts on the surrounding landscape or character of the locality (level of impact is likely to be high, medium, or low)

As stated in Tier 1 above, sites should not be located where there is a significant level of contamination, pollution or nuisance caused by neighbouring uses including air quality, noise, odour, etc. An assessment is undertaken in Tier 3 to identify any potential environmental health issues relating to poor air quality, noise issues or light nuisance.

#### 6.5.2 Notional Costing

An indicative cost for each site option will be reflected in a score value, which will be calculated by taking the considerations listed in Table 9.

The scores below represent the level of difficulty associated with securing the site and the likely cost associated with site specific issues. The scores are added to provide a notional cost of taking a suitable site forward for Gypsy and Traveller use. The figure is not a real-world cost, but an indicative theoretical cost of delivering the site.

<b>TABLE 9: Notional Costing</b>	
<b>Cost of Securing Site/Land Value:</b>	
-	Land already in the ownership of the Gypsy and Traveller community will have <b>no value (0)</b>
-	Land in the Council's ownership or in the ownership of another public body, where that body is willing to release the site for Gypsy and Traveller use, will have a <b>nominal land value (+1)</b>
-	Land in the ownership of another public body or a landowner unwilling to sell the site for Gypsy and Traveller use will have a <b>market land value (+2)</b> and may require compulsory purchase
<b>Cost of Road Layout:</b>	
-	Where existing road layout/infrastructure can be used, the cost will be <b>none (0)</b>
-	Where minimal road layout/infrastructure are required, the cost will be <b>nominal (+1)</b>
-	Where significant road layout/infrastructure works must be undertaken, the cost will be <b>high (+2)</b>
<b>Cost of Utility Connection:</b>	
-	Where an existing connection exists, the cost will be <b>none (0)</b>
-	Where a connection can be made within 100m of the site, the cost will be <b>nominal (+1)</b>

- Where a connection is only possible beyond 100m, the cost will be <b>high (+2)</b>
<b>Cost of Landscaping:</b>
- Where there is sufficient landscaping already present for adequate screening, the cost will be <b>none (0)</b>
- Where minimal additional landscaping must be implemented for adequate screening, the cost will be <b>nominal (+1)</b>
- Where significant additional landscaping is required for adequate screening, the cost will be <b>high (+2)</b>
<b>Cost of Mitigation</b>
- Where there is no need for mitigation due to land contamination, flooding, poor drainage, poor ground stability, the cost will be <b>none (0)</b>
- Where there is a need for mitigation for one of (land contamination, flooding, poor drainage, poor ground stability) the cost will be <b>nominal (+1)</b>
- Where there is a need to mitigate more than one of (land contamination, flooding, poor drainage, poor ground stability) the cost will be <b>high (+2)</b>

For the purposes of this study, it will be assumed that the developer of a site (Wiltshire Council, an RSL, or private developer) will cover all costs associated with basic infrastructure provision (road, utility, mitigation, landscaping). DCLG is currently reviewing the grant funding system for Gypsy and Traveller sites, however at this stage it may be possible for Wiltshire Council to secure partial or full funding for new Gypsy and Traveller site. The Options stage of the Gypsy and Traveller Site Allocation Study will provide additional information on funding sources for the development of new sites.

### 6.5.3 Deliverability

At this stage it is not known how much of the identified need for additional Gypsy and Traveller pitches will be delivered privately or publicly. It can be assumed that a range of tenure will be required. The Council, independently or in partnership with RSLs, will be required to provide an element of affordable pitches for members of the Gypsy and Traveller community unable to purchase their own plots. Evidence however suggests a preference for privately owned and managed sites and it is therefore reasonable to assume that the acquisition and development costs will be incurred by the Gypsy and Traveller community.

Regardless of who might develop a site, its ease of acquisition must be considered along with an initial assessment of what barriers to development/deliverability might be encountered for each candidate site. For example, sites that are in Council ownership and available for purchase will be easier to acquire for Gypsy and Traveller or Travelling Showpeople use than those sites in private ownership where an landowner may be unwilling to sell land for Gypsy and Traveller use. The use of Compulsory Purchase Order powers by Wiltshire Council should only be used as a last resort should no suitable site come forward for development.

Detailed costing for each candidate site can only be provided once a layout of the proposed development is prepared for each site option.

## **7 CONSULTATION**

### **7.1 General Observations**

7.1.1 In consulting with the Gypsy and Traveller community, key stakeholders, and the wider public on the Issues and Options for a Gypsy and Traveller Site Allocation Development Plan Document (DPD), the following key objectives should be achieved:

- Fulfil the requirements of national planning policy in terms of 'front-loading'
- Meet the requirements of Wiltshire Council's Statement of Community Involvement
- Engage with Gypsies and Travellers and fulfil the Council's obligations under Race Relations legislation

7.1.2 National planning guidance in *Planning Policy Statement 12* suggests that the community must be involved early in the preparation of LDF documents. This is particularly important when dealing with site specific allocations, as is the case with the Gypsy and Traveller Site Allocation DPD. All formal consultation must therefore reflect the requirements of Regulation 25

7.1.3 In order to engage with key stakeholders, it is anticipated that a number of stakeholder workshops will be required during the next stage of the Gypsy and Traveller Site Allocation Study, including:

- Up to 2 consultation exercises with the Gypsy and Traveller community in the form of interviews and/or workshop events. It will be necessary to make initial contact with local Gypsy and Traveller community before any formal consultation events. Introductions can be made on-site with Officers.
- A consultation workshop with other key stakeholders including Local Authority officers, Fire Officer, and Police Liaison Officer.
- A workshop might be required with neighbouring authorities to assess the need for a transit site within the region.

7.1.4 The precise format of these workshops will need to be agreed with the client and may be replaced with smaller one-to-one meetings, telephone discussions or written correspondence. Generally, the format will be informal allowing participants to discuss freely the issues that currently face the Gypsy and Traveller and Travelling Showpeople communities in terms of on-site requirements, accommodation needs and access to services and facilities. Table 10 below identifies a potential outline for these workshops:

<b>TABLE 10: Consultation Considerations</b>	
<b>A. What are the main issues?</b>	
<ul style="list-style-type: none"> <li>- Identified need - RSS needs against perceptions on the ground</li> <li>- Dealing with unauthorised encampments/developments and enforcement issues</li> <li>- Relationship with the settled community</li> <li>- The Council's role in identifying / delivering Gypsy &amp; Traveller accommodation</li> <li>- Funding Sources</li> <li>- Others</li> <li>- Vacant pitches</li> </ul>	
<b>B. What makes a good site?</b>	

<ul style="list-style-type: none"> <li>- Ideal Site Size - number of pitches</li> <li>- Ideal Pitch Size - single pitch, double pitch</li> <li>- Proximity to Services / Facilities - suitable distances, what services are essential, etc.</li> <li>- On-Site Facilities</li> <li>- Additional requirements for Travelling Showpeople</li> <li>- Areas to Avoid</li> <li>- Traditional Caravan Park vs. Bricks &amp; Mortar Development</li> <li>- Integration with Settled Community</li> </ul>
<b>C. How many permanent pitches/sites are needed? Where?</b>
<ul style="list-style-type: none"> <li>- Total need for additional pitches</li> <li>- Location and number of sites</li> <li>- Expansion of existing sites or provision of new sites</li> </ul>
<b>D. How many transit pitches/sites are needed? Where?</b>
<ul style="list-style-type: none"> <li>- Dedicated transit site or provision within permanent authorised sites?</li> <li>- Ideal locations for transit sites - known Traveller routes, key roads, etc.</li> <li>- Need for emergency (or temporary) stopping places - generally used in times of increased demand, such as fairs or cultural events</li> </ul>
<b>E. Management – who and how?</b>
<ul style="list-style-type: none"> <li>- Private ownership/management?</li> <li>- Council ownership/management?</li> <li>- Shared ownership/management?</li> </ul>
<b>F. Methodology for identifying sites</b>
<ul style="list-style-type: none"> <li>- What are the key factors/criteria/considerations?</li> </ul>

7.1.5 The outcome of these workshops, along with a review of other available data and documents on housing need, will aid in identifying the accommodation need in Wiltshire for additional permanent and transit pitches/sites and may also provide insight into the specific site needs and aspirations of the Gypsy and Traveller community.

## **7.2 Gypsy & Traveller Community**

7.2.1 ODPM Circular 01/2006 highlights the need to involve the Gypsy and Traveller and Travelling Showpeople community directly to ascertain their accommodation needs, along with their representative bodies and local support groups and other relevant stakeholders. Consultation should encourage Gypsies and Travellers and Travelling Showpeople to put forward candidate sites as part of the LDF preparation process.

7.2.2 Consultation will be a key element in this stage of the Study in providing the local community with a sense of ownership in the study. Early on it will be important to set out a list of key stakeholders, including the Gypsy and Traveller and Travelling Showpeople communities.

7.2.3 The objective of the consultation exercise that consultants will undertake with the local Gypsy and Traveller and Travelling Showpeople communities will be to test the robustness of the findings of the GTAA, which was issued in 2006. Additional consultation may also identify any new issues that may not have been identified in interviews undertaken during that process.

7.2.4 Preliminary interviews with the Gypsy and Traveller community were undertaken on 28 January 2010 on a number of privately owned authorised sites across West Wiltshire. The initial findings of this consultation have been fed into this report. Additional interviews are to be undertaken on a mix of private sites, unauthorised sites and local authority sites.

### **7.3 Key Stakeholders & Members**

7.3.1 An on-going process of consultation with the Gypsy and Traveller community and key stakeholders and Members is required. This consultation process will be used to inform the Study and assist in providing a robust evidence base for the Gypsy and Traveller Site Allocations Document. The consultation process outlined in this section will meet the requirements of Regulation 25 set out in government guidance for LDF and DPD preparation.

7.3.2 In preparing the first Issues and Options report for South Cambridgeshire's Gypsy and Traveller Development Plan Document, the study team undertook an evening workshop with Parish Councillors to discuss the proposed methodology for identifying new permanent Gypsy and Traveller sites. The workshop allowed the study team to outline the benefits of such an approach and equally allow Parish Councillors to discuss concerns and suggest changes to the methodology to fit within the local context. A similar approach should be considered in Wiltshire.

7.3.3 To date, an initial workshop has been undertaken with various officers within the Council to discuss generally the issues relating to Gypsies and Travellers. This was held on 20 November 2009. A workshop had also been arranged with members of Gypsy and Traveller community groups and organisations, however due to poor responses that workshop was postponed until 2010.

7.3.4 A further workshop with the Council's Highways Enforcement and Traveller Services Manager and his team of Senior Traveller Liaison Officers was held on 21 January 2010.

### **7.4 Wider Public**

7.4.1 Engagement with the local settled community during the early stages of the process of identifying new Gypsy and Traveller and Travelling Showpeople sites is desirable. Often the perception of the Gypsy and Traveller community is tainted by past experiences with unauthorised encampments and developments. It is therefore necessary to highlight the benefits of establishing permanent Gypsy and Traveller sites to improve management, strengthen the Council's ability to enforce unauthorised encampments, and improve relationships with local settled communities.

7.4.2 An education campaign across Wiltshire could help to inform the wider public of the benefits of permanent sites and educate the public on the cultural differences of the Gypsy and Traveller community to help build a bridge between both communities. The study team has made initial contact with members of local Gypsy and Traveller advocacy groups who are willing to assist in educational events.

7.4.3 As part of the preparation of a Site Allocations DPD, wider public consultation can be undertaken once an Issues & Options report has been prepared (in line with Regulation 25) and again once a Preferred Options report has been completed (in line with Regulation 26). This will allow the public to comment on proposed sites.



