

AGENDA

Meeting: Environment Select Committee

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

Date: Tuesday 14 March 2023

Time: 2.30 pm

Please direct any enquiries on this Agenda to Kieran Elliott of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718504 or email kieran.elliott@wiltshire.gov.uk

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

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Jerry Kunkler (Chairman)
Cllr Bob Jones MBE (Vice-Chairman)
Cllr Tony Jackson
Cllr Mel Jacob
Cllr Dr Brian Mathew
Cllr Charles McGrath
Cllr Ian McLennan

Cllr Dr Nick Murry
Cllr Tom Rounds
Cllr James Sheppard
Cllr Tony Trotman
Cllr Iain Wallis
Cllr Derek Walters

Substitutes:

Cllr Mark Connolly
Cllr Brian Dalton
Cllr Andrew Davis
Cllr Matthew Dean
Cllr Nick Errington
Cllr Ross Henning

Cllr Jon Hubbard
Cllr Dr Mark McClelland
Cllr Stewart Palmen
Cllr Ricky Rogers
Cllr Bridget Wayman
Cllr Stuart Wheeler

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

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AGENDA

PART I

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

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 7 - 12*)

To approve and sign the minutes of the Environment Select Committee meeting held on **4 January 2023**.

3 **Declarations of Interest**

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

4 **Chairman's Announcements**

To receive any announcements through the Chair.

5 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on **Tuesday 7 March 2023** in order to be guaranteed of a written response. In order to receive a verbal response, questions must be submitted no later than 5pm on **Thursday 9 March 2023** Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

6 **Highways Annual Review of Service 2022** (Pages 13 - 70)

As resolved at ESC on 12 January 2022, the select committee is receiving the Highways Annual Service Review 2022.

7 **Housing - Allocation Review 2023** (Pages 71 - 82)

As discussed at the ESC-Executive meeting on 9 September 2021, on the housing portfolio, the select committee is provided with an update on housing allocations.

8 **Wiltshire Design Guide - Draft for Public Consultation** (Pages 83 - 192)

To share with the select committee the draft Wiltshire Design Guide (WDG) before it is progressed to statutory public consultation with the intention that it will be adopted as a Supplementary Planning Document (SPD). The WDG has been produced to support the delivery of consistently high-quality design standards in new developments.

9 **Leisure Services Insourcing** (Pages 193 - 210)

As resolved at the select committee meeting on 9 November 2021, the committee is receiving a further update.

10 **Libraries Development**

As discussed at the ESC-Executive meeting on 24 September 2021, on the leisure and libraries portfolio, the select committee is provided with an update on the development of the council's library service.

Please note that the update is included in the attachment under Agenda Item 9.

11 **Forward Work Programme** (Pages 211 - 218)

To note and receive updates on the progress of items on the forward work programme.

Under the revised Overview and Scrutiny (OS) arrangements there is now a single OS work programme controlled by the OS Management Committee, linked to priorities in the Business Plan.

Therefore it should be noted that, whilst any matters added by Members are welcome, they will be referred to the OS Management Committee for approval before formal inclusion in the work programme for the Environment Select Committee.

A copy of the Overview and Scrutiny Forward Work Programme for the Environment Select Committee is attached for reference.

12 **Urgent Items**

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

of urgency.

13 **Date of Next Meeting**

To confirm the date of the next scheduled meeting as **6 June 2023**.

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Environment Select Committee

MINUTES OF THE ENVIRONMENT SELECT COMMITTEE MEETING HELD ON 4 JANUARY 2023 AT KENNET ROOM - COUNTY HALL, BYTHESEA ROAD, TROWBRIDGE, BA14 8JN.

Present:

Cllr Jerry Kunkler (Chairman), Cllr Bob Jones MBE (Vice-Chairman), Cllr Tony Jackson, Cllr Mel Jacob, Cllr Dr Brian Mathew, Cllr Ian McLennan, Cllr Bill Parks, Cllr Iain Wallis and Cllr Derek Walters

Also Present:

Cllr Tony Trotman, Cllr Nabil Najjar, Cllr Ashley O'Neill and Cllr Ian Blair-Pilling

1 **Apologies**

An apology for absence was received from Councillor Charles McGrath.

2 **Minutes of the Previous Meeting**

The minutes of the meeting held on 8 November 2022 were presented for consideration, and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

3 **Declarations of Interest**

There were no declarations.

4 **Chairman's Announcements**

The Chairman provided details of meetings and briefings he had attended since the last meeting, including on the Future Chippenham project and on Local Highways and Footway Improvement Group speed surveys.

5 **Public Participation**

There were no statements or questions submitted.

6 **Update on the Towns Programme App Development**

Councillor Nabil Najjar, Portfolio Holder for Arts, Heritage and Tourism, provided an update on the Towns Programme App development, with support from Victoria Moloney, Head of Economy and Regeneration, and Terry Bracher, Heritage Services Manager. Councillor Najjar explained the need for town centres to engage in a different way in order to progress, including through the use of digital solutions and experience.

Background was provided on initial development of a Salisbury focused app promoting heritage trails, and research on different approaches and costs for similar schemes in Malmesbury, Corsham and other areas, to identify the most engaging and effective content, working with local councils and groups to tell local stories, audio visual content, and avoiding duplicating provision. A development model was prepared, and an initial 10 towns had been identified for the first rollout of the app in Spring 2023.

Details were also provided of the development of the What's On App. Existing provision such as VisitWiltshire was targeted at external visitors to Wiltshire, or on a single area within the county, mostly marketed on social media and often difficult to search. The What's On in Wiltshire App would seek to list events across Wiltshire in a consistent way, with search engine optimisation, and for local groups to upload in a simple way.

The Committee discussed the update and raised queries. A Member expressed concern at the cost of the development of the app and what the expected returns would be, and whether VisitWiltshire and other approaches were being duplicated when funds could be utilised on other matters.

In response it was stated that the app would be a marketing tool which many stakeholders had responded to positively. It was noted that if current provision met all needs there would not be a need for councils and others to have their own pages for events, but many did, and that Wiltshire residents might be less likely to review tourism focused sites when looking for events in the county, as these were externally focused.

The Committee continued to discuss the update. Several Members welcomed the development of the apps and were encouraged at providing a distinct new offer for events listing and identification. Details were sought on how the heritage trails app and What's On app would function, who would be able to upload material and content policies that would be in place, use of audio and visual content, the hosting of data and contingencies in the event the app developer was not able to continue support, linkage of areas near to the towns themselves, marketing research on different groups to target for local events, listing of regular and one off events, ongoing support from the council and other issues. It was confirmed the council worked closely with VisitWiltshire, which it helped fund, but it was stated that model was membership based which the app would not be.

At the conclusion of discussion, it was,

Resolved:

- 1) To note the update.**
- 2) To receive a further update by the end of 2023.**
- 3) That update to include an outline of costs and expenditure, launch timescales, promotion activity and an initial assessment of impact.**

7 **Update on Broadband Provision in Wiltshire**

Councillor Ashley O'Neill, Cabinet Member for Governance, IT, Broadband, Digital, Licensing, Staffing, Communities and Area Boards, presented an update on the provision of Broadband in Wiltshire, with support from Victoria Moloney, Head of Economy and Regeneration.

It was explained that a previous government programme to rollout superfast broadband to areas considered commercially non-viable had been running since 2013 and had come to an end, with over 97,000 properties upgraded. 20,000 properties in Salisbury had also been upgraded to full fibre broadband to support its economic recovery.

Project Gigabit was a programme aimed to achieve 85% gigabit level internet capability by 2025. In Wiltshire the level was currently around 57%. Councillor O'Neill explained that procurement and contracts were starting this year, with the council working in partnership with providers and Building Digital UK, an executive agency of government. The importance of digital connectivity in a rural county like Wiltshire was emphasised. Details were provided of the contract lots, which included Swindon.

The Committee discussed the update and sought additional details, including the technical difference between the superfast and gigabit upgrades, identification where possible of alternative provision for hard to reach areas, and how much competition and choice there would be for consumers. The project as with the previous one was focused on areas determined to be commercially non-viable, and it was acknowledged this could lead to some confusion to local residents as to why certain areas were included or not included.

At the conclusion of discussion, it was,

Resolved:

- 1) **To note the update.**
- 2) **To receive a further update by the end of 2023.**

8 **Wiltshire Council's Housing Board Annual Report**

A report was received from Councillor Phil Alford, Cabinet Member for Housing, Strategic Assets, and Asset Transfer, on the Wiltshire Council Housing Board Annual Report. The Housing Board is made up of residents, independent members and councillors, to make recommendation on how to manage the Housing Revenue Account, which manages council tenancies and leaseholders. Councillor Ashley O'Neill was in attendance on behalf of the Cabinet.

Simon Hendey, Director, Assets and Commercial Development, presented the report, which provided details on activities on the Board between October 2021 and November 2022, and provided other updates. This included recruitment of

new resident members, work of the tenancy sustainment team to secure additional benefits and grants for residents, work undertaken to improve the energy efficiency of council properties, and planning permission obtained for some zero carbon homes.

It was stated that some of the performance indicators in the report were disappointing, including around repairs and bringing empty properties into use. The council was seeking to recruit to its property services team, but due to the way data was recorded it was anticipated that the indicators would decline further before they improved.

The Committee discussed the report and presentation, seeking details on the number of residents in council tenancies, adjustments made to communication methods with residents, and assistance provided on obtaining benefits or setting up of fuel hardship funds for customers. It was also confirmed that policies relating to mould and damp had been reviewed, with a significant increase in communications from residents about the issue following recent national press coverage.

At the conclusion of discussion, it was then,

Resolved:

- 1) **To note the Wiltshire Council Housing Board Annual Report 2021/22.**
- 2) **To receive the Annual Report 2022/23 at a future meeting.**

Councillor Tony Jackson left the meeting at 1215.

9 **Climate Emergency Task Group**

Councillor Graham Wright, Chairman of the Global Warming and Climate Change Emergency Task Group presented an update on the work of the Task Group since November 2022.

In response to a request from the council's Climate Team, the Task Group had reviewed the Climate Change Adaptation Action Plan, which was last revised in 2016. The Task Group had recommended a rewriting of the plan, and provided details of principles to consider when undertaking that work. The Task Group would also be looking at work relating to zero carbon housing, the Local Development Plan, and Local Transport Plan.

The Committee discussed the update, seeking details of the impact of use of solar panels on council buildings.

It was then,

Resolved:

- 1) **To note the update on the Task Group activity provided.**
- 2) **To note the Task Group's draft forward work plan at Appendix 1.**

10 **Forward Work Programme**

The Committee received the Forward Work Programme for consideration, and it was,

Resolved:

To approve the Forward Work Programme.

11 **Date of Next Meeting**

The date of the next meeting was confirmed as 14 March 2023.

12 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.30 am - 12.30 pm)

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

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Subject: Highways Annual Review of Service

Cabinet Member: Councillor Caroline Thomas - Transport, Waste, Street Scene and Flooding

Key Decision: No

Executive Summary

The local highway network is vital for businesses and communities, and effective maintenance to ensure its availability is essential to the economic development of the County. An annual review of the highway service for 2022 has been prepared (see **Appendix 1**), together with summary of the schemes delivered during the year (see **Appendix 2**).

The Council, as local highway authority, is assisted by a number of specialist contractors and suppliers. The highways term maintenance contract with Ringway continued to work well. Following assessment through the Key Performance Indicators included within the contract, the duration was been extended to March 2023, the maximum possible under the contract terms. During 2022 a procurement exercise was undertaken for the next term maintenance contract and new contract was awarded to Milestone Infrastructure Ltd in November. Council officers are now working alongside Milestone during the contract mobilisation period to ensure a smooth transition before the contract goes live in April 2023.

The performance of the Council's highway consultant, Atkins, continues to be good during 2022.

The operation of the highways service is monitored through the Performance Management Framework, which was first reported to this committee in October 2016 and is updated annually. An updated version for 2022 has been prepared (see **Appendix 3**).

Reducing the environmental impact of highway maintenance operations is of increasing importance. The highway service already recycles a considerable volume of waste material generated.

There has been an increase in the number Killed and Seriously Injured on the County's roads in 2022 but this remains lower than the historic averages. The number in 2020 was drastically reduced and was likely attributable to the quieter roads due to the Covid-19 response. The number of potholes has increased slightly but the number of more serious safety defect potholes has decreased. Some of the public satisfaction scores have dropped but remain close to the national averages.

Proposal

It is recommended that the Committee:

- (i) endorse the Highways Annual Review of Service and confirm that the performance of the Council's highways contractors has been good during 2022.
- (ii) welcome the results summarised in the Highways Performance Management Framework
- (iii) request a report on the highways service and the Performance Management Framework in a year's time.

Reason for Proposals

The highway network forms the Council's largest asset, and it is important that it is maintained in the most cost-effective way that demonstrates value for money. This includes the use of asset management and whole life costing approaches to inform investment decisions, taking into account the environmental implications.

The performance of the Council's contractors and their supply chains are important in maintaining the condition of the highway assets and ensuring an efficient and effective highways service. Their performance is continuously monitored and is reviewed and reported annually to this committee.