- 7.4.4 Once suitable site options have been identified to meet the needs of the Gypsy and Traveller and Travelling Showpeople communities, local events should be undertaken by officers and consultants to address local concerns as part of the six or eight week consultation period. The study team found this approach useful when proposing a new permanent Gypsy and Traveller site within a residential neighbourhood in Derby. Officers undertook a number of evening events, providing visuals of what the site might look like and providing a forum to discuss concerns. There was also an opportunity to speak to the Gypsies and Travellers that would likely occupy the site once complete.

## **8 WHAT HAPPENS NEXT?**

### **8.1 Stage 1: General Approach**

The first stage of the Gypsy and Traveller Site Allocation Study is now complete. The General Approach report has:

- Summarised the evidence gathered to date, building toward a robust base for subsequent stages of the study;
- Outlined a proposed draft methodology for identifying and assessing suitable candidate sites to meet accommodation needs of Gypsies and Travellers and Travelling Showpeople in Wiltshire; and
- Provided a strategy for consulting with key stakeholders, the Gypsy and Traveller community and the wider public

### **8.2 Stage 2: Issues**

The second stage of the study will build on the evidence base collected in Stage 1 of and will include further consultation with key stakeholders and the wider public on the General Approach report. It is anticipated that Stage 2 of the study will include:

- Agreement of the proposed methodology for identifying and assessing suitable Gypsy and Traveller and Travelling Showpeople sites.
- Issues Report which will further assess the issues facing the Wiltshire in relation to the Gypsy and Traveller community

### **8.3 Stage 3: Options**

The Options Report will provide a robust criteria-based policy for Gypsy and Traveller and Travelling Showpeople sites in Wiltshire. The study team will also identify a short-list of candidate sites to meet the identified need for Gypsy and Traveller and Travelling Showpeople accommodation.

### **8.4 Stage 4: Preferred Option**

In consultation with the Gypsy and Traveller community, Officers and Members, it will be agreed that the preferred site(s) options will meet the identified need. It is anticipated that a Preferred Option Report will be complete by September 2010 with a 6-8 week public consultation period following approval by Members.

**APPENDIX A**  
**Proposed Scoring Matrix**

## Gypsy & Traveller Site Allocation Study

### General Approach

<b>TIER 1 – LOCATION</b>						
Sites must score the minimum score outlined below to move to Tier 2						
Issue		Score	Min	Notes		
<b>1. The Site</b>						
<b>1a.</b> Is Site located within the Search Zone?		Yes No	+1 0	YES (+1)	The purpose of the initial search zone is to narrow the focus of the search pattern to areas of the County where suitable sites are likely to be found. Search areas are identified using the following criteria: <i>Sites must be within 1000m (as the crow flies) of a school, general practitioner/medical centre and food store.</i> However, if a site located outside the search zone comes forward it will not be excluded from further consideration.	
<b>1b.</b> Site Location and Size		Specify Site Location Total Site Area		-		
<b>1c.</b> Current Land Use		Use Brownfield or Greenfield?		-	Preference would be given to Brownfield sites in sustainable locations (to be determined through other tests)	
<b>1d.</b> Raw Capacity of the Site		Guidelines: Double Permanent Pitch = 500 sq m Single/Transit Pitch = 250 sq m		-	Identify a raw capacity for the site and assess whether or not this would satisfy the required need for additional pitches within the County.	
<b>1e.</b> The identified capacity meets the required need for a:		Permanent Gypsy/Traveller Site Transit Gypsy/Traveller Site Temporary Gypsy/Traveller Site Travelling Showpeople Site	Yes No	+1 0	YES (+1)	ODPM Circular 01/2006 does not stipulate an ideal site size; however DCLG's <i>Designing Gypsy and Traveller Sites - A Good Practice Guide</i> states sites should accommodate no more than 15 pitches.
<b>2. Relationship to Settlements</b>						
<b>2a.</b> Site is located within a safe walking (or where one can be made available) of a Local Centre		Within 200m Within 400m Within 800m Within 1200m	+4 +3 +2 +1	+1	A Local Centre is defined as a neighbourhood centre, district centre, village centre, or town centre offering a range of services and amenities. This conforms to IHT Guidelines for Providing Journeys on Foot.	
<b>2b.</b> Site is located within a safe cycle route (or where one can be made available) of a Local Centre		Within 1000m Within 4000m Within 8000m	+3 +2 +1	+1	A Local Centre is defined as a neighbourhood centre, district centre, village centre, or town centre offering a range of services and amenities. This conforms to IHT Guidelines for Providing Journeys by Bicycle.	
<b>2c.</b> How does the site relate to the existing settlement?		Within Existing Settlement Boundary Rounding off Settlement Edge of Settlement Out of Settlement	+4 +3 +2 +1	+1	Out of settlement locations will only be awarded a point if the site relates well to existing services and amenities.	
<b>3. Policy Constraints</b>						
<b>3a.</b> Green Belt/Green Wedge.		Yes No	0 +1	NO (+1)	A presumption against Gypsy/Traveller development in the Green Belt /Wedge is made. However, in line with ODPM Circular 01/2006, sites within the Green Wedge can be considered although should only be taken forward when all other options are full exhausted.	
<b>3b.</b> Valued Areas  (The list is not exhaustive and can include any existing or future designations)		Internationally or Nationally Recognised Designations: - Area of Outstanding Natural Beauty (AONB) - Special Areas of Conservation (SAC) - Special Protection Areas (SPA) - Sites of Special Scientific Interest (SSSI)	YES = 0 NO = +1	NO (+1)	Ideally candidate sites should be located outside the designations outlined. Where sites are located nearby or adjoining these designations, mitigation might address any potential harmful impacts and as such will be considered further.  Proposals will only be considered further if it can be demonstrated that issues or concerns can be addressed through sensitive design or	

**Gypsy & Traveller Site Allocation Study**  
General Approach

P 30	<ul style="list-style-type: none"> <li>- Scheduled Ancient Monuments</li> <li>- Landscapes, Parks and Gardens of Special Historical Interest</li> <li>- Landscapes of Outstanding Historical Interest</li> <li>- World Heritage Sites</li> <li>- Regionally Important Geological/Geomorphological sites</li> <li>- Other International/National Designation</li> </ul> <p>Locally Recognised Designations:</p> <ul style="list-style-type: none"> <li>- Conservation Areas</li> <li>- Special Landscape Area</li> <li>- Important Countryside Frontages</li> <li>- Listed Buildings (curtilage or setting of)</li> <li>- Archaeological Sites</li> <li>- Tree Preservation Orders</li> <li>- Protected Mineral Workings, Waste Safeguarding Areas, Sustainable Transport Protection Zones</li> <li>- County Wildlife Sites</li> <li>- Biodiversity Action Plan areas</li> <li>- Ancient Woodland</li> <li>- Other Local Designations</li> </ul>			appropriate mitigation secured by planning conditions or S106.	
	Impact on the above can be minimised through mitigation or sensitive design.	Yes No	+1 0	YES (+1)	
<b>4. Environmental Constraints</b>					
30 31	<p>4a. Hazardous Areas / Significant Constraint to Development.</p> <ul style="list-style-type: none"> <li>Flood Zone / Floodplain / River</li> <li>Poor Ground Stability</li> <li>Poor Drainage</li> <li>Topography</li> <li>Contaminated Land</li> <li>Hazardous Installations</li> <li>Poor Highway Safety</li> <li>Motorway flyovers, Dual Carriageway</li> <li>Railway</li> </ul>	<p>YES = 0 NO = +1</p>	NO (+1)	<p>Candidate sites should not be located in areas deemed unsuitable for conventional bricks and mortar residential housing use, either private or social. Sites should not be considered if they are near refuse sites or facilities, industrial locations and other hazardous locations such as those indicated.</p> <p>Proposals will only be considered further if it can be demonstrated that issues or concerns over health and safety can be addressed through sensitive design or appropriate mitigation secured by planning conditions or S106.</p>	
	4b. Above can be addressed through mitigation or sensitive design of the site.	Yes No	+1 0	YES (+1)	
<b>5. Planning History</b>					
	5a. Does the site or part of the site have any valid planning permissions?	Application Number Application Type Decision Details	YES/NO	-	Impact should be assessed and implications of any existing or pending planning application. A live planning consent does not remove a site from further consideration.
	5b. Is the principle of a Gypsy/Traveller development on this site acceptable?	Yes No	+1 0	YES (+1)	
<b>TOTAL TIER 1 SCORE</b>				MIN 9	
<b>DOES THE SITE ADVANCE TO TIER 2?</b>				YES / NO	

## Gypsy & Traveller Site Allocation Study

### General Approach

<b>TIER 2 – ACCESS AND INFRASTRUCTURE</b>				
Sites must score the minimum score identified to proceed to Tier 3				
Issue		Score	Min	Notes
<b>1. Physical Infrastructure</b>				
<b>1a.</b> Basic infrastructure (water, electricity) is available on site or within a reasonable distance away from the site to enable a practical connection.	Yes No	+1 0	+1	Details of local infrastructure must be provided, including any capacity issues, how far the nearest connection is, and feasibility of connection. It would be based on the recommendation of utility providers as to whether or not a connection is practical.  A similar approach to residential development where no connection to basic infrastructure is available on the site will be used.
<b>1b.</b> Basic infrastructure has the capacity to serve the maximum site capacity.	Yes No	+1 0	+1	
<b>1c.</b> If No, mitigation measures that can be taken to address issues.	Yes No	+1 0	+1	
<b>2. Transport Infrastructure</b>				
<b>2a.</b> The site can be serviced by independent vehicular access point, which adheres to the Highway Authority's guidance and standards.	Yes No	+1 0	+1	
<b>2b.</b> Access avoids routes through built-up areas or is available by distributor roads without the need to use more local roads within industrial areas, recognised commercial areas or housing areas.	Yes No	+1 0	+1	
<b>2c.</b> Existing highway network is capable of accommodating proposed traffic movements.	Yes No	+1 0	+1	
<b>2d.</b> The site has a safe pedestrian and/or cycle access/route to the nearest local area centre (or could one be provided).	Yes No	+1 0	+1	
<b>2e.</b> The site has good, reasonably direct access to key routes out of the nearest town/city.	Yes No	+1 0	-	This consideration would only be applied to candidate sites under consideration as a new transit site for the County.
<b>2f.</b> Access to a transport node is provided via a safe walking route:	Within 200m of the site Within 400m of the site Within 800m of the site	+3 +2 +1	+1	This can be either a bus stop or rail stop or community share service. This reflects guidance within the Institute of Highways & Transportation (IHT) Guidelines for Providing Journeys on Foot.
<b>2g.</b> The nearest public transport node provides:	Half-hourly public transport service Hourly public transport service	+2 +1	+1	
<b>3. Social Infrastructure</b>				
<b>3a.</b> Access to <u>key</u> * local facilities is provided (actual walking distance):				The site must be within the specified distance of <u>at least 3</u> the following key Local Amenities: - <i>Food Shop</i> – a supermarket or village shop where a range of products are available for purchase; a restaurant or take-away will not qualify as a food shop - <i>Doctor's Surgery</i> - <i>Primary School</i> - <i>Children's Play Area</i> – will only classify as such if it is a clearly defined and designated publicly available play area (or alternatively points can be awarded if such a play area can be provided within the site)
* these are services and amenities that are deemed to be essential for the Gypsy/Traveller community as determined from similar study's elsewhere and through consultation with the Gypsy/Traveller community.	Within 200m of the site Within 400m of the site Within 800m of the site	+3 +2 +1	+1	