Samantha Howell

Subject: Highways Annual Review of Service

Cabinet Member: Councillor Caroline Thomas - Transport, Waste, Street Scene and Flooding

Key Decision: No

Purpose of Report

1. To provide a review of the performance of the highways service during 2022 and give an update on performance of the contractors and suppliers involved in delivering the service.

Relevance to the Council's Business Plan

2. The Wiltshire Council Business Plan 2017 – 2027 sets out the vision to create strong communities, with priorities for growing the economy, strong communities and protecting the vulnerable. As part of growing the economy it is necessary to bring the county's roads up to an acceptable state. The goal is that road infrastructure is improved and to:
 - improve asset management and the use of investment to improve the condition of Wiltshire roads (implementing our Highways Asset Management Strategy);
 - promote and further development the HIAMS system and our digital approach to ensure good and robust decision making.

Background

3. The local highway network is vital for businesses and communities; effective maintenance to ensure its availability is essential to the economic development of the County. Wiltshire Council recognises the importance of maintaining and managing its highway network efficiently and continues to make significant investment in improving the condition of its highway assets.
4. At its meeting in November 2018 this committee requested an annual report on the performance of the highway service and the contractors involved in maintaining the highway network.
5. The Council employs a number of specialist contractors to carry out work on the highway network. The use of smaller specialized contractors has been found to work better than previous arrangements that bundled all specialisms into one large contract.
6. The Highways Asset Management Guidance recommended that a Performance Management Framework should be developed that is clear and accessible to stakeholders as appropriate and supports the asset management strategy.
7. In order to encourage the adoption of good asset management practice the Department for Transport (DfT) introduced Incentive Funding for part of the

highways maintenance block funding. The Council must complete a DfT self assessment form annually in connection with its performance on highways asset management and the Performance Management Framework helps demonstrate how we manage the service and the application of good practice as required by the DfT.

Main Considerations for the Council

Annual Review of Service

8. The Council's highways service is delivered by a number of contractors managed by the Council's highways staff, with the support of the Council's highways consultant. A report on the delivery of the highways service during 2022 is included at **Appendix 1**.
9. The review indicates that the service has adapted well to the continuing challenges around resource, budgets, and inflation. The schemes completed in 2022 included road surfacing, repairs, road safety improvements and structures work, and are included at **Appendix 2**.
10. In summary, during 2022 the highways service has:
 - Resurfaced 17 km of road and 2 km of footway
 - Retextured 19 km of road to improve skid resistance
 - Surface dressed 70 km of road
 - Filled 11,361 potholes
 - Completed localised road repairs at 75 sites totaling 10,860 sqm
 - Carried out 475 bridge inspections
11. Contractor performance has been assessed against the contract objectives using a mixture of satisfaction scoring by staff managing the contract, and Key Performance Indicators set out in the contract. Overall performance has been rated as "good".
12. The environmental impact of highway maintenance operations can be considerable. The Council and its contractors reduce the adverse effects by recycling waste, using recycled materials and adopting procedures that reduce the environment impact.
13. This committee has previously been advised of the Highways Infrastructure Asset Management System (HIAMS) software used by the highways service, introduced in April 2018. In 2022, HIAMS was rolled out as an asset management system for Street Scene activity and work is now underway to provide an asset management system for Public Rights of Way.

Ringway Infrastructure Service

14. Following an assessment of the Ringway contract's Key Performance Indicators, the contract duration was extended to March 2023, the maximum possible under the contract terms.
15. This contract provided a range of highway services, including dealing with potholes, gully emptying, road and footway repairs, the provision of Parish Stewards, bridgeworks, street lighting maintenance, winter maintenance, out of

hours emergency response, traffic engineering, active travel and delivery of Local Highway and Footway Infrastructure Group (LHFIG) schemes. Ringway worked in partnership with the Council to deliver these services through its Service Delivery Teams.

16. Ringway employed the Parish Stewards under a scheme introduced in 2005 and relaunched in 2016 to provide a steward for each area board. They respond to requests for minor highway works from Town and Parish Councils. The scheme continues to be successful and very popular with local communities and has received good feedback from the local Councils.

Other Highways Contractors' Performance

17. Other Highways contracts currently in place are:
 - Machine Surfacing Contract – Tarmac Ltd
 - Surface Dressing and Micro Asphalt Contract – Kiely Bros Ltd
 - Arborist Services Contract – Upton Specialised Tree Services Ltd
 - Traffic Signal Maintenance – Telent Technology Services Ltd
18. The Tarmac contract undertakes the major surfacing works which can involve the removal and replacement of damaged road construction or the overlaying of an existing road with a new structural surfacing layer. Performance under the new contract has been good with a number of both large and smaller surfacing schemes completed to program. The contract started in June 2020 and is for 5 years with an option for a further 2 years based on performance.
19. The Kiely Bros contract undertakes surface dressing and micro asphalt works. This involves the overlaying of roads with a thin layer of surfacing to provide essential skid resistance which increases the life of the road. As this type of surfacing has no structural strength, it is applied to roads that are still structurally sound, avoiding the need to unnecessarily remove and replace a road. Performance under this contract has been good and a large number of sites completed to program. The contract started in July 2020 and is for 5 years.
20. The Uptons Specialised Tree Services contract allows the maintenance and planting of highway trees. The contractor is also responsible for managing Ash Dieback. There are around 125,000 Ash Trees on or adjacent to Wiltshire's highways. Ash dieback is a fungal disease that can quickly cause the death of an Ash tree, which if left unattended will fall. As ash trees can grow to over 30m, this can present a hazard on the highway. Performance under this contract has been good with around 4800 dead Ash trees removed from near our highways. This contract started in December 2020 and is for 12 years.
21. The Telent contract covers the maintenance, refurbishment of existing and installation of new traffic signals. The current signal asset comprises 136 pedestrian crossings and 80 signal controlled junctions. Performance of this contract in terms of response times to reported breakdowns in the middle of the year was a concern but this has been addressed and performance is now satisfactory. This contract started in July 2019 and is for 5 years with the option to extend by 2 years.
22. A framework Contract for Specialist Surfacing and Associated Highway Works is also in place to provide a list of suitable contractors to bid for smaller specialist

highway works at short notice which reduces procurement costs.

New Highways Term contract

23. A procurement exercise was undertaken in 2022 for the next term maintenance contract. The contract was awarded to Milestone Infrastructure Ltd in November and Council officers are working with Milestone during the contract mobilisation period to ensure a smooth transition before it goes live in April 2023.
24. In parallel, Ringway started demobilisation activities and committed to work alongside the Council and Milestone to achieve a managed close down of their contract.

Highways Consultancy Contract

25. The current Highways Consultancy contract with Atkins started in December 2019. It is for five years with a potential two year extension subject to performance. Atkins provides a range of services and support to the highway's teams, including the design and supervision of highway, transport and drainage schemes.

Performance Management Framework

26. The Performance Management Framework was prepared for this committee in 2016 and is updated annually (see **Appendix 3**). It contains a suite of performance measures across the themes of:
 - Network Safety Condition and Resilience
 - Planned Maintenance
 - Maintenance for Sustainable Transport
 - Infrastructure to Support Economic Growth
 - Environmental Sustainability
 - Customer
27. Six key indicators have been identified for each theme, which are a mixture of outcome, output and input measures designed to provide an overall view of performance without being too complex or difficult to collect or understand.
28. Each indicator is measured as:
 - poor – does not meet minimum standards,
 - fair – meets minimum standards or
 - good – exceeds minimum standards.

Long term performance aims have been developed for each indicator, and a red, amber and green colour coding is used to aid understanding of progress.

29. The framework enables performance to be tracked on a year by year basis and includes several National or previously Best Value Performance Indicators. It also includes performance indicators for National Highways and Transportation (NHT) public satisfaction.
30. The Framework indicates that overall progress and performance of the Highways

service has been good. It is particularly pleasing to note that the number of people killed or seriously injured on the county's roads reduced significantly in 2020/21 to 102 accepting this may be attributable to quieter roads during the Covid-19 response. The figure for 2021/22 is 138, above 2020/21 but lower than preceding years. The measure is assessed as Fair and will continue to be monitored. The number of slight casualties reduced from 742 in 2020/21 to 675 in 2021/22

31. Performance in most aspects of the service was rated as good. Road Surface Skidding Resistance, however, continues to be of concern and will require an increase in the total area requiring treatment. The number of potholes increased slightly but the more serious safety defect potholes have decreased. Traffic signal condition has improved due to additional funding. Some of the public satisfaction scores have dropped but remain close to national averages which have trended down over recent years.
32. Overall, public satisfaction with most aspects of the highway service in Wiltshire is close to the national average.
33. All indicators will continue to be reviewed regularly and performance reported to the Environment Select Committee.

Local Highway and Footway Improvement Groups

34. The LHFIGs were introduced in April 2022 to take over from the long running Community Area Transport Groups (CATGs) to support local decision making across a wider remit with double the budget, supported by additional staff, in response to a review by the Environmental Select Committee
35. The wider remit has led to an increase in the number of requests made to over 380 during the year. Unfortunately, recruitment of additional staff has as yet not been possible leading to delays in delivering some schemes and concerns being raised by the groups. Those staff supporting the LHFIGs are aware of this and continue to work hard to support the groups.

Overview and Scrutiny Engagement

36. The review of the highways service, including an update on the Highways Performance Management Framework is reported annually to the Environment Select Committee. The committee has also been kept informed about the development of HIAMS and the procurement of key contracts through regular updates.

Safeguarding Implications

37. None.

Public Health Implications

38. The condition of roads, their surface and related infrastructure can have serious safety implications, especially with regard to skid resistance. The good maintenance and improvement of the highways network can make a significant contribution to reducing collisions particularly those resulting in death and seriously injury. Roads, bridges, highway structures, signs and street lighting

must be kept in good condition in order to protect the public and those maintaining the assets.

Environmental and Climate Change Considerations

39. The effects of climate change could be significant for the highway network. There was considerable damage to the roads, footways and drainage systems during the flooding in 2013/14, and 2018, and in 2022 road surfaces were damaged by very high temperatures during the summer and freezing conditions in December. Such events could be repeated and having robust maintenance strategies to improve the condition of the network, and experienced maintenance contractors, helps build resilience into the highway network and the infrastructure.
40. The highway service recycles a large proportion of the waste material generated by its highway operations and takes specific measures to protect the environment when carrying out maintenance and construction work.
41. The carbon footprint of the highways service has been reduced considerably by the introduction of energy efficient LED street lighting.

Equalities Impact of the Proposal

42. Good maintenance of the highway network, should benefit all road users, including those using public transport, and particularly vulnerable road users such as cyclists and pedestrians.
43. The employment policies of the Council's contractors are considered when considering the award of contracts. They are required to conform to the Council's Identity, and the contracts are closely monitored and managed through monthly satisfaction performance indicators.

Risk Assessment

44. There are considerable risks associated with the highway network, particularly in terms of safety, environmental, financial and reputational risks. The highways contracts and Council staff provide skilled resources to ensure the successful delivery of the highways service and reduce the risks to the Council.
45. There are risk management processes in place to manage the risks associated with the highways service, which include regular liaison with service suppliers and the effective management of resources. A risk-based approach has been adopted in line with the Well managed highway infrastructure code of practice and is incorporated in the Wiltshire Highways Safety Inspection manual.
46. The effects of inflation have had a material impact on delivery. Price adjustments across all Highways Contracts, in accordance with agreed national indices, has resulted in increases of between 4.21% and 16.75%. As the Capital budget is fixed, less work has, therefore, been undertaken. In the longer term this risks having an impact on the condition of the network, increasing the backlog of road repairs and raising levels of public dissatisfaction. This has been mitigated to some extent by the choice of treatments included in the works programme with more emphasis on thin surfacing as opposed to full surfacing and reconstruction activities.

47. Throughout 2022, staffing levels, recruitment and retention has been a growing

concern. The Highways service has been carrying a high number of vacant posts with recruitment activities failing to attract suitable candidates. Pressures on existing staff have therefore remained very high. Research has identified a general skills shortage across the construction industry with shortages affecting Local Authorities, consultants and contractors in equal measure.

48. To help address these issues, as well as investing in the Apprenticeship programme, a more targeted recruitment approach in specialist Construction publications has been adopted and websites with a bespoke landing page for Highways have been created on the Council's website.
49. Further recruitment campaigns and events are planned for 2023.

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

50. No specific decision is required, but it should be noted that there is a risk of increased accidents, claims and public dissatisfaction if the programme of highway maintenance and related services are not delivered effectively or are delayed. Future DfT funding is dependent on demonstrating the application of good practice and asset management principles. Failure to do so could reduce funding in future years.

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

51. No decision is required.

Financial Implications

52. There are no financial decisions required. However, it should be noted that the highway network and related infrastructure forms the Council's largest asset and has a replacement value of over £5 billion. It is important that the network is maintained in the most cost-effective way to keep it safe and ensure value for money. This includes the adoption of a whole life costing approach to inform investment decisions on highway maintenance.
53. There has been an increasing drive for improved asset management from the Department of Transport in recent years, and a failure to demonstrate the application of good asset management principles could result in reduced funding from central government in the future.
54. The award of the new Highways Term contract to Milestone has, as anticipated, brought about an increase in overall prices for works to be undertaken moving forward. This is due to the rising cost of raw materials, staffing resource, and general inflation and will have to be managed within existing budgets.