**Gypsy & Traveller Site Allocation Study**  
General Approach

				Reflects ODPM Circular 01/2006 guidance that Gypsy/Traveller sites must be located near to a range of services and amenities. Also reflects IHT guidance for acceptable walking distances.
<b>3b.</b> Access to at least 1 other local facilities is provided by safe walking route:  (actual walking distance)	Within 200m of the site Within 400m of the site Within 800m of the site	+3 +2 +1	-	The site should be within the specified distance of <u>at least 1</u> of the following Local Amenities: - <i>Bank/Cash Point</i> – or a post office providing a cash service. - <i>Postal Facility</i> – can be a post office or a postal subsidiary within for example a supermarket - <i>Pharmacy</i> - <i>Public House</i> - <i>Place of Worship</i> Reflects ODPM Circular 01/2006 guidance that Gypsy/Traveller sites must be located near to a range of services and amenities. Also reflects IHT guidance for acceptable walking distances.
<b>3c.</b> Access to district services/amenities is provided by safe walking route:  (actual walking distance):	Within 500m of the site Within 1000m of the site Within 2000m of the site	+3 +2 +1	-	The site should be within the specified distance of <u>at least 1</u> of the following Local Amenities: - <i>Secondary School, College or other higher education</i> - <i>Medical Centre, Hospital, Dentist</i> - <i>Leisure/Recreation Centre</i> – must be open for public use although an entry fee may be charged (i.e. not a subscription). - <i>Community Centre</i> - <i>Outdoor open access public area</i> – can be a public park, village green or any other type of outdoor amenity area with unrestricted public access. Reflects ODPM Circular 01/2006 guidance that Gypsy/Traveller sites must be located near to a range of services and amenities. Also reflects IHT guidance for acceptable walking distances.
<b>3d.</b> Access to local amenities/services is provide by safe cycle route:	Within 1000m Within 4000m Within 8000m	+3 +2 +1	+1	Reflects IHT guidance for acceptable cycle distances.
<b>4. Other Considerations</b>				
<b>4a.</b> Is the site located within 1000m of other Gypsy/Traveller pitches/sites?	Yes No	0 +1	+1	Other pitches can be authorised or unauthorised or potential future allocations.
<b>4b.</b> If Yes, what is the total number of pitches?	Number of Pitches		N/A	Identify total number of unauthorised/authorised pitches within 1000m of a proposed site, including any proposed allocations.
<b>4c.</b> Would there be any harmful impact to local physical/social infrastructure should additional pitches be permitted?	Yes No	0 +1	+1	Provide explanation of what infrastructure impacts might result from allowing additional pitches – e.g. impact on physical infrastructure such as sewage/water capacity and impact on social infrastructure such as capacity of schools.
<b>TOTAL TIER 2 SCORE</b>				MIN 10
<b>DOES THE SITE ADVANCE TO TIER 3?</b>				YES / NO

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**Gypsy & Traveller Site Allocation Study**

General Approach

<b>TIER 3 – DELIVERABILITY, DESIGN AND IMPACT</b> Sites achieving the highest Tier 3 scores will be identified as suitable site options or alternative options for consideration.					
<b>Issue</b>		<b>Score</b>	<b>Desired</b>	<b>Notes</b>	
<b>1. Design and Impact</b>					
<b>1a. Site Analysis</b>		Considerations: Overall Impact Microclimate, Topography, Aspect, Level and Quality of Existing Vegetation (trees, hedgerows, etc), Emergency Response Times, Relationship to Services/Amenities, Other Issues	The overall suitability of the site for Gypsy/Traveller use – either for permanent, transit or temporary use – should be assessed and should reflect guidance in ODPM Circular 01/2006 and DfCLG's <i>Designing Gypsy and Traveller Sites - A Good Practice Guide</i> . Sites should have a natural/logical boundary, or where one is proposed it must be sensitive to the character/appearance of its surroundings. Sites should not be visually intrusive. Adequate response times should be available from Emergency Services.		
<b>1b. Level and Nature of Impact on:</b>	Policy/Environmental Designations	High Medium Low	0 +1 +2	LOW (+2)	The development of candidate sites for Gypsy/Traveller pitches will only be permitted in areas where there would be no impact on policy designations (adopted or emerging), nationally/locally recognised environmental designations, residential amenity, the surrounding landscape and the character/appearance of the locality, including Conservation Areas. An assessment is undertaken on the level and nature of any impacts.
	Residential Amenity	High Medium Low	0 +1 +2	LOW (+2)	
	Landscape Impact	High Medium Low	0 +1 +2	LOW (+2)	
<b>1c. Where Medium/High in any of the above, mitigation measures address concerns.</b>	Yes No		+1 0	YES (+1)	Where appropriate, consideration may be given to possible mitigation that could address potential harmful impacts.
<b>1d. Environmental Health</b>	Air Quality Issues	Yes No	0 +1	NO (+1)	Gypsy/Traveller sites are more susceptible to air quality, light and noise issues. Consideration must be given to the impact of these issues on the health and well-being of occupiers of a candidate site. Should issues exist, mitigation measures can be considered.
	Potential Light Nuisance	Yes No	0 +1	NO (+1)	
	Potential Noise Issues	Yes No	0 +1	NO (+1)	
<b>1e. Other appropriate uses be accommodated within the site.</b>	Yes No		+1 0	YES (+1)	Must be appropriate to the location and can include: visitor pitches, shared amenity block, play area, work vehicle parking, stables, etc.
<b>1f. On balance, would the candidate site be suitable for:</b>	Permanent Gypsy/Traveller Use	Yes No	+1 0	YES (+1)	Having considered all the criteria in the three tiers, would the candidate site be suitable for Gypsy/Traveller or Travelling Showpeople use?
	Transit Gypsy/Traveller Site	Yes No	+1 0	YES (+1)	
	Travelling Showpeople Site	Yes No	+1 0	YES (+1)	
<b>2. Deliverability</b>					
<b>2a. Ease of Acquisition</b>	Site Ownership* Available for Purchase? Is the use of Compulsory Purchase likely?		0-3 YES/NO YES/NO	- YES (+1) NO (+1)	* Site Ownership: - Council: +3 - Gypsy/Traveller: +2 - Other Public Body: +1 - Private: 0 ** Land Value: - Gypsy/Traveller: None (0) - Council/Public: Nominal (+1) - Private: Market (+2)
<b>2b. Notional Cost</b>	A - Land Value**		0-2	N/A	When Assessing Cost: - Existing works/conditions can be used: 0 - Minimal infrastructure/mitigation works are required: +1 - Significant infrastructure/mitigation works required: +2
	B - Utility Connection		0-2		
	C - Road Infrastructure		0-2		
	D - Landscaping		0-2		
	E - Mitigation		0-2		
Total Notional/Indicative Cost (A+B+C+D+E)		X	N/A		
<b>TOTAL TIER 3 SCORE and COST</b>				MIN 11	
<b>FINAL RECOMMENDATION</b>				SITE OPTION / ALTERNATE / REJECTED	

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**APPENDIX B**

**Suggested Site Identification / Assessment Template**

<b>SUGGESTED SITE IDENTIFICATION/ASSESSMENT TEMPLATE</b>	
<b>Site Appraisal</b>	
Site Number	Reference number provided for each site
Site Name / Address	If applicable
Location	Nearest Settlement to the Site and Site Plan
Site Size	The area of the site in hectares
Current Land Use	Is the site Greenfield or previously developed land (Brownfield)?
Raw Capacity of the Site	The number of pitches that are proposed on the candidate site (where there is current Gypsy and Traveller use on a site, the number of existing pitches is also given)
Site Description & Context	A description of the character and appearance of the site and that of the surrounding area
<b>Tier 1: Location and Constraints</b>	
Relationship to Settlements	<ul style="list-style-type: none"> <li>▪ Is the site located within a safe walking (or where one can be made available) of a Local Centre? (ideally within 1200m)</li> <li>▪ Is the site located within a safe cycle route (or where one can be made available) of a Local Centre? (ideally within 8000m)</li> </ul>
Key Social Infrastructure	<ul style="list-style-type: none"> <li>▪ Is the site located within 1000 or 2000 metres of a primary school, a doctor's surgery, and a food shop? (as the crow flies)</li> </ul>
Policy Constraints	<ul style="list-style-type: none"> <li>▪ Is the site within the Green Belt?</li> <li>▪ Is the site within or in close proximity to any valued area(s) including internationally/nationally/locally recognised designations?</li> <li>▪ If so, can any of the above be addressed through mitigation or through sensitive design?</li> </ul>
Environmental Constraints	<ul style="list-style-type: none"> <li>▪ Is the site within or in close proximity to a hazardous area(s) or any significant constraint to development?</li> <li>▪ If so, can this be addressed through mitigation or through sensitive design?</li> </ul>
Planning History	<ul style="list-style-type: none"> <li>▪ Any relevant planning history for the site or part of the site</li> <li>▪ Is the principle of a Gypsy and Traveller development on the site acceptable?</li> </ul>
Tier 1 Conclusion	<ul style="list-style-type: none"> <li>▪ Summary of Findings</li> <li>▪ Does the site warrant further consideration?</li> </ul>
<b>Tier 2: Access &amp; Infrastructure</b>	
Transport Infrastructure	<ul style="list-style-type: none"> <li>▪ Can the site be services by independent vehicular access point, which adheres to the Highway Authority guidance/standards?</li> <li>▪ Does access to the site avoid routes through built-up areas or is available by distributor roads without the need to use more local roads within industrial areas, recognised commercial areas or housing areas?</li> <li>▪ Is the existing highway network capable of accommodating the proposed traffic movements?</li> <li>▪ Does the site have a safe pedestrian and/or cycle access/route to the nearest local centre? (If not, could one be provided?)</li> <li>▪ Is access to a transport node provided via a safe walking route? (ideally within 400m or at least 800m)</li> <li>▪ What level of service does the nearest transport node provide?</li> </ul>

	(ideally access to at least an hourly service)
Site Infrastructure	<ul style="list-style-type: none"> <li>▪ Are utilities (water, electricity, drainage) available on site or within a reasonable distance away from the site to enable a practical connection?</li> <li>▪ Does the basic infrastructure have the capacity to serve the maximum site capacity? (If no, are there measures that can be taken to address this?)</li> </ul>
Social/Local Infrastructure	<ul style="list-style-type: none"> <li>▪ Is there access to key local service/amenity?</li> <li>▪ Is there access to at least 1 other local service/amenity?</li> <li>▪ Is there access to at least 1 district service/amenity?</li> </ul>
Other Considerations	<ul style="list-style-type: none"> <li>▪ Is the site located within 1000m of other Gypsy and Traveller pitches/sites? If yes, how many pitches?</li> <li>▪ If yes, would there be any harmful impact to local physical/social infrastructure should additional pitches be permitted?</li> <li>▪ Can the site accommodate Travelling Showpeople needs in terms of access to key routes, additional on-site storage, etc?</li> </ul>
Tier 2 Conclusion	<ul style="list-style-type: none"> <li>▪ Summary of Findings</li> <li>▪ Does the site warrant further consideration?</li> </ul>
<b>Tier 3: Impact, Design and Deliverability</b>	
Design and Impact	<ul style="list-style-type: none"> <li>▪ Site Analysis / Overall Impact / Overall Suitability</li> <li>▪ Level and nature of impact on Policy/Environmental Designations, Residential Amenity, Landscape Impact</li> <li>▪ Environmental Health considerations – air quality, light nuisance, noise issues</li> <li>▪ On balance, would the candidate Site be suitable for: <ul style="list-style-type: none"> <li>○ Permanent Gypsy/Traveller Use?</li> <li>○ Transit Gypsy/Traveller Use?</li> <li>○ Travelling Showpeople Use?</li> </ul> </li> </ul>
Deliverability	<ul style="list-style-type: none"> <li>▪ Time of potential delivery (short, medium, long-term)</li> <li>▪ Land ownership</li> <li>▪ Ease of Acquisition</li> <li>▪ Notional Cost – cost of security site (including land value), cost of demolition/clearing, cost of road layout, cost of utility connection, cost of landscaping, cost of mitigation, total cost (notional, not a real world figure)</li> </ul>
Tier 3 Conclusion	<ul style="list-style-type: none"> <li>▪ Summary of Findings</li> </ul>
<b>Recommendation</b>	<ul style="list-style-type: none"> <li>▪ Site Option, Alternate Option, Rejected Option</li> </ul>

*Note: Maximum walking/cycle distance indicated above is based on IHT guidance - actual walking/cycle distance to reflect IHT guidance or other adopted/approved guidance.*

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## WILTSHIRE COUNCIL

### CABINET

23 February 2010

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### HOUSING STRATEGY STATEMENT

**Cabinet Member:** Councillor John Brady - Economic Development, Planning and Housing

#### Executive Summary

The Wiltshire Housing Strategy Statement 2009/2010 sets out how the Council and its partners will work together during the next 12 months to ensure that more people in the County have access to housing and housing related support. It will cover all tenures including owner occupation, private rented accommodation and affordable housing.