Legal Implications

55. The Council has a duty under the Highways Act to maintain the county's roads. The highway inspection procedures, policies and asset management plans help ensure that this duty is fulfilled. The investment and improved road conditions in recent years are helping the Council meet its responsibilities regarding road maintenance and keeping the network safe.

Options Considered

56. There is a need to continue to apply asset management principles to the highway network and to ensure that the performance of the contractors involved in delivering the service is appropriate to keep the network in a safe condition and to ensure value for money.

Conclusions

57. The highway network forms the Council's largest asset and effective maintenance to ensure its availability is essential to the economic development of the County and safety of its users. The use of whole life costing approaches and effective asset management procedures are important to inform investment decisions.
58. The performance of the contractors delivering the Council's highway service is key in ensuring that the Council can meet its responsibilities as the Highway Authority. The current performance of the contractors is good and will continue to be monitored.

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March 2023

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

None

Appendices

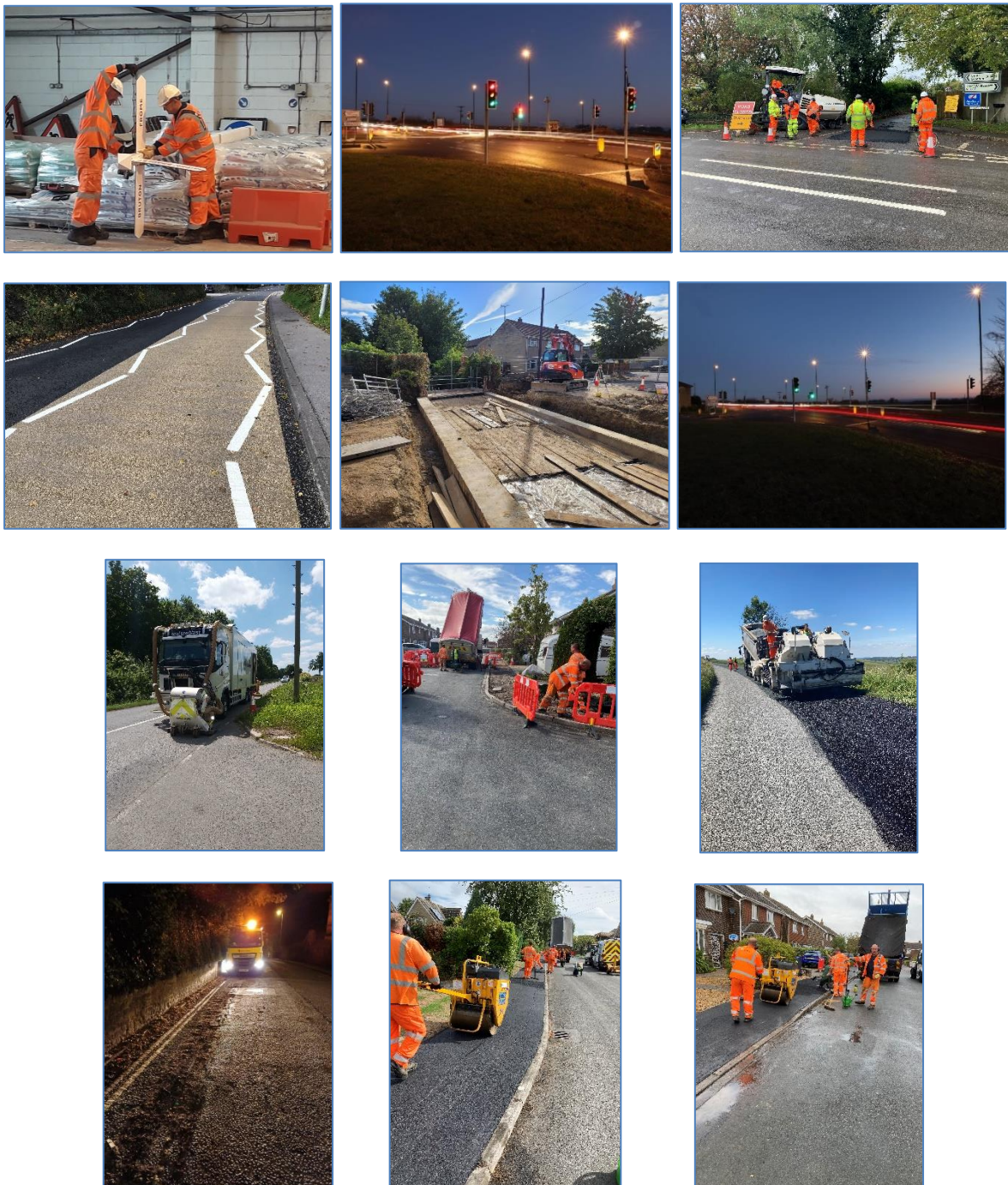
Appendix 1 – Annual Review of Highways Service 2022

Appendix 2 – Wiltshire Highways Schemes 2022

Appendix 3 – Highways Performance Management Framework 2022

Wiltshire Highways Contracts

ANNUAL REVIEW OF SERVICE 2022





Introduction

Wiltshire Council manages over 3000 miles of road and about 1,000 bridges and structures. This infrastructure is vital to local residents and businesses, and it is important that it is kept in safe condition.

Wiltshire Council has contracts with Atkins, Ringway Infrastructure Services and other specialist contractors to help deliver the highway service. This review covers the period January 2022 to December 2022. It has been prepared as a joint report between the Council and the main service suppliers.

The Council continues to be in Band 3 (the highest level) in the assessment process for the Department of Transport's Incentive Funding. This reflects the good asset management processes adopted by the highway service.

Ringway Infrastructure Services – Highways Term Maintenance Contract



Ringway, working closely with associated Eurovia companies, manage and maintain the largest portfolio of highway maintenance contracts in the UK, covering more than 50,000km of strategic and local highway network. Ringway are part of Eurovia UK, and the wider group relationship underpins their declared self-delivery focus bringing access to the very best national and international expertise.

As a leading service provider to local authorities, Ringway undertakes the management, maintenance and improvement of the built environment across a national portfolio of term contracts; these include local authorities, Private Finance Initiatives and National Highways strategic roads.

Ringway delivers a range of services for Wiltshire Council from planned and reactive highways maintenance, through to winter precautionary salting, emergency response, gully cleansing, street lighting installation and maintenance, and traffic management and safety schemes.

Ringway have continued to deliver an excellent quality service over the past final year of the contract. A successful delivery of both the Heritage and general LED projects, along with the early completion of the Winsley footway/carriageway upgrade has underpinned a number of major projects completed over and above the general routine and cyclical maintenance which has kept Wiltshire's roads running freely over the past 12 months. Their final public realm job in Trowbridge centre as part of the Future High Street Fund is due to complete just prior to their contract exit. This has been supplemented by an active effort on the Corporate Social Responsibility and carbon reduction fronts with a number of trials of electrical equipment including an electric 360 degree machine as part of the equipment used on the Building Heroes initiative working to get forces leavers into the Highways Construction

industry. A successful Environment day saw the showcasing of many new environmentally friendly technologies including welfare units, vehicles, plant and materials.



Environment day 2022



CSR Building Heroes training ex army to be construction engineers



CSR Christmas collections Julias House

The current contract started in April 2016, with an initial duration of five years. Following assessment through the Key Performance Indicators included within the contract, the duration has been extended to March 2023, the maximum possible under the contract terms

Atkins – Highways Consultancy Contract



The Wiltshire Highways Consultancy Contract was awarded to Atkins in December 2019. As part of the SNC-Lavalin Group Atkins is one of the world's most respected design, engineering and project management consultancies. Atkins help plan, design and enable major capital, projects, and provide expert consultancy that covers the full project lifecycle.

SNC Lavalin's Atkins business design and supervise road and bridge schemes for the Council from a local office at County Gate, Trowbridge. They manage the county's street lighting and traffic signals; as well providing technical information and advice on a wide range of highway and transport matters.

Staff from Atkins Trowbridge, Swindon and Bristol offices have undertaken a range of activities in the local community. The STEM activities staff have undertaken include supporting careers' fairs in Corsham, Chippenham and Swindon. Atkins also supported the Wiltshire Sports and Social Gala, as well as running a Military Insights Day from our office in Bristol.

Other Suppliers

Other Highways contracts currently in place are:

Machine Surfacing Contract – Tarmac Ltd

Surface Dressing and Micro Asphalt Contract – Kiely Bros Ltd

Arborist Services Contract – Upton Specialised Tree Services Ltd

Traffic Signal Maintenance – Telent Technology Services Ltd

The Tarmac contract undertakes the major surfacing works on Wiltshire's highways. This can involve the removal and replacement of damaged road construction or the overlaying of an existing road with a new structural surfacing layer. The contract started in June 2020 and is for 5 years with an option for a further 2 years based on performance. Performance under the new contract has been good with a number of both large and smaller surfacing schemes completed to program.

The Kiely Bros contract undertakes the surface dressing and micro asphalt works. This involves the overlaying of roads with a thin layer of surfacing to provide essential skid resistance and increase the life of the road. Performance under this contract has been good and a large number of sites completed to program. The contract started in July 2020 and is for 5 years

The Uptons Specialised Tree Services contract allows the maintenance and planting of highway trees. The contractor is also responsible for the inspection and where necessary, removal of trees infected with Ash Dieback. This service is particularly important as there are around 125,000 Ash Trees on or adjacent to Wiltshire's highways. The Performance under this contract has been good with a considerable number of dead ash trees removed from the highway. This contract started in December 2020 and is for 12 years.

The Telent contract covers the maintenance, refurbishment of existing and installation of new traffic signals. The current signal asset comprises of 136 pedestrian crossings and

80 signal controlled junctions. Performance of this contract did raise some concerns in terms of response times to reported breakdowns in the middle of the year but this has been addressed and performance is now satisfactory. This contract started in July 2019 and is for 5 years with the option to extend by 2 years.

A framework Contract for Specialist Surfacing and Associated Highway Works is also in place to provide a list of suitable contractors to bid for smaller specialist highway works at short notice and so reducing procurement costs.

Contract Management

The services provided under the highways contracts are managed by a number of Service Delivery Teams, which report to the Council's monthly Contract Management Meeting. The teams are headed by a Council officer and include representatives from the consultant and contractor. They are responsible for managing the delivery of the service, including project planning, programming and budget control. Sub-groups have been established to ensure effective environmental management and procedures, and to drive innovation and continuous improvement.

Performance of the key service suppliers is assessed by using a series of Key Performance Indicators, satisfaction surveys and by monitoring the delivery of undertakings given at the tender stage. The extension of the contracts depends on continuing satisfactory performance, which is reported annually to the Council's Environment Select Committee.

Institution of Civil Engineers (ICE) Training Scheme

Because of the shortage of skilled engineers and the difficulty of recruitment, the Council has established its own training scheme with the Institution of Civil Engineers (ICE). The major highway projects team is managing the ICE training scheme that supports the apprenticeship scheme.

There are ten apprentices in the highways team who are completing their civil and environmental engineering degree apprenticeship with University of the West of England (UWE) and the ICE. Three of the apprentices are in the final stages of completion, which means they will soon be fully qualified engineers and incorporated with the ICE.



As part of their training a number of site visits have been arranged for their development, including to the Lyneham Banks ground investigation works and the construction work at Salisbury River Park.

External impacts

2022 has seen the Highways Team continue to deliver services to the residents of Wiltshire. Ways of working have continued to be developed following the Covid pandemic with staff predominantly adopting a hybrid working pattern combining home and office based working with face to face and virtual meetings. Operationally some activities, such as safety inspections, that have traditionally been done by 2 person teams have continued as single

person operation. Atkins similarly have adopted hybrid working arrangements combined with face to face and virtual meetings. Ringway have been able to work normally with the majority of office based staff having returned the main depot at Bowerhill. Site based operations have continued as normal but with some changes to accommodate Covid safe ways of working.

The other main contractors, Tarmac, Kiely, Uptons, Telent together with other supporting contractors have been able to continue with their site based activities but again have continued to adapt their working methods to ensure they are covid safe.

Material supply and availability has improved compared to 2021. However rising inflation has had a significant impact on national construction cost indices to which the various contracts are linked. This has resulted in increases of between 4.21% and 16.75% occurring. With the Highways budget in effect being fixed the result has been less work being undertaken. In the longer term this is likely to have an impact on the condition of the network creating a larger backlog of road repairs and higher levels of public dissatisfaction. This has been mitigated to some extent by the choice of treatments included in the works programmes with more emphasis on thin surfacing as opposed to full surfacing and reconstruction activities.

New Highways Term contract

During 2022 a procurement exercise was undertaken for the next term maintenance contract. This is to take over from the current Ringway contract which as set out above expires at the end of March 2023. The award of the new contract was made to Milestone Infrastructure Ltd in November and Council officers are working alongside Milestone during the contract mobilisation period to ensure a smooth transition before the contract goes live in April 2023.