The Statement sets out actions we will take during the next 12 months to tackle the important housing issues facing the county. The action plan considers the 'high level' strategic actions as well as the Council's main housing priorities that have been identified in the Local Agreement for Wiltshire which are:

- build a significant and lasting increase in the number of affordable homes
- increase access to suitable accommodation for all vulnerable people and reduce the number of people facing homelessness and
- make new and existing homes in Wiltshire more environmentally friendly

#### Proposal

To recommend that Council approve the Housing Strategy Statement 2009/2010 and agrees the implementation of the Housing Strategy Statement action plan

#### Reason for Proposal

In order for the Strategy to be recognised and have credibility it is important that the Council endorse the Strategy. It will also give a clear strategic direction for housing services

Graham Hogg, Service Director - Housing

## **HOUSING STRATEGY STATEMENT**

### **1. PURPOSE OF REPORT**

1.1 To outline to Cabinet and to seek endorsement of the Housing Strategy Statement

### **2. BACKGROUND**

2.1 The Housing Strategy Statement is our interim Strategy to cover the period until the full housing Strategy is adopted. It sets out our agreed strategic priorities for housing in the county and takes account of national, regional, sub-regional and local priorities. It is also an overarching document that brings together other housing strategies and complements the Council's corporate strategies and objectives.

2.2 The statutory guidance "creating strong, safe, and prosperous communities" published by communities and local government in July 2008, reaffirms that the government considers that housing is at the heart of place shaping and encourages local authorities to take full and proper account of housing as part of the strategic vision for the area. It also confirms that the housing Strategy (along with the homelessness Strategy), should be incorporated within the Sustainable Community Strategy.

2.3 The four previous district Councils all had Housing Strategies and all achieved the old "fit for purpose" criteria against which it was assessed by the government office for the South West. This proved quite prescriptive and the Government has now moved away from this, and local authorities are now given more freedom to decide how they will deliver on their strategic housing role. It is therefore no longer a statutory requirement to publish a housing Strategy but it is seen as good practice to have one and also forms part of any audit inspection for the authority

### **3. MAIN CONSIDERATIONS FOR CABINET**

3.1 This is an interim Strategy Statement which sets out how the Council and its partners will work together during the next 12 months to ensure that more people in the county have access to housing and housing related support. A full housing Strategy will be developed by December 2010. The Housing Strategy Statement has been developed to align with the priorities identified within the other housing strategies, Local Agreement for Wiltshire and Wiltshire Council's Corporate Plan.

3.2 The Strategy is an integral part of the meeting housing need section of the local agreement for Wiltshire to drive not only the housing agenda, but also to contribute to the economic, transport, environmental and cultural agendas.

3.3 It is proposed that cabinet recommends that full Council approve the Housing Strategy Statement 2010 and agrees the implementation of the Housing Strategy Statement action plan

#### **4. ENVIRONMENTAL IMPACT OF THE PROPOSAL**

4.1 Not considered applicable.

#### **5. EQUALITY & DIVERSITY IMPACT OF THE PROPOSAL**

5.1 The Strategy statement detailed herein aims to deliver quality services without prejudice and discrimination to meet the needs of all the community, regardless of age, cultural or ethnic background, disability, gender, marital status, religious or political persuasion or sexual orientation and will adhere to the equality and diversity policy developed by Wiltshire Council.

#### **6. RISK ASSESSMENT**

6.1 The risk of not endorsing the Housing Strategy Statement is that the Council will not have an up-to-date Strategy in place for approaching the complex housing challenges in Wiltshire in line with good practice and is likely to have a negative impact on any future CAA scoring for housing.

6.2 Endorsing the Strategy will ensure that the Council has an up-to-date Strategy and action plan to direct its work in tackling housing issues in Wiltshire over the next 12 months . It will also ensure that the Council is better placed to meet the challenges posed by the current economic crisis.

#### **7. FINANCIAL IMPLICATIONS**

7.1 Revenue - The proposal is not expected to increase costs in the revenue budgets of the housing team.

#### **8. LEGAL IMPLICATIONS**

8.1 The Housing Strategy Statement is not a statutory requirement and so there are no legal implications in recommending approval of the Strategy statement.

#### **9. OPTIONS CONSIDERED**

9.1 Doing nothing is likely to have a detrimental impact on the CAA scoring that will be given to the Council later this year, it would also leave the Council without an up-to date Strategy for incorporation within the Sustainable Community Strategy in line with government recommendation.

## **10. CONCLUSION**

10.1 It is requested that Cabinet recommend that full Council approve the Strategy

**Graham Hogg, Service Director - Housing**

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Report Author: Nicole Smith

Head of Housing Strategy and Support  
01225 776655 ext 567

Date of report: February 2010

### **Background Papers**

None

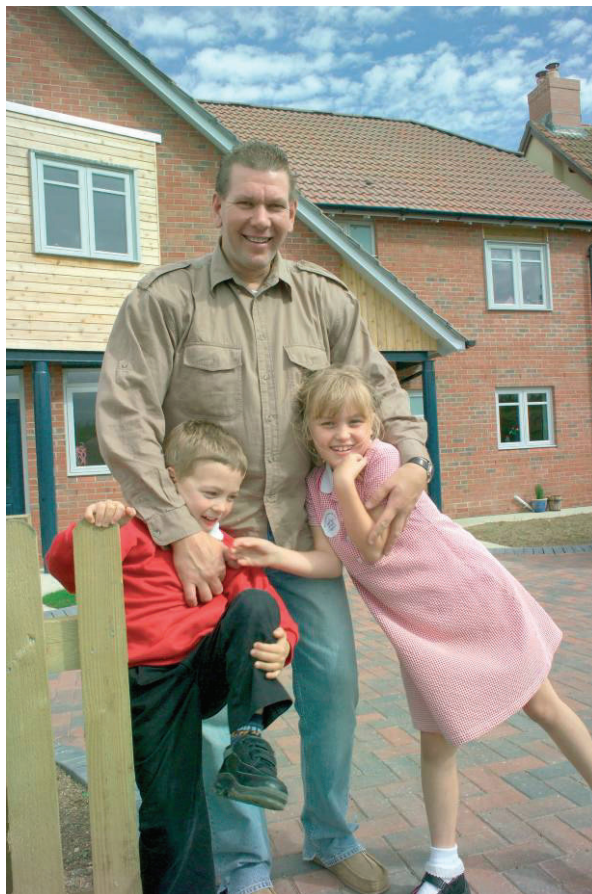
### **Appendices**

Appendix 1 – Housing Strategy Statement

Appendix 2 – Action Plan



# Housing Strategy Statement



**2009/10**

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# 1.0 Introduction

Wiltshire Council came into being on 1 April 2009. It unites the former districts of north and west Wiltshire, Kennet and Salisbury with the former Wiltshire County Council. The merger of four housing authorities provides the opportunity to bring together four housing strategies and to prepare a single housing strategy for the whole of Wiltshire. With support from the government office it was agreed that the full housing strategy for Wiltshire could not be developed sufficiently until 2010.

This would enable the new council to compile up-to-date and consistent evidence around stock condition and analysis of the three Strategic Housing Market Assessments (SHMAs) that cover the Wiltshire area. Additionally the new council would not be elected until June 2009 and would need to establish a new administration and corporate priorities.

We have now nearly completed a full stock condition survey for Wiltshire; fully launched the new choice based lettings system which can help to identify need; currently undertaking a review of the three SHMAs in which Wiltshire is included and set up a Wiltshire wide housing partnership with links into the overarching Wiltshire family of partnerships.

Since 1 April 2009, Wiltshire Council and local partners have identified 20 community areas, which form 18 community area boards. Future work will focus on developing information about housing at a local level for community areas to consider and act upon.

Developing a full and robust housing strategy was not something that could be achieved within the first few months of Wiltshire Council, and a housing strategy statement has been prepared in advance of the full housing strategy being formally adopted.

The Wiltshire housing strategy statement 2009/2010 sets out how the council and its partners will work together during the next 12 months to ensure that more people in the county have access to housing and housing related support. It will cover all tenures including owner occupation, private rented accommodation and affordable housing.

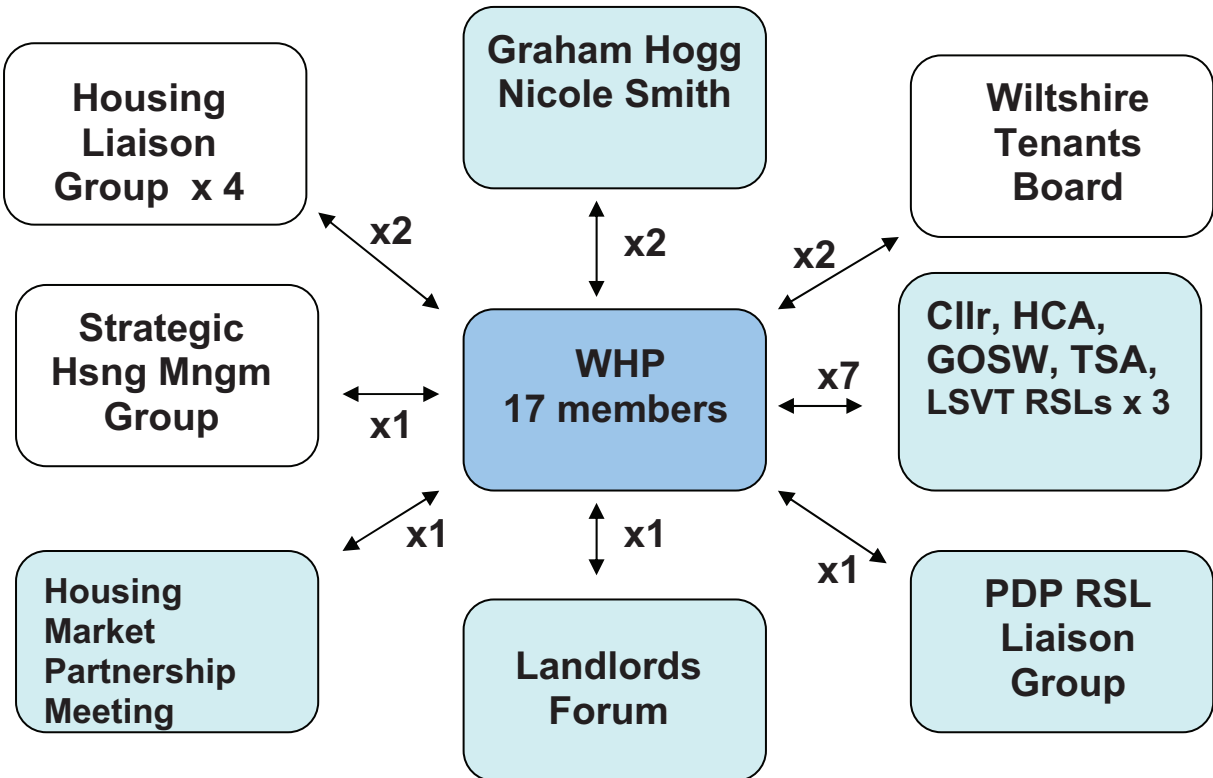
This statement sets out actions we will take during the next 12 months to tackle the important housing issues facing the county. The action plan will consider the 'high level' strategic actions as well as the council's main housing priorities which are:

- **Build a significant and lasting increase in the number of affordable homes**
- **Increase access to suitable accommodation for all vulnerable people and reduce the number of people facing homelessness**
- **Make new and existing homes in Wiltshire more environmentally friendly**

Implementation and operational actions are included in our service plan for housing as well as our other strategies and policies that sit below this strategy such as the interim housing renewal strategy, the interim new housing strategy and the homeless strategy, as well as the corporate plan and local agreement for Wiltshire

Delivery of this housing strategy statement will be monitored by the council's thematic delivery partnership for housing, the Wiltshire Housing Partnership (WHP).

The diagram below confirms the membership of the WHP.



## 2.0 Wiltshire context

### 2.1 Background

Wiltshire is situated within the south west region and adjoins eight other local authority areas. Of these eight, three are unitary authorities Swindon, South Gloucestershire and Bath and North East Somerset (BANES). Wiltshire Council is the second largest housing authority in the south west with a target to deliver more new housing than any other planning authority in the region. There are currently approximately 9,600 applications on the waiting list for an affordable home. During 2008/09 Wiltshire delivered 583 new affordable homes (against a target of 479) and in the first six months of 2009/10 has delivered 288 against an annual target for 2009 /10 of 554. The number of households living in temporary accommodation at the end of September 2009 was 153 with a total of 397 households accepted as homeless in 2008/09.

Wiltshire has not yet seen the anticipated increase in the number of applications for affordable housing and the number of homeless households as a result of the economic downturn.

Social housing in Wiltshire is provided by 30 Registered Social Landlords (RSL), three of which are local stock transfer RSLs: Sarsen, Selwood and Westlea. Wiltshire Council still holds social housing stock in the south of the county which is managed by the housing management team, also based in the Salisbury area.

The average house price in Wiltshire in January 2009 was £227,575, compared to the south west, £200,715, and UK, £152,898. The average house price in Wiltshire varies by location, but has increased significantly since 2001.

There was a rapid increase in house prices between 2001 and 2007, fuelled by the availability of relatively cheap credit, the continuing economic prosperity of the area and its attractiveness to migration from other parts of the UK and abroad. This has increased the numbers of new households estimated to be unable to buy or rent adequate accommodation in the private sector.

Affordability is a major issue. The more recent fall in house prices has, on paper, led to an improvement in the affordability of housing, but with the reduced availability of mortgage finance and current fears over unemployment, market homes are still difficult for many to obtain.

However, it does provide the basis for better access to new housing in the short or medium term once financial restrictions are eased and economic confidence returns.

Affordable housing numbers have increased too slowly to affect this situation significantly and the relatively small affordable stock has limited re-let numbers.



	2007/08	2008/09	Sept 09	2010/11	2011/12
Number of affordable homes delivered	636	583	288	590	610
Net additional homes provided	2,670	1,881	Unknown at this stage	2,565	No future forecast
% of affordable housing	24%	31%			
Total number of affordable housing lets	2,161	2,048	1127	2,100	2,200

## 2.2 Population

At 452,600, the population of Wiltshire accounts for 8.74 per cent of the total south west population, with 139 people per square kilometre. Wiltshire has the third lowest population density of the 16 shire and unitary authorities in the south west. There will be a major shift in the population structure over the next 5 – 10 years, with an increasing proportion of the population in Wiltshire aged over 65 years. The projected population figure in Wiltshire for over 65s is 22 per cent by 2014 and exceeding 23 per cent in 2019. Therefore, the needs of an ageing population will be considered as a key priority.

## 3.0 Needs of specific groups

### 3.1 Ethnic minority groups

Wiltshire has a relatively small proportion of people from black and minority ethnic groups at 4.3 per cent of the population, compared to the rest of the country, 11.3 per cent for England. Although numbers are relatively small, this can, in itself, lead to problems for communities isolated from sources of cultural community support. It is, therefore, essential that the housing needs of this group are better understood in order to ensure equitable access to appropriate housing or advice services.



### 3.2 Military personnel

Military personnel constitute around 3% of Wiltshire's total population, with 15,000 personnel stationed at sites across the county. Within the four former district levels, the proportion of military personnel ranges from 1 per cent of the population in the west to 7 per cent of the total population in the east area. There is a need to be aware of changes planned for both the army and RAF presence in Wiltshire over the next three to four years.

The Super Garrison in Salisbury is an example of a population increase in military personnel within the Wiltshire Council area. The increase in military personnel commenced in 2007 and should be completed by 2012.

Taking the above into consideration and the recent changes in legislation that enable military personnel to have a local connection in the area in which they are based, it is important that we understand the potential future impact this will have on the housing service and the availability of affordable housing.

### 3.3 Mental health

The Wiltshire Mental Health Strategy and Commissioning Plan set out a vision and detailed a set of commissioning intentions to improve the management and quality of life of people with mental illness. It is estimated in Wiltshire that in 2006 there were approximately 49,000 individuals of working age and 12,000 older people with some form of mental illness.

The specialist mental health housing team has been created in order to improve communication between health, adult care and housing. The aim of the service is to ensure that people in receipt of mental health services will receive the appropriate

support either to access supported or permanent accommodation, or to maintain their existing accommodation. The main responsibilities of the team are to provide support to individuals with accommodation issues, improve and develop systems for referral and signposting, identify shortfalls and improve access to supported accommodation by increasing capacity and progressing the move-on process. The team currently focusses on the north and east of the county, but plans are being developed to roll the service out to the rest of the county. A mental health support worker already provides assistance to the council's tenants in the south of the county.

In line with best practice guidance and the local mental health and supporting people strategy, Wiltshire Council's Department of Community Services is planning on extending current provision by commissioning a new 24 hour short-term, accommodation-based care and support service for approximately 10 adults with mental health issues.

This new service will hopefully become operational from April 2011 and will provide recovery orientated specialist mental health care and support in a supported living setting for adults with functional mental health problems and facilitate the transition to community living for people who would otherwise enter or remain in long term residential care placements, or have repeated admissions to hospital.

### **3.4 Learning difficulties**

From Census 2001 the number of people with learning difficulties is 2.34 per cent of the total population; therefore the number of people in Wiltshire aged 18 and over with learning disabilities is now approx 8,270. By 2012, it is predicted that the numbers will increase to 10,418.

### **3.5 Gypsies and travellers**

Wiltshire Council operates one transit and six permanent sites. The current level of provision accommodates 169 semi-permanent residents and a further 48 residents, assuming full occupancy at the transit site, a total of 217 gypsies and travellers overall.

There is a lack of specific needs information about gypsies and travellers and the council is currently developing a gypsy and traveller strategy that will be published in April 2010, encompassing all its services to gypsies and travellers.



## 4.0 Links with strategies and plans

Housing is viewed by the council as fundamental to the health and wellbeing of its citizens and consequently initiatives and priorities to support housing are incorporated into many of its key strategies.

These are:

### 4.1 Wiltshire Council's First Year Plan – 2009/10

Wiltshire Council's First Year Plan was developed to identify the vision, goals and ambitions for the first year as Wiltshire Council. The vision for the new council is to:

create stronger and more resilient communities

and the goals are to:

- 1 deliver high quality, low cost, customer focused services
- 2 ensure local, open, honest decision making
- 3 work together to support Wiltshire's communities.



It sets out the actions that will be delivered in the first year of the council and for housing this includes:

- delivering a total of 554 new affordable homes
- reducing the total number of households currently living in temporary accommodation to fewer than 242
- helping young people who find themselves in need of housing
- starting to build 350 new affordable, Private Finance Initiative (PFI) homes in the west Wiltshire area
- investing in supported housing for elderly and vulnerable adults.

A revised corporate plan is currently being developed and one of the agreed priorities is meeting housing needs. The finer detail, objectives and targets have not yet been developed, but will be finalised in January 2010.

### 4.2 Local Area Agreement for Wiltshire

The Local Area Agreement (LAA) is an agreement signed with central government agreeing targets for the next three years. It has been introduced as part of the Local Agreement for Wiltshire (LAW), which improves the way the council and its partners work together. The current LAA (2008/11) contains a number of key housing-related strategic objectives:

- Net additional homes provided
- Number of affordable homes delivered (gross)
- Reduction in the use of temporary accommodation

However there are many other targets not directly in housing, but we play a part in contributing towards, including helping to build resilient communities, supporting people to live independently and helping to make homes more energy efficient.

### **4.3 A Sustainable Community Strategy for Wiltshire 2007/16**

The sustainable community strategy has been developed to create a common vision for a more sustainable future for Wiltshire, by taking a more cross-disciplinary and integrated approach to social, economic and environmental issues. It also provides the evidence for the Local Area Agreement. Below are some of the housing outcomes to help achieve the housing issues identified within the strategy:

- Access to affordable homes increased
- Choice and transparency in the allocation of social housing
- Reduction in households in temporary accommodation
- Increase in uptake of energy efficiency.

### **4.4 Local plan and Local Development Framework**

There will need to be clear links between the housing strategy, this statement and the emerging Local Development Framework (LDF), which is currently going through its consultation phase. Housing and planning officers have been working closely to develop more robust planning measures to ensure that affordable housing will be an essential consideration of all housing development plans in the county.

There are currently four local plans covering the four former district areas. These plans have been saved and are all currently in use. However, the new unitary council is now developing a single core strategy for Wiltshire. The south Wiltshire strategy is being developed in advance of the remainder of Wiltshire although the overall core strategy for Wiltshire will incorporate the core strategy for south Wiltshire. Public consultation is currently taking place on the options for new housing sites, the strategic objectives of the plan and the sustainability assessment. During 2010, new housing and affordable housing policies will be developed for the whole of Wiltshire to ensure delivery of affordable housing without the need for public subsidy, with the appropriate mix of units to meet need.

Current policies in the north and west of Wiltshire require an element of affordable housing to meet local needs on all housing developments of either 15 or more dwellings, or 0.5 hectares in size in urban areas. The percentage will normally be on the basis of 30 per cent affordable housing, with an additional proportion being low cost housing. This is subject to local need and will depend upon robust housing needs information provided by the new housing team. In the south and east of Wiltshire the policy currently requires transfer of land for £1 to enable the delivery of affordable housing with a grant, with up to 40 per cent affordable housing required on sites in south Wiltshire.

In rural areas the council will negotiate on the basis of up to 50 per cent affordable housing with additional low cost housing, subject to need, on all rural sites within north and west Wiltshire.

Work is currently being carried out to inform the development of the core strategy and the new housing development plan document and affordable housing supplementary planning document. There are currently three strategic housing

market assessments covering Wiltshire. The new work will analyse all three and pull them together to give a cohesive and comprehensive picture of need across Wiltshire

**4.5 South West Regional Housing Strategy 2005/16**

It is intended that the actions of the housing strategy statement will help support the implementation of the regional work detailed in the South West Regional Housing Strategy 2005/16. The following strategic aims and themes are outlined in the regional housing strategy.