During this same period Ringway will commence demobilisation activities and have committed to work alongside the Council and Milestone to achieve a managed close down of their contract.

Staffing Resource issues

Throughout 2022 staff resource, recruitment and retention has been of growing concern. The Highways service has been carrying a high number of vacant posts with recruitment activities failing to attract suitable candidates. Pressures on existing staff have therefore remained very high. Research has identified a general skills shortage across the construction industry with shortages affecting Local Authorities, Consultants and Contractors in equal measure.

To help address these issues, as well as investing in the Apprenticeship programme outlined above, a revised approach to the way in which vacancies are advertised has been adopted with a more targeted approach towards specialist Construction publications and websites with a bespoke landing page for Highways having been created on the Councils website.

A number of further recruitment campaigns and events are planned for 2023 to try and help address the issues.

Local Highway and Footway Improvement Groups (LHFIGs)

The LHFIGs were introduced in April to take over from the long running and successful Community Area Transport Groups (CATGs). The intention was to build upon the success of the CATGs to further allow local decision making on local issues to be extending to cover a wider remit. This was in response to a review undertaken by the Environmental Select

Committee who recommended that with additional funding and resource that the CATGs would be able to deliver an even better service.

The introduction of the LHFIGs was accompanied by revised Terms of Reference, a doubling of the delegated budget, and an agreement to provide additional staff resource to support the groups. The wider remit of the LHFIGs has led to an increase in the number of requests being made, with in excess of 380 requests being dealt with during the year. Unfortunately, recruitment of additional staff, as set out above, has not been possible as yet and this has led to some delays in delivering all the requested schemes and concerns being raised by the Groups. Those staff supporting the LHFIGs are aware of this and continue to work hard to support the Groups.

Highway Major Maintenance

Wiltshire Council maintains over 3,000 miles of road. The Council is committed to the good management of the highway asset, and has been implementing good asset management principles for several years. The Council's Highways Infrastructure Asset Management System (HIAMS) has been used to develop a forward programme of schemes for future years, which has been circulated to Area Boards for comment.

Technical data, including surveys by vehicle mounted lasers, is used to assess road conditions to prioritise sites for treatment. Road safety is the priority, and maintaining adequate skid resistance on the busy high speed roads is vital.



Technical data is used to identify sites potentially in need of treatment.

The Council has continued investment to improve the condition of Wiltshire's roads in recent years, with a view to reducing the maintenance backlog. The programme of road surfacing work is predominantly designed and supervised by Atkins, with most of the surfacing work carried out by Tarmac and Kiely Bros with support from other specialised contractors.

Preventative asset management practices continued to be applied in 2022, using carriageway condition survey data to identify potential schemes, leading to more effective management of the network.



Wiltshire Council is making a major investment in improving the condition of the county's roads.

Many road surfacing schemes were undertaken in 2022 to improve the condition of the county's roads. Over 112 Km of road and footway were resurfaced successfully with a good quality of workmanship and traffic management.

	Resurfacing	Surface Dressing	Retexturing	Footway Resurfacing	Total
Length treated 2022 Km	17km	70km	27km	6km	120km

A programme of surfacing work was undertaken by the Council's contractor Tarmac to strengthen and resurface roads across the county.



The programme of road resurfacing is improving the strength and surfaces of the county's road network.

The Council carried out an extensive programme of surface dressing (tar and chippings) on parts of the rural road network during the summer. This comparatively inexpensive treatment prolongs the life of the road, improves skid resistance and protects the structure of the road. The work was carried out for the Council by specialist contractors Kiely and was to a high standard.



An extensive programme of surface dressing helps seal and protects the county's rural roads, and improves skid resistance.

The programme of planned maintenance has seen an improvement in the condition of the county's roads in the past decade, but there is still a backlog and continued investment is required.



Before



After

As well as resurfacing main roads, the programme of surfacing work in 2022 also included improving the condition of the county's minor roads

The performance of all of the companies delivering road maintenance in Wiltshire has been good this year.

Carriageway Repairs

It is important that serious defects are treated promptly to keep the roads safe. Ringway operated three Pothole teams to respond to urgent issues, and Tarmac has been operating a team to carry out larger surfacing repairs.



Pothole repairs often do not look attractive, but it is important that the repairs are made immediately in order to keep the road safe.

As well as filling 11,361 potholes in 2022, and resurfacing 106km of roads, the Council also carried out 10,860 square metres of localised road repairs. This programme of filling potholes, repairing carriageways and other treatments continues throughout the year to keep the county's roads in safe conditions.



Before

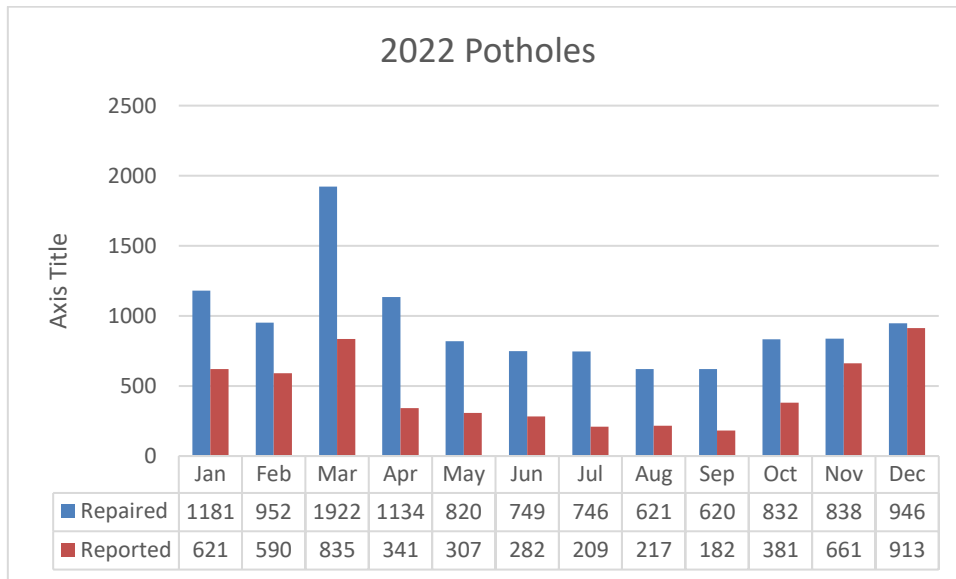
After

Localised repairs were carried out at many areas where sections of road were in poor condition.

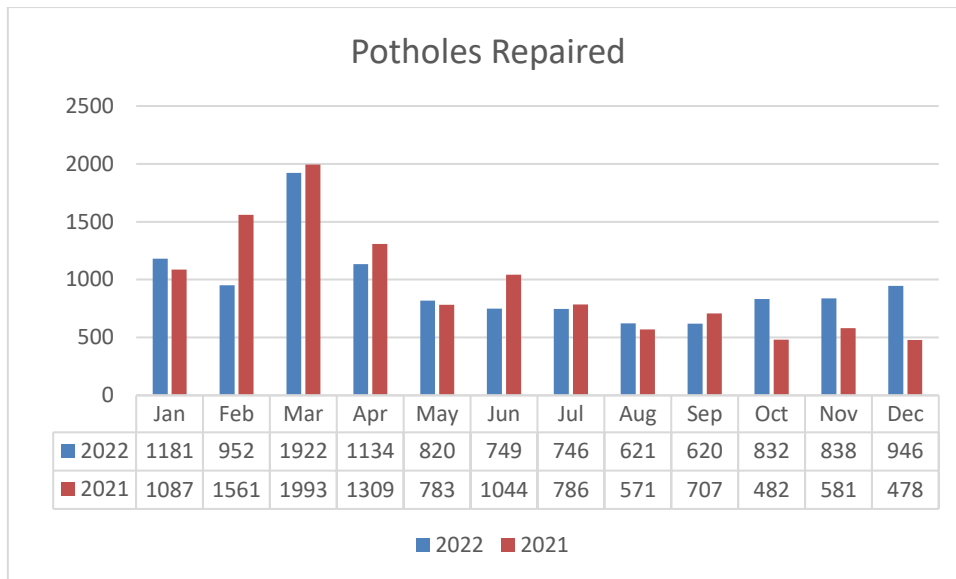
It should be noted that the best approach is to prevent serious deterioration of the roads by the timely resurfacing of those roads in poor condition. Unfortunately, it is not possible to resurface every road immediately, and work has to be prioritised, with arrangements made to deal with defects as they arise.

Road Repairs and Potholes

The number of pothole reports from the public were higher at the beginning of 2022 due to the winter weather. The pothole gangs supported by the parish stewards, were able to continue making carriageway repairs as usual during the winter using mobile software to receive work and record repairs on site.



The number of potholes repaired on the network decreased slightly in 2022 compared to 2021. 11,361 potholes were repaired in 2022 compared with 11,382 in 2021.



Footway Repairs

A programme of footway repairs has been carried out in 2022. Overall 6.2km of footway works have been completed



A programme of resurfacing and renewal is underway to improve the condition of the footways.

Verge Repairs

Rural verges are susceptible to damage during wet weather, especially when they are overrun by heavy or wide vehicles.



The programme of verge repairs is addressing damage to road edges on rural roads.

Repairs were undertaken to address the worst damage to the edges of roads in rural areas. In 2022 32 locations were subject to repair with the verges being strengthened, and the road returned to its previous width.

This programme will continue in future years.

Bridges and Structures

Wiltshire Council maintains about 1,000 road bridges and a similar number of Rights of Way bridges. The Council undertakes general inspections and routine maintenance on these structures in accordance with the national codes of practice.

In 2022 475 bridges were inspected, predominantly in the north of the county. Bridges are inspected biennially with the north and south of the county being undertaken in alternate years. Based on nationally recognised bridge condition indicators the Council's bridge stock is currently rated as 'good'.

Ringway provide three full time bridge construction/maintenance gangs to carry out works from minor maintenance up to full bridge reconstruction. Additional resources and sub-contractors are on occasions called upon to cater for extra large schemes or more specialist schemes.



A programme of bridge strengthening and renewal was undertaken by the Council's contractors

In 2022 Wiltshire Council in partnership with Atkins and Ringway have undertaken reconstruction or strengthening works at a number of locations, including Saxon Street, Chippenham, Uffcott, Broad Hinton, Hollow Lane, Wilton and the reconstruction of retaining walls at Limpley Stoke and Malmsbury. In addition, routine maintenance works such as repointing masonry, timber parapet repairs, vegetation clearance etc were undertaken on bridges throughout the county.



*Collingbourne Kingston,
routine maintenance &
parapet replacement*

Many of the rivers and watercourses in Wiltshire have environmental designations; these can often affect the timing of work, permissions required and the methods used. A programme of work to keep the county's bridges safe is ongoing designs are being prepared for future schemes.



*Innovative use of pontoon
working to minimise
environmental impact on
bridge works*

Traffic Engineering

2022 saw the delivery of a number of traffic engineering and safety schemes. The Council's Traffic Engineering team have worked with Atkins and Ringway to plan and deliver a range of projects to the local communities and continued the good work with the Local Highway and Footway Infrastructure Groups (LHFIGs), as well as other schemes funded from the Integrated Transport Block, DfT Traffic Signal Maintenance Fund, DfT Active Travel Fund, Developer contributions, and the Capital allocation to enhance Road Markings across the county's road network. The schemes have ranged in size and complexity from simple sign installations through to more complex road safety and cycling schemes.

Active Travel



Schemes to improve Cycling and Walking included the provision of cycle infrastructure in Hilperton Road, Trowbridge providing dedicated cycle facilities and two new Toucan Crossing facilities. A formal opening took place with students from a local primary school and the Councils Cabinet member for Highways, Street Scene and Waste. Improvement also took place in Easton Lane Chippenham, with the conversion to a traffic free route. A shared use path was delivered between Bradford on Avon and the village of Winsley, and substantial improvements between Hilperton and Melksham successfully implemented through upgrades to existing byway and improvements to crossing facilities on the A350 and Semington Road.

Substantive safety and asset improvement scheme to upgrade the existing traffic signals on the A350 at Upton Scudamore and A365 Box Fiveways junctions were also completed. The works included the replacement of all signal equipment, new street lighting and full carriageway resurfacing together with new road markings and road studs. The works were carried out with minimal disruption to motorists using well-planned temporary traffic management measures. The works were carried out by a variety of the Councils contractors working collaboratively to deliver the scheme.



In addition, refurbishments of pedestrians crossings on the A366 Wingfield Road, Trowbridge, B3108 Winsley Road, Bradford on Avon, Vicarage Street, Warminster and Exeter Street, Salisbury were also completed. These included the removal of Pelican Crossings and replacement with Puffin Crossings. Work was also completed to refurbish the existing Zebra Crossing on Bulford Road, Durrington.

The Council was also successful in being awarded £0.5m from the Department for Transport as part of its Traffic Signal Maintenance Fund. This was utilised to upgrade 5 installations on the A3102 at Royal Wootton Bassett. Three Crossings in the High Street were changed from Pelican's to Puffin's, one Pelican upgraded to Toucan, and the refurbishment of one existing

Toucan crossing. Work to resurface the carriageway has also been co-ordinated with these upgrades in early 2023 alongside major work being completed by the gas network provider.