Strategic Aim	Theme
Improving the balance of housing markets – “to develop housing markets with a range of tenures, which improve the balance between supply and demand and offer everyone the opportunity to access a home at a price they can afford.”	Increasing housing delivery
	Reducing homelessness and use of temporary accommodation
	Access and more efficient use of housing stock
Achieving good quality homes – “to ensure that existing and new homes improve over minimum standards of quality, management and design by 2016.”	Promoting sustainable development and good design
	Meeting the ‘Decent Homes’ target
Supporting sustainable communities – “to support sustainable and mixed communities to ensure that housing makes a full contribution to the achievement of sustainable and inclusive communities.”	Sustainable and mixed communities
	Support for homeless households and vulnerable groups

**Private Sector Housing Renewal Strategy – 2009/10**

The full housing strategy will be written taking into consideration the primary aims of the Private Sector Housing Renewal Strategy which are:

- to increase the number of privately owned homes that are decent and occupied by vulnerable groups by removing category one hazards
- to improve the levels of energy efficiency and reduce fuel poverty in the private sector
- to ensure that the private rented sector makes a contribution to meeting housing needs by working with landlords to ensure homes are decent and energy efficient
- to ensure that all rented properties, including houses in multiple occupation, meet all the relevant statutory standards for health and safety and management, and that such standards are maintained
- to look for ways to utilise the county’s empty properties to meet housing needs
- to ensure that disabled residents are able to live independently in homes that meet their needs
- to investigate ways in which the council can support and raise standards for those living in mobile homes.

## 5.0 Assessment of housing need

To ensure that the provision of housing can be appropriately planned for, further research and consultation is required during the next 12 months. However, we do have a variety of information currently available to use.

### 5.1 Housing Register



March 2009 saw the launch of Wiltshire Council's new choice based lettings system called Homes4Wiltshire. Demand for affordable housing in the county is high. In December 2009 there were 9,678 households on the housing register, of which 179 were in the highest priority banding for re-housing.

#### Housing register split by band

Band	Households
Platinum	179
Gold Plus	138
Gold	1,780
Silver	2,840
Bronze	4,741
<b>Total</b>	<b>9,678</b>

The ethnic origin of the households on the waiting list in December 2009 can be broken down as follows:-

Ethnic origin			
Asian – other	34	Mixed White and Black Caribbean	31
Asian/Asian British Bangladeshi	13	Not available	62
Asian/Asian British Indian	17	Not given	1,067
Asian/Asian British Pakistani	4	Other	28
Black\Black British African	38	White	154
Black\Black British Caribbean	23	White British	7,889
Black\Black British other	15	White Irish	36
Chinese	11	White other	227
Mixed other	9		
Mixed White and Asian	9		
Mixed White and Black African	11		
<b>Total</b>	<b>9,678</b>		

The table below breaks down the 9,678 households on the housing register into the size of the property needed. It clearly identifies that the highest need in Wiltshire is for one bedroom accommodation

Bedroom Need	Households	%
One	5,346	55.2%
Two	2,873	29.7%
Three	1,261	13%
Four	198	2.1%
<b>Total</b>	<b>9,678</b>	<b>100%</b>

In 2008/09, 2,048 homes were let to households on the housing register; this was a reduction in the previous year of 113. From 1 April until the end of September, 1,127 have been let. An increase in overall lets by the end of 2009 was therefore anticipated.

Households are required to 'bid' for affordable homes via the internet, by telephone or in person at any of the council offices or local libraries. The council provides assistance to make it easier for vulnerable and older people to bid. Within the next two years Homes4Wiltshire will be used to advertise properties from the private sector, and this will be managed through a landlord's accreditation scheme.

## 5.2 Homeless households

The Homelessness Act 2002 sets out the legislative framework for assisting homeless households and the allocation of social housing. One of the main requirements of the Act was that all local authorities should produce a homelessness strategy focused on:

- the reduction in the use of bed and breakfast accommodation for families
- increased support for people in temporary accommodation
- increased emphasis on preventing homelessness.
- improved partnership working.

The council is well under way in producing its first homelessness strategy for Wiltshire that is due to be adopted in March 2010. We have already achieved our 2010 government target on the reduction of households in temporary accommodation and we have also eliminated the use of bed and breakfast accommodation for homeless households.

There has also been a significant increase in the amount of work to help prevent households from becoming homeless. This can be shown in the end of year prevention figures as below, which also highlights forecasted numbers:

	2007/08	2008/09	Sept 09	2010/11	2011/12
Number of households prevented from becoming homeless	721	997	882	1,600	1,700

To ensure these targets and future targets are met the options team will:

- improve links with private landlords through the introduction of a landlords’ forum and accreditation scheme
- double the funding made available to court desks in Trowbridge and Salisbury
- launch and develop a private rent deposit scheme for Wiltshire called ‘Wilts let’
- launch of a ‘Wiltshire Mortgage Rescue Scheme’
- launch and promote the mortgage rescue scheme and money advice service
- provide additional housing related support to private tenants
- continue to promote a holistic approach and encourage partnership working
- provide additional assistance through the prevention fund to assist households which are at risk of losing their homes due to the economic climate
- create an enhanced housing options team with individual officers becoming experts in specific areas such as immigration law, debt advice and youth
- continue to assess the service to ensure that the service is efficient, effective and customer focussed
- agree a protocol with children’s services in relation to the G v Southwark ruling



Levels of homelessness and the use of temporary accommodation are a good indication of housing need. In 2008/09 the council received applications from 582 homeless households. Under housing legislation the council accepted a duty to provide permanent accommodation for 397 of these, the majority of which were housed in social housing.

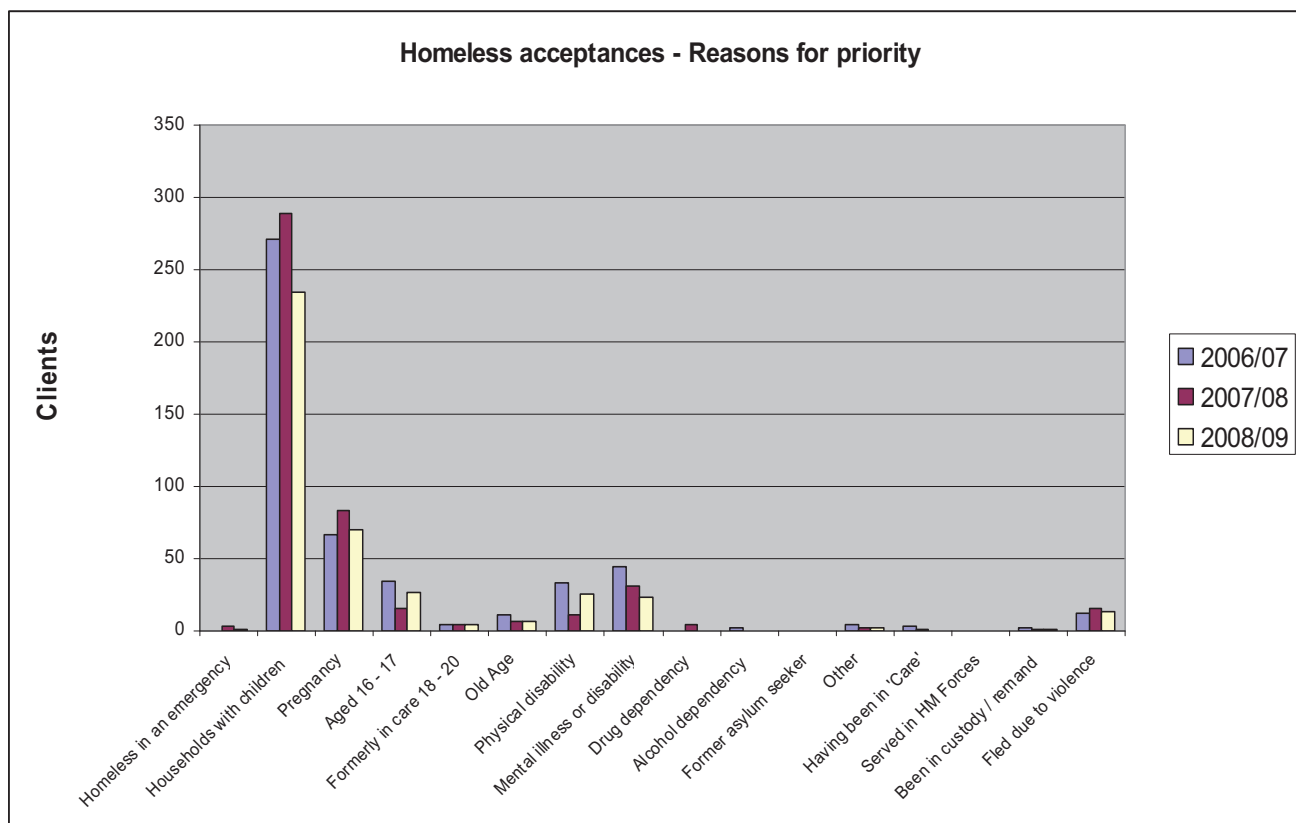
Due to the increase in prevention work we have managed to reduce the number of households which are defined as being homeless. It is anticipated that this figure will continue to decline as shown below.

	2007/08	2008/09	Sept 09	2010/11	2011/12
Number of households defined as homeless	482	397	154	290	250

5.3 Reasons for priority acceptances in Wiltshire

In Wiltshire, households with dependent children have accounted for the majority of statutory homelessness acceptances. There has also been a noticeable increase in the number of 16 and 17 year olds presenting as homeless during the last few years.

Below is a chart showing the reasons households have been defined as homeless for the past three years



In addition to the reasons for homelessness in Wiltshire it is important to understand the age profile and the household make-up of those accepted as homeless. You will notice below that in 2008/09 over 50 per cent of those defined as homeless by the council were aged 16 – 24. This is consistent with the main cause of homelessness in Wiltshire which is parental evictions. You may, therefore, expect a high proportion of young persons being categorised as homeless.

Age	06/07	07/08	08/09
16-24	205	192	194
25-44	227	241	179
45-59	44	32	29
60-64	8	3	5
65-74	4	2	2
75 + over	1	0	0
<b>Total</b>	<b>489</b>	<b>470</b>	<b>409</b>

It is also important to consider the family make-up of those accepted as homeless. It is interesting to note that the largest group of households which are accepted as homeless are female lone parents. A further understanding of the reasons for parental evictions is clearly required as although likely to be overcrowding, consideration needs to be given to the economic climate and how it may be having an effect in this area.

<b>Family make-up</b>	<b>06/07</b>	<b>07/08</b>	<b>08/09</b>
Couple with children	104	120	108
Male lone parent	19	10	22
Female lone parent	217	242	174
Single male	85	47	50
Single female	52	40	41
All other households	12	11	14
<b>Total</b>	<b>489</b>	<b>470</b>	<b>409</b>

All of the issues highlighted regarding homeless households have been addressed in the emerging homelessness strategy and key objectives and actions identified to help meet the agreed priorities of the homeless strategy which are to:

1. improve information to customers and agencies about accessing accommodation
2. improve access and support for all clients with a particular focus on renting privately
3. continue to improve the prevention of homelessness through a comprehensive advice service and having an effective range of housing options for customers
4. increase the supply of affordable housing and promote choice
5. provide effective partnerships and improve communications and publicity.

#### 5.4 Private sector housing

Wiltshire Council has two key functions in its relationship with the private rented sector. Firstly, a strategic enabling role to help good landlords to provide an essential private rented housing service and secondly, a regulatory role to ensure that the health, safety and welfare of tenants is protected.

The vast majority of private landlords provide a good service but their reputation can be let down by a minority of poor landlords who provide a sub-standard service.

The authority sees its regulatory role as providing support to good landlords by taking statutory enforcement action against poor landlords to force them to improve, or to get out of the market altogether. Wiltshire Council sees its regulatory and enabling roles as being complementary.