LHFIGs & Substantive LHFIGs

2022/23 saw the change from Community Area Transport Groups (CATGs) to Local Highway Footway Improvement Groups (LHFIGs) and an increase in the annual budget allocation to each group. Whilst this has stretched the staffing resource in the team, in excess of 120 locally prioritised schemes have been delivered, including dropped kerbs in various villages across the county, along with various 20mph Speed Limits, Traffic Signing, Road Marking and Speed Indicator Devices infrastructure projects.



Alongside these projects, delivery of Substantive LHFIG / CATG has also taken place to provide new footways in Odstock and Brinkworth, with changes also taking place to provide improved pedestrian facilities in Station Road, Bradford on Avon. Design work has also taken place to deliver the approved schemes in Holt, Quidhampton and North Newnton, with these work programmed for 2023



Other funded schemes

Utilising funded secured via National Highways, improvements to provide better cycle accessibility were undertaken in Amesbury, consisting of a new shared use path and upgrading of a crossing to a Toucan Crossing. This is anticipated as the first phase of wider proposals to improve cycle infrastructure in the town and communities to the north.

Work has also commenced on the Trowbridge Future High Street Fund Highways element at the junction of Church Street and Union Street. This project seeks to remove the existing traffic signals and reallocate the space to pedestrians providing an improved gateway into the Town Centre for pedestrians. Work has commenced in 2022 with completion in early 2023, with work to deliver the remaining sites continuing throughout 2023 and 2024.



Road Markings

An additional £0.2m of funding from the Council was made available in 2022 in addition to normal funding to allow an extended programme of road markings to be undertaken. Priority was given to centre line remarking on rural high speed roads together with safety critical markings such as those at pedestrian crossings, mini roundabouts and give way lines. The laying of road markings is limited to the summer and early autumn due to the need for dry and clear road conditions. The programme has seen in excess of 234KM of road centre line replaced and was substantially completed by early November and included sections of the A350, A338, A429, A361 and A4 plus additional lengths on other A and B class routes.



Between April - September 2022, the Local highways team completed routine road marking refurbishments at over 500 sites across the network, with two gangs working full time, day, and night, in the county.

Trials of methyl methacrylate (MMA) cold lay road markings were undertaken at B4696 North End Crossroads. MMA markings are typically usually used in high traffic areas and high stress locations thanks to their hard-wearing qualities, the lifespan of the markings is lengthened, ensuring that fewer reapplications are needed. The markings will continue to be monitored for performance during 2023/24, with a view to expanding its wider use in the future.





Drainage Improvements and Flood Alleviation

A programme of drainage investigations, repairs and flood alleviation schemes was undertaken in 2022. The work is co-ordinated through the three Operational Flood Working Groups that include the Environment Agency, Wessex Water, other organisations and stakeholders, including the town and parish councils.

A specialist Drainage Investigation and CCTV Survey team working for Ringway locate, clean, survey and map the underground drainage network. Survey and asset condition data collected from the drainage investigations and surveys is recorded for future reference and informs reclaims from utility strikes that are progressed, recovering costs associated with damage and the recovery process.

Atkins design, supervise and help prepare bids for many of the larger drainage schemes, many of which are funded by the Environment Agency / DEFRA, with construction and survey work being undertaken by Ringway and their sub-contractors.

An additional £0.5m of funding from the Council was made available in 2022 to allow a programme of improvements to take place at known flooding sites. This work has not progressed as well as hoped due to resource limitations, but this has now been addressed and the programme should catch up in 2023/24.

Design and feasibility work is progressing on a flood alleviation projects at Minety, Melksham, Dauntsey, Salisbury and Amesbury which are being developed jointly with the Environment Agency.

Drainage improvements were undertaken at 20 locations including Wingfield, Colerne, Donhead St Andrew and Tockenham Wick. There were investigations and CCTV drainage surveys undertaken at 76 sites with 140 tonnes of silt and debris being removed from drainage systems. These schemes and investigations helped to improve drainage systems, repair damaged pipes and help to reduce flood risks for communities. Activities also highlighted a number of damaged sections of pipes where costs were able to be claimed back from 3rd parties or utility companies.

Street Lighting

Wiltshire has over 53,000 street lights and illuminated signs which are managed by Atkins, with Ringway carrying out maintenance and improvement work.

Over 95% of the street lights throughout the county are computer controlled by a centrally managed street lighting system, which allows for flexibility in operation, remote monitoring of energy consumption and automatic fault reporting to minimise the time between failure and repair.

Testing of both concrete and steel columns is being undertaken by Ringway and a programme of removing and replacing life-expired columns continues in order to keep the county's lighting stock safe.

The roll out of the LED Street lighting project is now close to completion with the installation of the last of the heritage style units due in January 2023. Overall the project has run smoothly but there were some continuing delays in obtaining the LED lanterns and controls due to the worldwide microchip shortage.

Energy consumption has continued to reduce and consumption in 2022 was 5,460,941 KWh compared to 7,250,447 KWh in 2021. This continues to provide significant cost savings for the council as well a reduced maintenance costs as the LED units require replacement less often than the older units.

The Council has recently procured an upgraded street lighting asset management system known as Alloy, and this will be introduced in 2023. The system will provide a complete mobile working solution and allow for fault reporting and visibility of completion status in real time.

Traffic Signals

The Council's traffic signal stock is monitored and managed by Atkins on behalf of the Council, with maintenance work undertaken by the Council's signal maintenance contactors Telent.

Telent respond to faults and damage following accidents and carry out pre-planned annual inspections and lamp changes. They also install new equipment, upgrade and refurbish existing signals sites as instructed and designed by Atkins. A total of 911 reactive maintenance tasks and 134 switch off tasks were issued for the contractor during the calendar year January 2022 to December 2022 and 91% of urgent faults and 93% of non-urgent faults were attended within the response times specified in the contract. 94% of urgent faults and 91% of non-urgent faults were repaired within the repair times specified in the contract

The traffic signals now have remote monitoring on 91% of the sites, and sites are having obsolete monitoring equipment replaced as funding permits.

The Council has now fully populated its new traffic signal asset management system (known as IMTRAC) and this can now be used to help target funding to sites most in need of refurbishment and to develop a long-term strategy for renewing and upgrading the traffic signal stock.

The new cloud-based UTC system, is operational and its reach expanding, with Bridge Centre and Ave La Fleche in Chippenham signals now connected. Sites in Royal Wootton Bassett and Salisbury are to be connected in the early months of 2023 and the old UTC system decommissioned. This technology enhances the network management capability of Wiltshire Council and improves accessibility for the system operators.



Upgrade and refurbishment of traffic signal equipment was carried out at a number of key sites in Wiltshire including A365 Box Fiveways, A350 Upton Scudamore and A4 Avenue La Fleche, Chippenham, in addition to four signalled crossings. Upgrades to the control technology and changes to the timings at the signals at Bridge Centre, Chippenham were also undertaken. Two new signalled crossings were installed as part of the Active travel schemes and four as part of developer funded S278 works.



In April 2021 the Department for Transport announced that £15m of additional funding was to be made available nationally for traffic signal maintenance works and that the Council was invited to bid for an allocation of this funding. In September 2021 the Council was awarded £0.5m from the fund, this being the maximum available to individual authorities. This funding has been used in 2022 to replace and upgrade five pedestrian crossings in Royal Wootton Bassett.

Technology improvements providing innovation, efficiency and collaboration have been progressed including:



SmartCross - At the upgraded pedestrian crossing facilities in Royal Wootton Bassett, a SmartCross touchfree innovation, has been installed at each refurbished crossing location. It has an in-built sensor that allows a user to merely hold their hand under the crossing push button unit without touching it to initiate a demand at the crossing.

Traffic CCTV – Fixed, low-resolution equipment is now being installed at traffic signals sites to improve network management capability, and to allow engineers to monitor operation and investigate problems at sites, without the need for travel.

Traffic Counts - The traffic count capability at traffic signal continues to improve, with new software within the traffic controllers allowing easy access to historic count data from the detection equipment at sites. There have also been two trial RTEM sites installed with incorporated traffic counter equipment, reducing the need for isolated traffic counter sites and associated additional street furniture.

Trees and Landscaping

The maintenance of trees and shrubs growing in the highway is managed by Atkins for the Council. This includes those in both urban and rural areas that have been planted in roads, pavements and grass verges, or that are self-seeded or natural growth. Maintenance work is carried out by Upton Specialist Tree Services and includes felling dead, dying, dangerous trees and pruning for clearances for carriageways, cycleways and pavements. There has also been an extensive pollarding programme undertaken.



Other requirements are to prune for visibility at junctions and to road signs, street lights, traffic signals and receptor clearance, prior to major maintenance surfacing schemes, to give access to overgrown and otherwise little used roads for refuse collection vehicles and school buses, to assist with the stability of steep banks, annual pollarding (removal of all trunk and crown shoots). There are also 50 verges protected for wildlife in the county that receive special management.

Ash dieback

There are around 125,000 Ash Trees on or adjacent to Wiltshire's highways. Ash dieback is a fungal disease that can quickly cause the death of an Ash tree, which if left unattended will fall. Ash trees can grow to a height in excess of 30m, so this can present a hazard on the highway.

During 2022 survey work of the Group 1 road network (approx. 630 miles) was undertaken to update previous data and establish the current condition of the Ash trees and monitor the progress of the disease. The survey recorded in the region of 34,000 ash trees being present alongside the highway with a further 12,000 being within woodland fringes with potential to fall on the highway if failure occurred. The survey used a risk based approach to identifying those trees that are recommended for immediate removal, and removal within 6 months, 12 months and 24 months.

Overall numbers recommended for removal on the Group 1 roads within the next 6 months stands at a little over 8000 trees.

During 2022 approximately 2750 ash trees were removed with works taking place at over 100 locations across the County. with major works under full road closures having taken place on the A420 and night closures on the A350 which was a complicated scheme to undertake.

Over 5000 trees are being replanted to replenish the tree stock that has been removed.

The Council has engaged with local landowners and through joint working many privately owned ash trees have also been removed at the same time as the highway trees, minimising delay and disruption to the travelling public.

Removal of infected ash trees will continue to be a major area of work in future years.





Local Highways

The Local Highways Service is responsible for the routine and reactive maintenance functions which include pothole filling, gully cleaning and rural verge mowing. In addition to this, a number of duties that fall into this service around the council's function as the highway authority are undertaken.

Scheduled safety inspections are carried out across the highway network at defined intervals, dependent on the category of road. In 12 month period this equates to 24000 Km of inspections.

With regard to inspections, Local highways have been trialling the use of innovative road asset technology using artificial intelligence to capture and record highway data. Artificial Intelligence helps support maintenance and management decisions on our road network by automatically identifying and assessing assets such as pavement defects, signs, and lane markings condition. The technology also provides the benefit of improving the authority's ability to defend claims for third party damage, whilst better utilising staff time.

Where Skips or scaffolds are placed within the highway, checks are required to confirm that they are positioned in a way that does not create a safety hazard for road users. Each site is licenced for which a charge is payable to the council to cover costs. Across the network, in excess of 1000 skip / scaffold licenses are granted within a 12-month period.

Development of both commercial and housing sites continued to be vibrant in 2022. Where developers are seeking the Council to adopt roads within these sites, it is done under a Section 38 agreement. The supervision of construction work is undertaken by the Local Highways Service, to ensure the works are undertaken to the required specification and quality prior to adoption.

Drainage cleansing is undertaken on a scheduled basis. There are approximately 84000 gullies on the highway network, with gullies on A and B roads checked annually. C and unclassified roads are checked on a three yearly cycle. This equates to circa 42000 gullies being attended in a 12month period. In addition to these drainage features there are many drainage channels (grips) cut into highway verges, these are recut annually.



The provision of an additional Vector/Jetting vehicle has increased the capacity of the service to deal with blocked drainage systems.

The Parish Steward Scheme has continued to be a well valued service that is utilised by many Parishes. Working closely with our term maintenance contractor we have continued to deliver this service to a high standard with many compliments and very few issues. Work has continued on refining our approach to the mowing of highway verges to improve biodiversity by altering our cutting schedules to allow wild flowers to set seed.



Where possible with routine maintenance tasks that require significant traffic management costs we have been able to bring together a number of tasks such as verge mowing, sweeping, gully cleaning and other small maintenance tasks to maximise the utilisation of lane closures.



Reactive repairs to potholes present significant challenge, typically the pattern is for public reports to decrease through the summer and then increase during winter months. Over the last three years we have averaged between five and six thousand reports received from members of the public. When factoring in potholes that have been identified either from safety inspections that have been undertaken by highways staff or repairs that have been made as a “Find and Fix” by our contractor the total number can be double this. It should be also borne in mind that these numbers can fluctuate considerably as a product of weather conditions. Particularly wet and cold conditions will see a spike in numbers.

Local Highways is responsible for the routine maintenance of traffic signs across the network. This includes life expired and damaged signs and varies from a single warning

triangle to larger advanced direction signs (ADS) In 2022/23 sign replacements were undertaken at over 160 sites across the county.

Countryside Access

The Countryside Access Team are responsible for the maintenance and management of the County's public rights of way network, which consists of some 6000km of byways, bridleways and footpaths.

The day-to-day issues of maintenance and management is dealt with by a team of six Countryside Access Officers. Who undertake maintenance works engage with landowners and work with voluntary groups to improve the network. An example below is a ford that had become damaged due to its use by four-wheel drive vehicles, the bed of the ford was reinforced with rock and then boulders introduced to marshal vehicles into using this reinforced section.



Before works



After works

In addition to duties performed as highway authority, definitive map and highway records officers are responsible for discharging the council's functions as surveying authority and commons registration authority and accordingly are responsible for maintaining the records of the network. The team also undertakes searches, for which a fee is payable, of these records. In the last 12 months some 6000 of these searches have been undertaken.

The determination of definitive map modification orders provides another significant element of this team's workload. These orders relate to situations where individuals or organisations can apply for a right of way that is believed to exist but is not recorded on the Definitive Map to be added. The process is detailed and time consuming, involving a great deal of research of historical sources. In common with many other similar local authorities, we have a significant number of these to be determined, currently 371.

The team also maintains the registers of commons and town and village greens and determines applications to record town and village greens and to correct the commons register. These matters are generally highly contentious locally as in addition to recording public rights they can have the effect of halting development or new use of the land.

Many of our rights of way take the form tow paths for the canal network in Wiltshire and the team have continued to work in partnership with the various organisations that maintain and renovate this important asset.

Winter and Emergency Response

The precautionary salting of Wiltshire's roads during the winter is carried out by Ringway using Wiltshire Council's vehicles under the supervision of the Council's staff. Farmers and contractors across the County also assist with keeping the network open.

Over the 2022 winter period the Council treated the primary network 37 times and the secondary routes 17 times. The Council used 5,880 tonnes of salt in total last winter.



The winter was not as severe as last year, but 60 primary and 21 secondary precautionary treatments were still required.

The Council's staff monitored conditions on the ground during the season, and arranged for responses to incidents as they occurred.

The regular out of hours and emergency response worked well during the rest of the year, with the Council's four duty engineers receiving good support from other agencies, organisations, and various contractors during emergencies. The Council's Duty engineers dealt with 1,663 out of hours calls in 2022, of which 983 required action. The Ringway teams provided an on site response as required, and were able to increase resources when incidents had to be escalated.

The Council works closely with the Environment Agency and Dorset and Wiltshire Fire and Rescue to prepare for flooding events and ensure the timely placement of the flood defences. The Council's weather team liaises with local Flood Wardens and Parish Councils when warnings of potential flooding are issued by the Environment Agency.

The Council's teams also assisted with the usual summer and winter solstice operations.

Major Highway Improvement Schemes

The Council has been progressing highway schemes which have received funding from various sources including the Department of Transport (DfT) and the Future High Streets Fund. The Council's Major Highway Projects team works closely with other teams and is supported by Atkins, the council's term highways consultant, who provide specialist and design services.

A350 Chippenham Bypass (Phases 4 & 5)

It is proposed to dual the remaining single carriageway sections of the bypass at Chippenham and improve Bumpers Farm Roundabout to reduce delays, especially for traffic leaving the industrial estate. Land is available on the west side of the A350 to accommodate an additional carriageway to increase capacity, and there is sufficient land available to improve Bumpers Farm Roundabout. When the bypass was originally built the structures were constructed so that they could easily accommodate the additional carriageway.



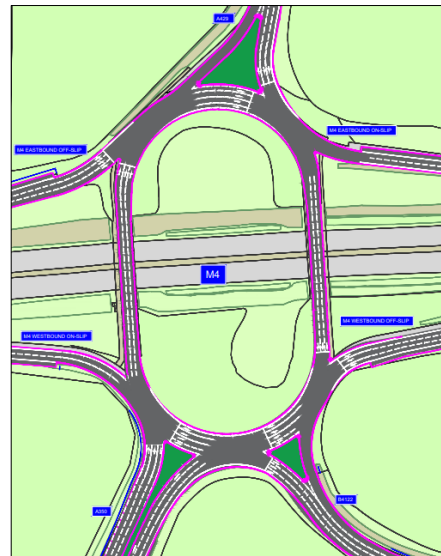
The improvements to the A350 at Chippenham include increasing capacity at the Bumpers Farm Roundabout

The DfT have awarded £26.625 million to enable construction of the scheme, and the detailed design is underway so that contractors can be invited to bid in spring 2023.

A350 M4 Junction 17

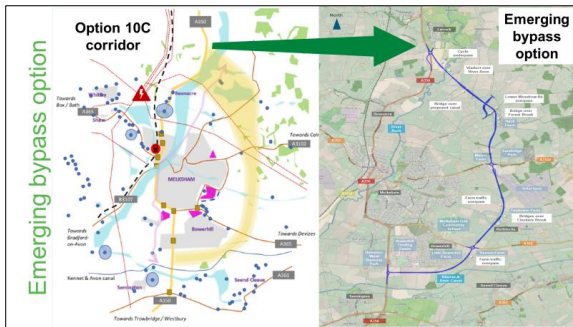
The £29 million scheme at M4 Junction 17 will widen the approaches to the roundabout junction and provide additional traffic signal control to increase capacity and improve safety. We are working closely with National Highways who are responsible for the motorway and the slip roads. The Outline Business Case has been submitted to DfT and funding approval is awaited so that the detailed design can be progressed.

The important A350 north-south route joins the M4 at Junction 17, where capacity improvements are required to accommodate future population and employment growth in the corridor.



A350 Melksham Bypass

Improving the A350 has been a longstanding priority for the council, and DfT funding was awarded to develop a scheme to address issues at Beanacre and Melksham. Initial investigation work considered both road and non-road options. Following the public consultation, a route to the east of the town was identified and this is being developed in more detail. It will be the subject of further consultations when the results of National Highways' current M4 to Dorset Coast connectivity study become available.

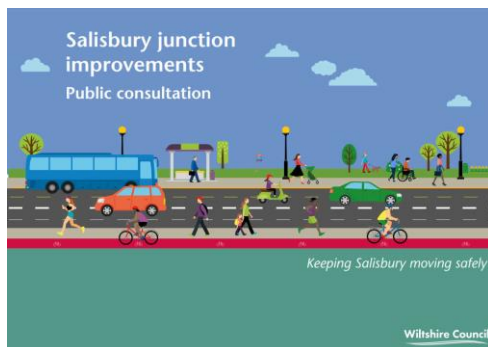


An eastern route corridor was developed for a Melksham Bypass. Further consultations on the route and variations of that route will be undertaken when the National Highways study on north-south routes in the area has progressed further.

The £236 million scheme is expected to comprise 9km of single carriageway, with provision for future dualling and four roundabout junctions. Subject to satisfactory progress through the statutory procedure construction could start in 2026 and be completed in 2028.

A338 Salisbury Junction Improvements

Improvements at junctions around Salisbury at Exeter Street Roundabout, Harnham Gyratory and Park Wall junction were examined, but following a public consultation and further investigations it was concluded that it would not be possible to put forward a viable business case under the DfT's Major Road Network programme based on current and projected traffic volumes. Instead, a scheme focused on the two most congested junctions - Exeter Street Roundabout and Harnham Gyratory – is being developed with alternative funding.



The consultation provided valuable feedback from residents and businesses in the south of the county, and in response the council is looking again at the traffic modelling and layouts for the junctions.

The reduced scheme is now in the detailed design stage. Further traffic surveys were carried out in May 2022 to capture traffic data post COVID-19. The surveys and design work are being coordinated with National Highways' study at Southampton Road and College Roundabout to ensure that the schemes are joined up.

Salisbury River Park

The Major Highway Projects team is supporting the Environment Agency with the Salisbury River Park Phase 1 project, which started on site in July of this year. This £27 million scheme is a partnership project between the Environment Agency and Wiltshire Council that is set to transform the city of Salisbury. Jointly funded by the Environment Agency, the Swindon and Wiltshire Local Enterprise Partnership, National Highways, the Department for Education and supported by Salisbury City Council, the scheme will reduce flood risk to over 350 properties in the city, improving the environment for wildlife and residents with tree planting and habitat creation as well as encouraging greener forms of transport like walking and cycling.

Phase 1 will provide significant transport improvements in the form of new bridges over the River Avon, enhanced and new pedestrian and cycle routes, as well as enhancements to the

coach park. New segregated footpaths/cycle paths will be provided around the edge of Ashley Road Open Space and through Central Car Park to LTN 1/20 Department for Transport standards. This is one of the first projects in the county that provides fully segregated facilities for pedestrians and cyclists.



Construction is progressing well and is programmed to be completed by early 2024.

Salisbury Future High Streets Fund Schemes

Last year the council was awarded over £9 million to deliver transformational projects that would rejuvenate Salisbury City Centre. The Salisbury Future High Street Fund Schemes at Salisbury Station Forecourt and Fisherton Gateway will provide urban realm improvements to this key arrival point and route into the city.



The enhanced public realm and improved wayfinding will encourage tourists and visitors into the city centre, increasing dwell time and spend, and thereby providing a welcome economic boost to the various independent shops in the local area.



Extent of proposals for urban realm improvements to the forecourt of Salisbury Railway Station, South Western Road and Fisherton Street.

A 6-week public consultation was completed in March/April of this year, which informed the detailed design phase. Construction work is programmed to start in spring 2023 at Fisherton Gateway and in summer 2023 at Station Forecourt.

Royal Wootton Bassett to Swindon Cycleway

The Major Highway Projects team will also deliver the Royal Wootton Bassett to Swindon Cycleway for National Highways. The business case for the cycleway was updated this year and National Highways have recently agreed funding to enable the scheme to be designed and arrangements made for the necessary land. This £4.7 million project will provide an off-road route safe for cyclists between the towns, enabling them to avoid the busy Junction 16.

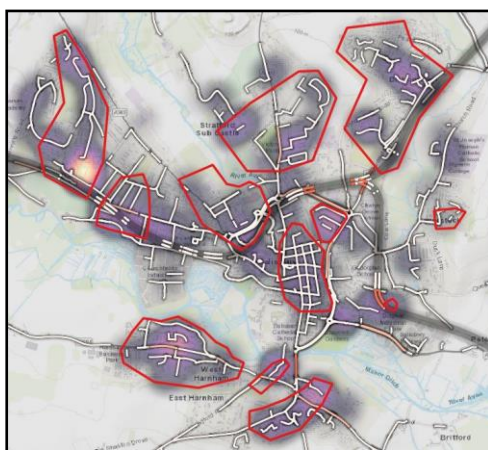


Royal Wootton Bassett to Swindon Cycleway

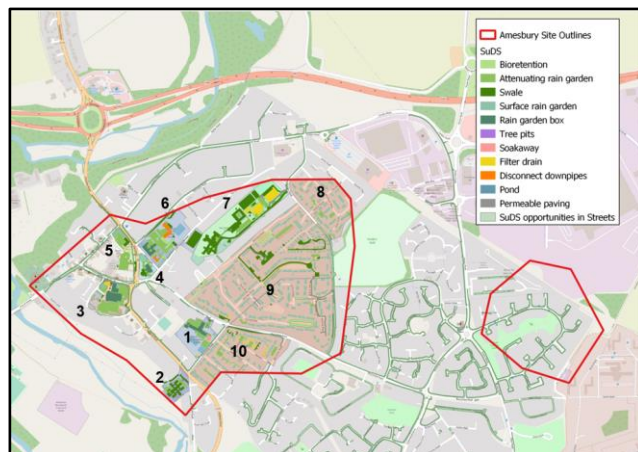
The detailed design of this project is expected to be completed during 2023. Construction will be dependent on land agreements and a planning permission. We continue to work closely with National Highways and other partners on funding opportunities to being this scheme forward.

Salisbury and Amesbury Surface Water Schemes

In 2021 the Council was successful in its bid for Flood Defence Grant-in-Aid (FDGiA) from Defra. Salisbury and Amesbury were awarded £291,200 and £120,640 respectively to investigate surface water flooding issues and develop schemes to resolve them.



The potential flooding hotspots being investigated in Salisbury.



Optioneering for Amesbury central hotspot with various storage options being considered.

During 2022 the Council has continued to evaluate the at-risk sites to determine whether there is a valid surface water flood risk. Work this year has seen a number of modelling exercises undertaken and the start of optioneering. If a successful business case can be made a further £3.5 million could be secured to protect properties.

B4069 Lyneham Banks

In February 2022, a major landslip occurred on the B4069 at Lyneham Banks and the road had to be closed. The temporary closure of a busy B class road had serious knock-on effects, with traffic unofficially diverting on to local minor roads, creating road safety concerns. For safety reasons speed and weight restrictions had to be introduced on some of the minor roads in the area.



The extensive landslip at Lyneham Banks has caused enormous problems in the area when a large section of the B4069 disappeared completely

The unstable ground had to be monitored, and after we were satisfied that movement had ceased, it was possible to carry out a detailed ground investigation involving boreholes and trial pits. The results of the investigations have been sent away for testing, and the results are being used to inform the design of the reinstatement works.