The council needs a supply of good quality privately rented accommodation adequate for the needs of its citizens. To achieve this aim the authority needs and values its good landlords. Those landlords and Wiltshire Council have a common objective: "the creation and maintenance of a prosperous, private rented sector that provides the right choice of accommodation, in the right areas, at the right price".

The council acknowledges that the role of a private landlord to operate a profitable business and to have responsibility for the health, safety and welfare of their tenants is a challenging one. It therefore aims to provide its private landlords with as much support as it can to enable the private rented sector to provide this essential housing service.

Wiltshire Council will work towards setting up a landlords' accreditation scheme to recognise and reward landlords who manage their properties to a good standard.



We will take enforcement action against any landlord found to be operating their business in a sub-standard manner.

### 5.5 Private rented stock in Wiltshire

The percentage of homes in the private rented sector, including MOD properties, varies across Wiltshire, but is overall higher than the UK average.

Area	Number of private rented	Percentage	Total
North	5,236	9.8%	53,500
South	6,649	14.08%	47,408
West	4,550	9.3%	49,407
East	3,778	12.7%	29,565
<b>Total</b>	<b>20,213</b>	<b>11.24%</b>	<b>179,880</b>

A stock condition survey, whilst providing a good indication about the conditions of properties in the area, is not sufficiently detailed to provide statistically relevant information for property types and occupancy, such as houses of multiple occupation and mobile homes which represent a very small percentage of the stock.

The new stock condition survey, which is expected to be completed in early 2010, will be key in understanding the stock in the area. The existing stock condition surveys were based on information collected between 2001 and 2005 and, whilst they provide some useful data, it was not possible to unify the research to give meaningful results. This is a high priority in the coming year. It will be used in targeting resources in future years and help in bidding for resources with a clear strategy of the outcomes that need to be delivered.

BRE was commissioned to undertake housing stock projections for Wiltshire. This piece of research gives a valuable insight into the condition of the stock and provides a basis for optimal sample design for a house condition survey that will provide robust results. It was proposed that the sample design should ensure a high level of statistical relevance for private sector housing conditions throughout the stock and also give increased knowledge about the housing condition of smaller sub-groups such as vulnerable householders and the over 60s.

The results of the BRE stock projection survey showed housing conditions to be worse than the national average. The main indicator of overall condition, non-decent homes was 4 per cent above the national average. Two of the criteria of the standard stand out as the cause of this: dwellings with a 'Category 1 Rating System Hazard' and 'Disrepair'. The former at 27 per cent is 8 per cent above the national average. Disrepair at 15 per cent is 6 per cent above the national average of 9 per cent. The reasons for the high rate of Category 1 Hazards are almost certainly associated with the 'Hazard of Excess Cold' which is modelled from data on dwellings with a SAP less than 35, in this case 5 per cent above the national average of 15 per cent.

Whilst the survey did not distinguish between owner occupied, 84 per cent of the stock, and private rented sector, 13.1 per cent of the stock, previous stock condition surveys undertaken in Wiltshire suggest that the private rented sector has a higher level of non-decent housing and poorer housing condition.

A key result is the estimate of 42,377 dwellings predicted to have a Category 1 Hazard under the new Housing Health and Safety Rating System (HHSRS). This accounts for 27 per cent of the stock compared to the 4 per cent which would have been expected to fail the housing fitness standard which the rating system replaces.

The main reason for this is the large number of dwellings expected to fail due to the hazard from excess cold. This increase is similar to the national picture and it is estimated that around 900,000 dwellings failed the fitness standard, whereas 4.8 million are expected to contain a Category 1 Hazard under the HHSRS. This is mainly because of the hazard from excessive cold which affects a greater proportion of homes than any other hazard and contributes toward 20,000 'excess' winter deaths per annum.

The council will, therefore, continue to safeguard residents and to promote high standards in the private rented sector. It will insist on good standards for any accommodation let under the council's 'Wilts Let' scheme that assists people who may be threatened with homelessness to access private rented accommodation.

### 5.6 Empty homes

Although the proportion of empty homes in the district is lower than the national average, such homes are a waste of valuable resources.

Wiltshire is estimated to have 3.2 per cent of households unoccupied, of which 1,200 have been empty for more than six months. This information is derived from council tax records. Bringing empty properties back into use will increase the amount of housing available and thus reduce the number of individuals in housing need. The advantages of bringing these properties back into use include an increase in housing supply, a potential financial saving, as it is often more cost effective to renovate an existing property than build a new one, and an improvement to the environment of the area, including saving the resources required to build a new property.

This interim Housing Renewal Strategy (HRS) offers owners of empty properties a variety of options including advice and incentives through the provision of an empty properties assistance grant. The latter will enable owners to bring the property up to standard, but the council will require that it be let to nominated tenants for a period of five years. The strategy also seeks to consider the Housing Act 2004 enforcement powers to make 'Empty Dwelling Management Orders'. These orders give local authorities powers to take over the management of empty properties.

A part time empty homes officer is to be recruited to start work early in 2010. A stand alone empty properties strategy will be adopted by November 2010, as will stand alone targets and procedures to deal with empty homes.

### 5.7 Salisbury social housing stock

The council owns and manages around 5,400 tenanted properties and 400 leasehold properties. In November 2006, tenants voted in a stock transfer ballot for management of their homes to be retained by the council. As a result of that ballot a revised housing revenue forecast has been prepared, but the full implementation of a business plan is dependant on the outcome of the government's national Housing Revenue Account (HRA) review.



### Goals

- To maintain all our stock up to the Decent Home Standard by 2010 and maintain it at that standard thereafter
- To provide as good a housing management service to tenants as possible within the resources available
- To complete a 'fit for purpose' Housing Revenue Account Business Plan
- To involve tenants in the decision making process for managing their homes.

# Appendix One

## Project Plan 2009/10

Project plan to set the priorities, timescales and actions for the new Housing Strategy for Wiltshire

	Description	Key responsibility	Involvement	Action/s required	Timescale for completion	Comments
	<b>General actions</b>					
	Complete action plan	NS AS			Nov 2009	
	Development of the project plan	All			Apr 2010	
	Develop risk map	KS			Feb 2010	
	Develop and implement a full consultation process	All			Aug 2010	
	Complete strategy document	NS AS	SB		Nov 2010	
<b>1</b>	<b>Set up a Housing Strategy Board</b>					
	Agree members	NS			Dec 2009	
	Set up first meeting and send invites	SB			Dec 2009	
	Agree terms of reference	NS			Dec 2009	
	Arrange time scale and frequency of all future meetings	NS SB			Dec 2009	
<b>2</b>	<b>Research on current housing situation</b>					
	Document Wiltshire context, area, population, ethnic split	KS	AS NS		Dec/Jan 2009	
	Breakdown of current stock	PS	DS JH	All social housing stock	Dec 2009	

	Breakdown of local economy and demographics of area	NS PS	AS SB	Jan 2010	
	Identify current national and regional priorities	NS		Jan/Feb 2010	
	Identify links to other local – regional and national priorities	KS AS		Jan/Feb 2010	
	Historic to present housing performance in the area	PS SH	SB	Jan/Feb 2010	
<b>3</b>	<b>Research on the future of housing</b>				
	Interim housing strategy statement	NS		Monthly from December 2009 onwards	All staff may be required to input into this as the need arises
	Undertake a needs analysis for estimated future trends in housing	NS AS		March 2010	
	Link with new housing to assess ongoing impact of current economic climate – and look at UK as whole.	AS KS		Ongoing Jan -	
	Identify current and future challenges	****		March 2010	
	Progression of the housing service in Wiltshire as a whole: straw poll; exit surveys – is it improving?	AS		As required	All staff may be required to input into this as the need arises.
	Identify key priorities in housing for Wiltshire.	All		Mar/April 2010	
<b>4</b>	<b>Partnership working</b>				
	Identify all partners and stakeholders for the process	All		Feb 2010	Homelessness consultation will hold lots of detail



consultation				given to all who participated and what will happen to comments given		
Prepare glossary of terms	SB	All		Already being actioned (SB)	July 2010	
List all partners and those Consulted	NS SB	All			July 2010	
Rough draft strategy to go through a consultation process to ensure it is fully inclusive	NS SB	All			Aug 2010	
<b>8 Complete the strategy</b>						
Send draft document to corporate comms for graphic design	NS				Sept 2010	
Draft strategy to go to Cabinet	NS				Oct 2010	
Recommend strategy to Full Council	NS				Nov 2010	
Publish final Housing Strategy for Wiltshire	NS				Nov 2010	

Key: NS Nicole, AS Amanda, PS Paula, KS Kate, SB Sonia, SH Sarah.

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**Appendix 2: Action Plan  
Housing Strategy Priorities**

Action/objective	Lead officer	Partners willing to work	Resources	Target/timescale
<b>Section A Priority 1: Build a significant and lasting increase in the number of affordable homes</b>				
1	Janet O'Brien	Spatial planners, RSLs, MOD, local developers	Staff resource	March 2011
2	Janet O'Brien	Wiltshire Housing Partnership	HCA grant funding, S106 funds, staff resources	Target for 2009/10 is 554 and for 2010/11 is 590
3	Georgina Clampitt Dix	Wiltshire Housing Partnership, developers, Strategic Housing Market Partnership		Target for 2009/10 is 2,417 and for 2010/11 is 2,565

4	Agree a 10 year plan with the government Homes and Communities Agency (HCA) and the Tenant Services Authority (TSA)	Janet O'Brien	TSA and HCA	Staff resource	April 2010
5	Work in partnership with local housing associations to meet the housing challenges of the next three years	Janet O'Brien	PDP partners, WHRP	Staff Resource	December 2009
6	Plan for our housing need in the next ten years with our partners and make sure we are ready to tackle it together	Janet O'Brien	PDP partners, WHRP		April 2010
7	Work with the MOD to find out whether any of its properties could be used for affordable housing	Janet O'Brien	MOD, WC staff	Staff Resource	April 2010
8	Write an action plan to ensure people's need for affordable housing is met	Janet O'Brien		Staff resource	December 2010

Action/objective	Lead officer	Partners willing to work	Resources	Target/timescale
<b>Section B Priority 2: Increase access to suitable accommodation for all vulnerable people and reduce the number of people facing homelessness</b>				
1	Angie Rawlins			
2	Angie Rawlins			
3	Angie Rawlins and Nicole Smith			
4	Angie Rawlins			March 2010
5	Angie Rawlins		Government funding, prevention fund, staff resource	Target for 2009/10 is 242 and for 2010/11 is 219

6	Increase the number of households which are successfully prevented from becoming homeless	Angie Rawlins	Various external partners	Government funding, prevention fund, staff resource	Target for 2009/10 is 1,500 and for 2010/11 is 1,600
7	Launch Wiltshire Council's new 'Wiltshire Let' scheme to help people get suitable private rented housing	Angie Rawlins	Internal staff	Staff resource, revenue funding to be confirmed	May 2009 - completed
8	Develop and publish the first homeless strategy for Wiltshire Council by April 2010	Nicole Smith	Various external and internal partners	Staff resource	March 2010
9	Complete a full review of Homes4Wiltshire by March 2010 to ensure it is easy to access and use, and meets the needs of vulnerable households	Laura Young	Various external and internal partners	Staff Resource,	January 2010

Action/objective	Lead officer	Partners willing to work	Resources	Target/timescale
<b>Section C Priority 3: Make new and existing homes in Wiltshire more environmentally friendly</b>				
1	James Hudson			
2	James Hudson			
3	James Hudson			
4	James Hudson	BRE consultants		March 2010

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## WILTSHIRE COUNCIL

### CABINET

23 February 2010

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### NEW COUNCIL HOUSE BUILDING CONTRACTS

**Cabinet Member:** Councillor John Brady - Economic Development, Planning and Housing

#### Executive Summary

1. The purpose of the report is to seek approval to enter into five build contracts to deliver a total of 65 new affordable homes on Council owned sites.
2. Cabinet approved, at its meetings on 15th July 2009 and 20<sup>th</sup> October 2009 submission of a programme of bids to the Homes and Communities Agency (HCA) to deliver a total of 64 new affordable homes across 5 sites owned by the Council.
3. In addition, Cabinet gave officers the discretion to continue to progress the schemes to ensure the new homes could be delivered within the timescales required by the HCA and to enter into a grant agreement with the HCA.
4. The Southview 1 scheme is now able to deliver 14 new homes rather than the 13 homes anticipated the bid was originally submitted. Therefore there has been a slight variation to the figures for this bid. There is no additional funding requirement and we are anticipating that we can deliver the 14 units for the same price anticipated for 13 units. This has increased the total number of homes to be built to 65 rather than 64.
5. All five schemes have now been progressed and are at various stages within the procurement process. Approval is required to enter into five build contracts with the successful contractors in order to ensure work can start on site and completions can be delivered by March 2011.
6. Three of the contracts will exceed £1m and therefore require Cabinet approval. Two of the contracts are likely to be below £1m. However, in total, the contract value of all five schemes is estimated to be over £1m and therefore approval is sought to enter into contract for all five schemes.