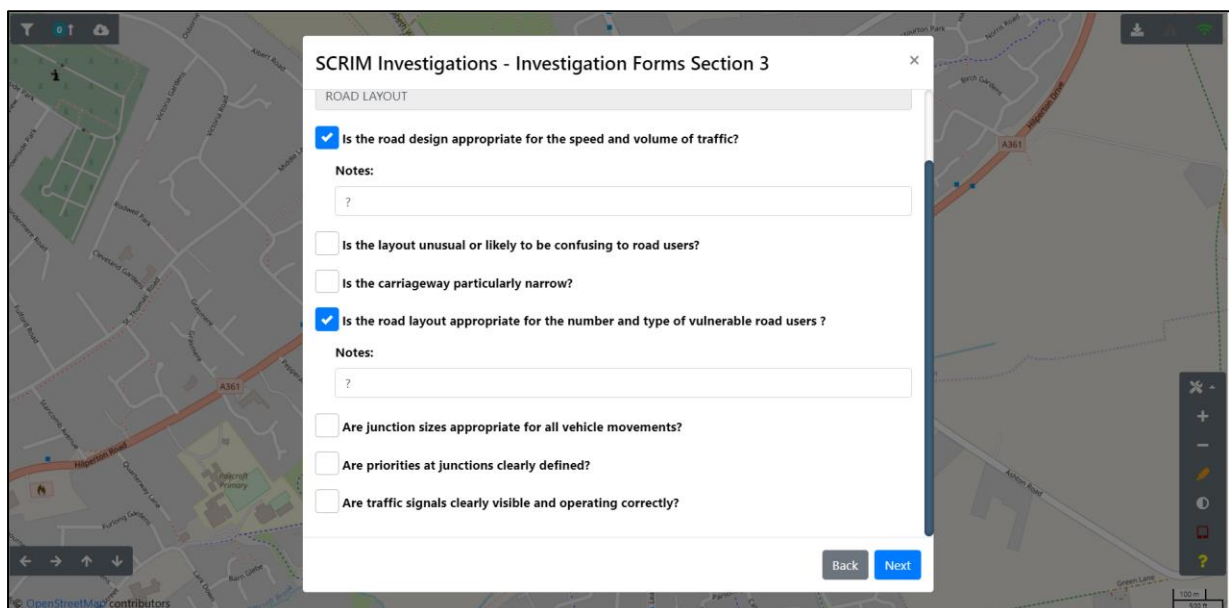
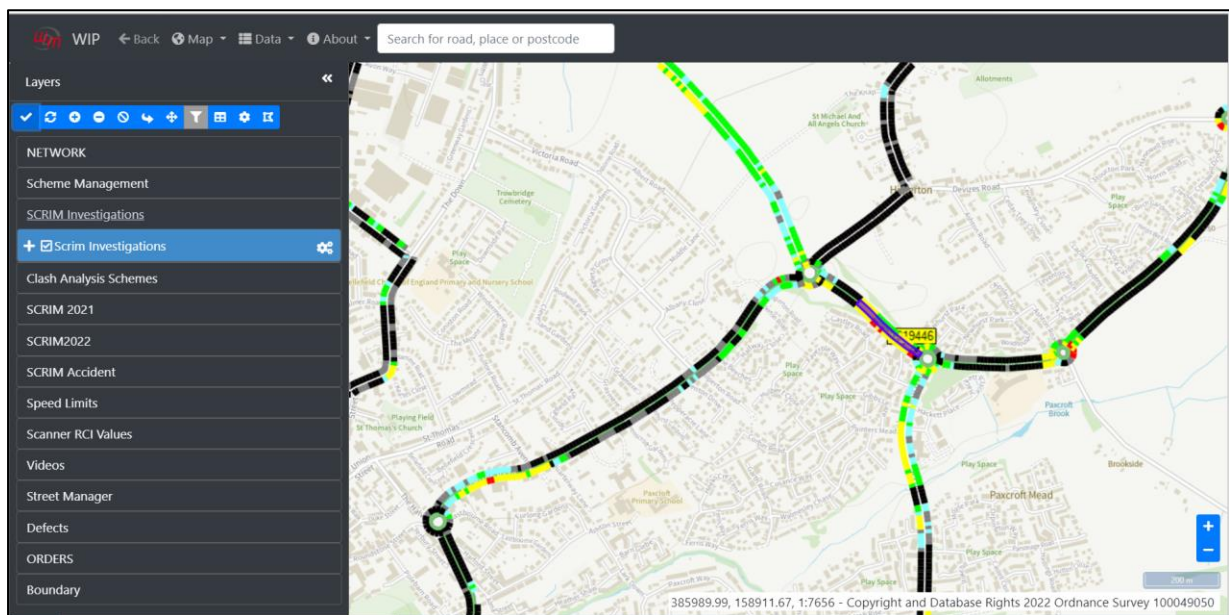
A detailed ground investigation with boreholes was undertaken to help design the remedial measures

The repair of the road will require substantial works to reconstruct the road and reduce the risk of further damage. The cost estimate and programme for this work is currently being developed.

Innovation and Future Developments

The Highways Service continues to develop its Highways Infrastructure Asset Management System (HIAMS). The software came into operation in April 2018, and is currently used to process streetworks notices, manage highway works orders & budgets, programme/record pothole repairs and analyse condition survey datasets to produce prioritised sites for resurfacing.

It has enabled the introduction of mobile working for the streetworks and local highways technicians and engineers. In 2022 Scheme Manager mobile was launched for the Councils Skid Resistance programme; enabling skid resistance sites to be investigated using mobile software and for detailed site investigations to be submitted by engineers on site.



The Highways Infrastructure Asset Management System introduced in April 2018 enables better management of the highway assets.

In December 2022 HIAMS was rolled out as an asset management system for street scene and work is now underway to provide an asset management system for Public Rights of Way.

Network Management Permit Scheme

Wiltshire Council became a Permit Authority on 1st June 2020 following formal guidance from the Department for Transport (DfT).

The DfT require all Permitting Authorities to produce an annual report for the first three years of the scheme, covering the overall performance to ensure that Permitting Schemes are meeting the initial objectives. The report aims to understand the volume and type of permits being submitted for works on the highway network and the performance and standard of both Works Promoters and our own Permitting Team in analyzing and challenging the permit application submissions to effectively manage our Network Management Duty in order to minimise the disruption on the highway network.

The Year 2 evaluation report clearly demonstrates that the introduction of this scheme continues to provide a better understanding and visibility of the works that are taking place on the network and that the ability to analyze, challenge and apply conditions to permit applications continues to benefit all road users in Wiltshire. The summary of the Year 2 evidences that the Scheme is being operated efficiently, with many processes and controls resulting in quantifiable changes to the planning and delivery of work on our highway network.

Key findings in Year 2



25,862 applications assessed
18,596 works undertaken across Wiltshire
68,164 days of highway occupation
51 works starting every day

The tables below show the breakdown of the proportion and duration of works undertaken in year 2 across our highway network.

% of work undertaken in Year 2 by work category and sector

Work Category	Electricity	Gas	Highway	Other	Telecoms	Water	Total
Major	0%	0%	4%	0%	2%	1%	7%
Standard	1%	1%	2%	0%	2%	1%	7%
Minor	1%	1%	16%	0%	24%	20%	62%
Immediate	2%	1%	1%	0%	5%	14%	23%
Total	4%	3%	23%	0%	33%	36%	

% of work duration (days) in Year 2 by work category and sector

Work Category	Electricity	Gas	Highway	Other	Telecoms	Water	Total
Major	1%	9%	10%	2%	3%	3%	29%
Standard	2%	2%	4%	0%	7%	2%	18%
Minor	0%	0%	14%	0%	17%	5%	36%
Immediate	3%	3%	1%	0%	2%	7%	17%
Total	6%	14%	29%	2%	29%	17%	

Activity type for work undertaken in Year 2 by sector (% of total)

Activity Type	Electricity	Gas	Highway	Other	Telecoms	Water	Total
Core Sampling			1.2%				0.3%
Disconnection or alteration of supply							
Highway improvement works			7.0%				1.6%
Highway repair and maintenance			89.0%	10.1%	0.5%		20.7%
New service connection	1.3%	0.2%		0.6%	1.0%	0.5%	0.6%
Optional permit (no fee)	0.9%		2.1%				0.6%
Permanent reinstatement	0.7%	4.9%		3.8%	8.5%	3.2%	4.2%
Remedial works	2.0%	10.7%		5.7%	11.6%	2.2%	5.2%
Section 58							
Statutory Infrastructure Works							
Utility asset works	0.6%			1.3%	18.4%	1.7%	6.8%
Utility repair and maintenance	94.6%	84.2%		24.7%	59.8%	92.2%	59.5%
Works for Rail Purposes				53.8%			0.5%
Works for road purposes			0.3%				

Network Management Team – other works

Officers in the team deal with multiple other areas of work that help to ensure our network management duties are met.

Events

The team get involved in many events that are held both on and off the highway and play a key role in ensuring that the traffic management deployed by the event organisers is as efficient as possible.

A key example of this is the summer concerts held at the Longleat Estate. Due to significant disruption on our highway network during previous years events which hit national media , the Team undertook extensive engagement with the event company responsible for the Longleat Summer Concerts on their submitted traffic management plan. Together with representatives from National Highways, our Area Highways team, Wiltshire Police, the event company and their Traffic Management company the Team were able instruct a revised traffic management plan to ensure the disruption to road traffic was minimal. Whilst

this involved many officer hours, the events and traffic management were a success which means that going forward there is a strong Traffic Management Plan which will be used for future events.

Blanket Temporary Traffic Regulation Orders

The team have been instrumental in designing and introducing a Blanket Temporary Traffic Regulation Orders process. (TTRO's) which is used to our Surface Dressing works. Blanket TTRO orders can cover multiple road closures in various locations over long periods of time and offer the additional benefit of greater flexibility to delivering works programmes, with a significant reduction in the need for individual TTRO's. This has resulted in 20 blanket orders being processed, saving approximately 150 individual TTRO's.

Co-ordination of works for development control

2022 was a challenging year for our Development Works Co-ordinator. Working collaboratively with our Development Control team we delivered many S278 works on our network, ensuring the works conformed to Wiltshire Council's Permitting Scheme Requirements. During the year we were involved with 53 sites on the highway network, all of which were at different stages of their construction life and required different methods of construction and traffic management. The most significant sites were Birds Marsh View relief road in Chippenham and the commencement of Southpoint Business Park roundabout construction on the A350 in Chippenham. The good work continues into 2023 with some significant S278 works including the redevelopment of J17 of the M4, Patterdown housing developments which includes 4 new S278 sites on one road and a new roundabout on Victoria Rd Warminster to provide access for hundreds of new homes for the area.

Inspections of Utility works

Our five Street Works Technicians as part of their duties undertake a number of different types of inspections of street works on all works promoters, these inspections are whilst the works are in progress, of completed works and of non-compliant works. In 2022 they completed over 6700 inspections.

Example of how significant urgent works are managed by the team.

Much of the work the network management team carry out is behind the scenes. A prime example of this is the recent and ongoing Wessex Water works at Noah's Ark junction with the B4040 in Charlton where a sewer main had collapsed and perished from the gasses that had corroded the pipework over many years.

An initial excavation was carried out in order to expose the perished pipework which confirmed the pipework had perished beyond repair. What started as urgent works for a mains burst developed into major works involving the replacement of 300m of old cast iron main with 315mm diameter plastic main.

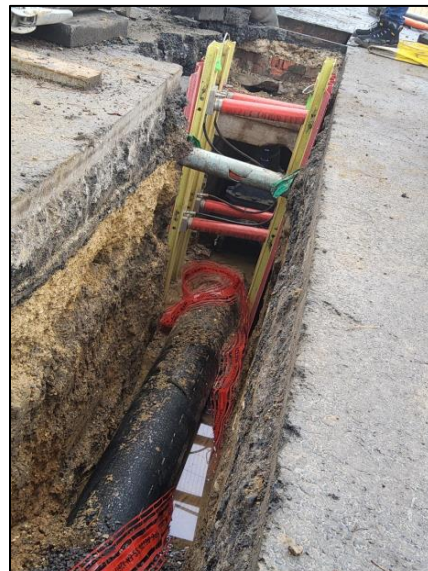
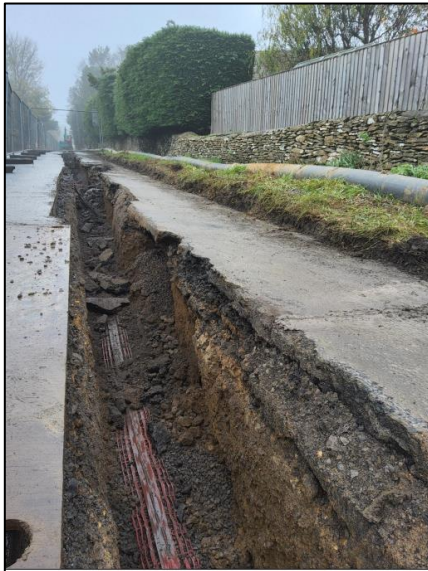
Whilst this work is being carried out the main still runs live and is pumped out of a chamber in the carriageway across the verge and through a field to another chamber over 200m away in what is called "An overlander" which allows the main to stay live whilst the main that is in the carriageway is replaced.