### **Proposal**

That Cabinet;

- a) Gives approval to enter into build contracts for 5 schemes to deliver a total of 65 new affordable homes to be owned and managed by the Council as detailed in Appendix A.
- b) Gives delegated approval to the Director of Housing in consultation with the Cabinet Member for Economic Development, Planning and Housing to sign the build contracts.

### **Reason for Proposal**

7. Cabinet, at its meetings on 15<sup>th</sup> July 2009 and 20<sup>th</sup> October 2009, gave approval to bid for funding from the Homes and Communities Agency to deliver new Council housing across 5 schemes and to progress those schemes through the planning system to enable delivery of 64 new affordable homes.
8. All five bids were successful and the Council has secured £4.3m of grant funding to enable the delivery of new council housing.
9. The Council is now able to deliver an additional unit on the Southview 1 site and is proposing to enter contracts to deliver a total of 65 units within the same budget.
10. The schemes have been progressed to the point of concluding the procurement phase and awarding contracts. Approval is now sought to enter into contract on all five schemes in order to deliver completions within the timescales agreed with the Homes and Communities Agency.

Graham Hogg, Director of Housing



## **WILTSHIRE COUNCIL**

### **CABINET**

**DATE 23 February 2010**

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### **NEW COUNCIL HOUSE BUILDING CONTRACTS**

**Cabinet Member:** Councillor John Brady - Economic Development, Planning and Housing

#### **Purpose of Report**

1. The purpose of the report is to seek approval to enter into five build contracts to deliver a total of 65 new affordable homes on Council owned sites.

#### **Background**

2. Cabinet approved, at its meetings on 15th July 2009 and 20<sup>th</sup> October 2009 submission of a programme of bids to the Homes and Communities Agency (HCA) to deliver a total of 64 new affordable homes across 5 sites owned by the Council.
3. In addition, Cabinet gave officers the discretion to continue to progress the schemes to ensure the new homes could be delivered within the timescales required by the HCA and to enter into a grant agreement with the HCA.
4. The Southview 1 scheme is now able to deliver 14 new homes rather than the 13 homes anticipated when we originally submitted the bid. Therefore there has been a slight variation to the figures for this bid. There is no additional funding requirement and we are anticipating that we can deliver the 14 units for the same price anticipated for 13 units. This has increased the total number of homes to be built to 65 rather than 64.
5. The other four schemes are Southview 5 (17 units), St Thomas Road (8 units), Southwick Road (4 units) and Pembroke Road (22 units) as detailed in the earlier Cabinet reports in July and October.
6. All five schemes have now been progressed and are at various stages within the procurement process. Approval is required to enter into five build contracts with the successful contractors in order to ensure work can start on site and completions can be delivered by March 2011.
7. Three of the contracts will exceed £1m and therefore require Cabinet approval. Two of the contracts are likely to be below £1m. However, in total, the contract value of all five schemes is estimated to be over £1m and therefore approval is sought to enter into contract for all five schemes.

## **Main Considerations for the Council**

8. The Council has a target to deliver 590 new affordable homes in 2010/11 in order to meet the need for affordable housing in Wiltshire.
9. The Government announced an opportunity for local authorities to bid for grant funding to deliver affordable housing on Council owned land in order to increase the overall delivery of affordable housing nationally. This funding is additional to the funding made available to Housing Associations through the HCA's Approved Development Programme for 2008/11.
10. Wiltshire Council has been successful in securing £4.3m of grant funding to enable the delivery of 64 new affordable homes through this programme and is now in the position where build contracts have either been procured or are being procured.
11. Cabinet is now asked to give approval to enter into five build contracts in order to deliver the new housing. These contracts will all have been procured in accordance with The Public Contracts Regulations and the Council's New Contracts Regulations and procurement procedures.
12. Details of each site and estimated contract value are included in a table at **Appendix A**.
13. As this is a new programme for the Government it is high profile and local authorities are being closely monitored on their delivery performance. The ability to progress the individual contracts and deliver affordable housing within the timescales set will greatly enhance the reputation of the Council and will give confidence in the Council's ability to deliver. This could potentially lead to further opportunities to secure investment in housing provision in Wiltshire.

## **Environmental Impact of the Proposal**

14. The environmental impact of developing affordable housing on the five sites identified will be less than that of market housing as all the homes are being constructed to Code for Sustainable Homes Level 4 which ensures the energy efficiency of the homes is at least 25% better than the energy efficiency of homes build to standard building regulations.

## **Equalities Impact of the Proposal**

15. The new dwellings provided through this programme will be let through the Council's choice based lettings system in line with the approved allocations policy. These homes will enable people unable to meet their housing needs in the marketplace to secure high quality

affordable homes. The high standard of the homes will also contribute to reducing fuel poverty for the households living in them.

16. The provision of new affordable homes adds to the diversity of our towns and villages by ensuring that there is a good mix of tenures, thereby improving the sustainability of communities and ensuring they continue to be vibrant places to live and work.

### **Risk Assessment**

17. In relation to this report, there is a risk that if approval is not given to enter into the five build contracts, the projects will not deliver within the timescales expected. This could risk the funding for the project and the overall delivery. If funding is withdrawn as a result of failure to deliver there will be significant abortive costs.
18. The risks involved in the development of new homes were outlined in the previous Cabinet reports referred to above. These include;
  - a) The risk that costs will increase
  - b) The risk that the HCA's timescales will not be met
  - c) The risk that planning consents will not be secured
  - d) The risk that the Council does not have sufficient capacity to deliver the new council house building project.

The assessment of and actions taken to mitigate these risks are detailed below.

#### **a) Cost increases**

- (i) The estimates made when bidding regarding the costs of the schemes included contingencies and were verified by an independent Quantity Surveyor to ensure they were robust.
- (ii) Since the bids were submitted, ground investigations have been carried out, the designs have been further developed and specifications have been completed. As a result we can be more confident that the estimated costings are accurate. The tendering process we are currently going through should confirm that the estimated costings were reasonable.
- (iii) The build contracts being entered into are standard contracts where the developer will provide a fixed price against our specification. This then passes the risk of increased costs of materials and sub-contracts during the development period on to the contractor.

## b) Timescales

- (i) All five schemes have been progressed to enable the delivery of the completed units within the HCA timescales. The approval to enter into contracts when the preferred contractor has been selected will enable the schemes to start on site at the earliest possible opportunity.
- (ii) There has been some slippage in delivery as the original timescales were challenging. However, the HCA has been informed that some of the schemes will not start on site as early as originally anticipated but that we will still be aiming to complete all the units on time.

## c) Planning

- (i) Two of the five sites already have full planning permission and tenders have been received for them. It is anticipated that these contracts will be signed upon approval of this report and a start on site achieved in March 2010.
- (ii) The remaining three sites are all currently being considered by planning officers and it is anticipated that planning decisions will be made early in 2010/11 enabling the projects to start on site early in the Summer of 2010. Two of the schemes have already had a consent but the plans have had to be amended to accommodate the high standards the Council wishes to achieve.
- (iii) Detailed discussions have taken place with Development Control colleagues to ensure the schemes comply with the Council's planning policies.

## d) Capacity

- (i) A project team has been set up to manage the project including officers from Finance, Procurement, Legal, Property and Housing Teams. This team is working effectively to manage the risks and scrutinise the delivery of the project
- (ii) In addition GreenSquare Group has been appointed as a Development Agent to project manage the delivery including managing the consultants and professionals involved in the project such as architects, quantity surveyors and engineers.

## **Financial Implications**

- 19. Four of the schemes, 48 units, are being funded through the Housing Revenue Account (HRA). The borrowing from the HRA can be repaid from the rental income with an interest rate of 5% built into the financial appraisals of the schemes.

20. The fifth scheme, 17 units, will be funded using prudential borrowing. Again, a 5% interest rate has been built into the financial appraisal. The loan will be repaid with interest from the rental income for the properties.

### **Legal Implications**

21. The Council has the power to build additional affordable homes and to receive grant funding.
22. To receive grant funding from the HCA the Council is required to enter into a grant agreement and to comply with the terms of that agreement. Cabinet gave approval at its meeting in October to complete the grant agreement and the terms of that agreement are currently being negotiated.

### **Options Considered**

23. The alternative option of not entering into build contracts for these sites would have the following consequences;
  - a) Inability to meet the required timescales for delivery
  - b) Potential withdrawal of funding by the HCA
  - c) Damage to the reputation of the Council
  - d) Failure to deliver 65 new affordable homes

### **Conclusions**

24. The principle of developing new council housing including securing grant funding, progressing schemes through planning and procuring contractors was agreed by Cabinet in July and October 2009.
25. This report proposes the progression of the schemes to enable the Council to enter into build contracts with developers to start on site as soon as possible for each scheme to enable completion of the new homes by March 2011.
26. The successful delivery of this programme of development will contribute to meeting the needs of local communities, enhance the reputation of the Council as a delivering organisation and ensure investment in Wiltshire is maintained.

## **Proposal**

That Cabinet;

- c) Gives approval to enter into build contracts for 5 schemes to deliver a total of 65 new affordable homes to be owned and managed by the Council as detailed in Appendix A.
- d) Gives delegated approval to the Director of Housing in consultation with the Cabinet Member for Economic Development, Planning and Housing to sign the build contracts.

## **Reason for Proposal**

- 27. Cabinet, at its meetings on 15<sup>th</sup> July 2009 and 20<sup>th</sup> October 2009, gave approval to bid for funding from the Homes and Communities Agency to deliver new Council housing across 5 schemes and to progress those schemes through the planning system to enable delivery of 64 new affordable homes.
- 28. All five bids were successful and the Council has secured £4.3m of grant funding to enable the delivery of new council housing.
- 29. The Council is now able to deliver an additional unit on the Southview 1 site and is proposing to enter contracts to deliver a total of 65 units within the same budget.
- 30. The schemes have been progressed to the point of concluding the procurement phase and awarding contracts. Approval is now sought to enter into contract on all five schemes in order to deliver completions within the timescales agreed with the Homes and Communities Agency.

**Name and title of Director: Graham Hogg, Director of Housing**

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Report Author: Janet O'Brien, Head of New Housing

Tel. 01249 706550 Email. Janet.obrien@wiltshire.gov.uk

Date of report: 2<sup>nd</sup> February 2010

## **Background Papers**

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

None

### **Appendices**

Appendix A. Confidential

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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