Our co-ordination work on projects like this starts with the team working with the Utility to understand the necessity of the work and to challenge the working methods, traffic management and works programme to ensure that disruption is kept to a minimum. Due to the extent of the works 6-day working was directed to reduce the overall duration and Wessex Water were requested to carry out additional local communications to ensure everyone was aware of why the works were happening. Throughout the works regular site visits are being carried out in order to check the progress, the site compliance in terms of

signing , lighting and guarding and that the highway reinstatement process is compliant with the statutory Codes of Practice.

Ongoing communication between the works site supervisor, our technicians and co-ordinators is vital to ensure that the works promoters are using their best endeavours to complete the work in a timely manner and the public are kept informed of the works.

This project is likely to several months to complete and is just one example of the over 18,000 works we get involved in each year.



National and Regional contributions to industry work.

Two members of the Network Management Team have been fortunate enough to have been asked by JAG (the Highway Street works representative group) to sit on the DfT Working groups for the rewrite of two of the major Statutory Codes that govern the way Highway authorities and Utilities work together. The Code of practice for co-ordination of street and road works, and the Code of practice for inspections have taken several years of work and they are finally now out for formal consultation from the DfT. The working groups are small, only 4-5 representatives each from Highways and Utilities so it has been a fantastic opportunity for Wiltshire to have been able to represent regional and national highway authorities interests and help shape the future of regulations covering Street Works.

2022 Wiltshire Council Highway Schemes

Wiltshire Council is responsible for the roads in the county, with the exception of the motorways, trunk roads and private streets. The Council's highway network in Wiltshire comprises almost 4,500 kilometres of road, 3.9 million square metres of footway, 1,000 bridges and over 53,000 streetlights. It would have a replacement value of over £5 billion.

Wiltshire Council as highway authority carries out a variety of schemes to keep the county's roads safe and to improve conditions for all road users. These include integrated transport, road surfacing, bridge, structures and drainage schemes. The priority is to keep the network safe, and a range of surveys and inspections are undertaken regularly in order to monitor the condition of the highway assets, and to help prioritise maintenance work. The road collision records are used to identify locations where consideration needs to be given to particular schemes to identify specific problems.

Improvement schemes are also identified through the Community Area Transport Groups (CATGs), which provide the opportunity for local communities, town and parish councils to raise concerns and help develop solutions.

This document contains a list of the highway schemes completed in 2022 and has been prepared to give an indication of the type, number and range of projects undertaken during the year.

Summary of Wiltshire Highways Achievements 2022

- Resurfaced 17 km of road since March.
- Retextured <> km of road to improve skid resistance.
- Resurfaced 6.2 km of footway.
- 70 km of surface dressing carried out in since March
- Major resurfacing at 28 sites since March
- Completed localised road repairs at 75 sites since March
- Completed 32 verge repair sites
- Diverted 1290 tonnes of material from landfill by recycling highway waste materials.

List of Sites and Work 2022

Below is a list of the main sites where work was carried out in 2022:

Road Resurfacing by Tarmac

- Box Fiveways Junction
- Parkwater Road, Whiteparish
- St Mary's Street/Emery Lane, Chippenham
- Russell Mill Lane, Littleton Panell
- Bridge Centre, Chippenham
- Masons Lane, Bradford on Avon
- Ravenscroft, Salisbury
- Hill Corner Road, Chippenham
- Clift Avenue, Chippenham
- Mortimer Street, Trowbridge
- Old Road, Beanacre
- Earls Court Rd & Boscombe Rd, Amesbury
- B3087 Easton Royal
- B4040 High Street, Cricklade
- Church Street, Steeple Ashton
- A360 Devizes Road, Salisbury Phase 2
- Vicarage Close, Marlborough
- Fairfield Road, Warminster
- A350 Semington Bypass Phase 3
- Union Street, Trowbridge
- Maple Grove, Trowbridge
- Centurion Close, Salisbury
- A4361 Swindon Road north of Winterbourne Bassett junction
- B3083 Rollestone to Winterbourne Stoke
- B3097 Hawkeridge Road between Link Road & Hawkeridge
- A3102 Calne Bypass at junction with Stickleback Road
- A342 at Wedhampton Crossroads
- B3087 Burbage Road at Conygre Farm

Surface Dressing by Kiely Brothers

- C136 Dumb Post to Hazelands to Studley
- A342 Devizes Road, Calne
- Bremhill Wick, Calne
- Ashes Lane, Kington Langley, Chippenham
- B3108 Lower Stoke Limpley Stoke, BoA
- Cuttle Lane, Biddestone, Chippenham
- Corsham Road, Corsham
- The Ley, Box, Corsham
- Oaksey Road, Upper Minety, Malmesbury
- Flintham Hill, Eastcourt, Malmesbury
- Ashley Road, Chedglow, Malmesbury

- A365 Bath Road, Melksham
- Purlpit, West Hill and Top Lane, Whitley, Melksham
- Cold Harbour, Melksham
- B4042 Coped Hall, RWB
- Chelworth Road, Cricklade
- Gomeldon Road, Porton, Amesbury
- Rabley Wood Lane, Marlborough
- Whittonditch Road, Ramsbury, Marlborough
- A342 Upavon Road, Pewsey
- Phillips Lane and Gradidge Lane, Salisbury
- Stoford Hill, South West Wiltshire
- Grovelly Wood Road, Barford St Martin, SOUTH WEST Wiltshire
- B3081 Zig Zag Hill Melbury, South West Wiltshire
- Church Street Bowerchalke, South West Wiltshire
- Kings Lane, Ansty, South West Wiltshire
- Ansty Coombe Lane, South West Wiltshire
- A30 Ludwell, South West Wiltshire
- A27 Whiteparish, Southern Wiltshire
- Grimstead Road, Southern Wiltshire
- B3080 Redlynch, Southern Wiltshire
- Shute End Road, Alderbury, Southern Wiltshire
- Humber Lane, Tidworth
- Haydown Hill, Vernham Dean, Tidworth
- Upton Scudamore, Warminster
- Warminster Lane, Upton Scudamore
- Townsend, Chitterne, Warminster
- A350 Church Street, Longbridge Deverill, Warminster
- Murhill, Winsley, Bradford on Avon
- Ilford Hill, Westwood, BoA
- B3105 Woolley Green, Bradford on Avon
- Broad Lane, Sells Green, Melksham
- Elcot Lane, Marlborough
-
- A350 Lacock
- A354 Salisbury

Micro Asphalt by Kiely Brothers

- Uplands Close Limpley Stoke, BoA
- Horton Close/Hobhouse Close/Meuthen Close, BoA
- Berkeley Close, Chippenham
- Burleaze, Chippenham
- Westmead Lane, Chippenham
- Springfield Close, Corsham
- Meadow Drive, Devizes
- St Margarets Mead Estate, Marlborough
- Haines Terrace/The Links/Broadfields, Pewsey

- Templar Firs, Royal wootton bassett
- Sorrell Close, Royal wootton bassett
- Horsell Close, Royal wootton bassett
- Herbert Road, Salisbury
- Romer Road, Salisbury
- Wessex Road, Salisbury
- The Beeches, Salisbury
- Potters Way Laverstock, Southern Wiltshire
- Knapp Close Collingbourne Ducis, Tidworth
- Bellefield Crescent, Trowbridge
- Church Lane North Bradley, Trowbridge
- Beacon View, Warminster
- Woodcock Road, Warminster
- Wellhead Lane/Leighton Green, Westbury
- Friars Close Dilton Marsh, Westbury

Carriageway Repairs in preparation for potential surfacing next year

- Bentham Lane Purton Stoke
- Restrop Road Purton
- Stone Lane Lydiard Millicent
- Cheeseley Hill, ROYAL WOOTTON BASSETT
- Trow Lane/Bowds Lane, ROYAL WOOTTON BASSETT
- Alcombe to County Boundary, Corsham
- Cock Road Rowde, Devizes
- Wootton Rivers, Pewsey
- Shalbourne Road Oxenwood, Pewsey
- Dursley Road/Church Road Hawkeridge, Trowbridge
- Cley Farm Corsley, Warminster
- Biddesden Lane & Hatchet Hill Ludgershall, Tidworth
- Shoddesden Lane Ludgershall, Tidworth
- Pitton Road, Southern Wiltshire
- High Street Porton, Amesbury
- Ladbrook Lane, Corsham
- Doncombe Lane, Colerne

Road Repair Sites

Localised repairs to damaged carriageways and potholes at:

- Tidworth Road, Ludgershall
- B3098 between Bratton and Edington
- Summerdown Walk, Trowbridge
- West End Lane, Melksham
- South Street, Warminster
- Bradley Road, Southwick
- Silver Street, Bradford on Avon

- C41 Norton Road, Norton Bavant
- Common Road, Horningsham
- High Street, Westbury
- A4 EB approach to Fyfield
- A350 Dual Carriageway
- A365 Bath Road, Box
- A3098 Tower Hill, Dilton Marsh
- B3098 Hitchfield Farm, Bratton
- Bath Road, Cricklade
- Bath Road, Royal Wootton Bassett
- Beech Avenue, Warminster
- Broad Oak Farm Lane, Semley
- C10 adj Ginger Piggery, Boyton
- C188 Whittonditch XRds
- C415 Hook, Lydiard Tregoze
- C415 Marlborough Road, Royal Wootton Bassett
- Cardigan Road, Marlborough
- Danvers Way, Westbury
- Edward Street, Westbury
- Little Court Lane, Edington
- A30 London Road, Salisbury
- Midford Mill Road, Salisbury
- Mill Lane, Mere
- South Mill Close, Amesbury
- Princess Gardens, Warminster
- Mill Street, Heytesbury
- Oldfield Road, Westbury
- Rookery Lane, Swallowcliffe
- Seymour Road, Trowbridge
- The Street, Hullavington
- Station Road, Westbury
- Teffont Manor Triangle, Teffont Evias
- Vicarage Street, Warminster
- Whitecroft, Dilton Marsh
- Wynsome Street, Southwick
- B3098 Westbury Road, Edington
- Winterslow Road, Porton
- A4361 Winterbourne Monkton
- Churchfields, Salisbury
- Alcock Crescent, Warminster
- Church Street, Horningsham
- A362 Corsley
- Manor Road, Trowbridge
- Stanley Lane, Chippenham
- Orchard House, Corton
- A350 West Ashton
- C146 Ermin Street, Baydon

- A342 Rowdey Cow, Rowde
- B3098 Lavington Lane, Market Lavington
- A360 Black Dog, Devizes
- Spray Lane, Ham
- Marlborough Road, Bulford
- C42 Camp Hill to Stratford Bridge
- A30 Lopcombe Corner
- Olivier Close, Salisbury
- Allington Track
- A338 Allington
- A338 Collingbourne Kingston
- Hazeldon, Tisbury
- A420 Upper Wraxall
- C152 Middlehill, Box
- Opp 33 Blackbridge Road, Chippenham
- The Avenue, Tisbury
- O/S 7 Vasterne Close, Purton
- A350 Yarnbrook Opp No.36
- New Road Purton
- C414 Cricklade Road, Purton
- Wilton Road, East Grafton
-

Bridges

In 2022 approximately 475 bridges were inspected, predominantly in the north of the county. Bridges are inspected biennially with the north and south of the county being undertaken in alternate years. Based on nationally recognised bridge condition indicators the Councils bridge stock is currently rated as 'good'.

Major bridge works were undertaken at:

- Saxon Street, Chippenham – Redeck substandard bridge
- Uffcott, Broadhinton – Redeck dilapidated bridge
- Marvins, Kingston Deverill– Reconstruction of footbridge
- Monkton Combe, Limpley Stoke – Scour protection
- Limpley Stoke - Partial reconstruction of highway retaining wall
- Burnivale, Malmsbury - Partial reconstruction of highway retaining wall
- Aughton Footbridge, Collingbourne Kingston – Complete parapet refurbishment
- Mount Sorrel, Broad Chalke - Parapet repair following vehicle collision
- Hindon Culvert, Hindon - Parapet repair following vehicle collision
- Iron Bridge, Downton - Parapet repair following vehicle collision
- Stanley, Calne - Parapet repair following vehicle collision

- Nettleton, Burton - Parapet repair following vehicle collision
- Baldham Mill, Seend - Parapet repair following vehicle collision
- Mission, Chilmark - Parapet repair following vehicle collision

In addition, minor maintenance works such as repointing masonry, timber parapet repairs, vegetation clearance etc were undertaken on bridges throughout the county.

Drainage and Flood Alleviation

Drainage works to upgrade or repair drainage systems was carried out at:

- B3109 North of Wingfield Cross Roads, Wingfield
- C151, Colerne
- Pains Hill off West End, Donhead St Andrew
- Brixton Deverill
- Donhead St Andrew
- Lower George Street, Salisbury
- Chessly Hill, Tockenham Wick
- C130 Primrose Hill, Tockenham Wick
- C120 Greenway, Tockenham Wick
- C6 Main Road, Ramsbury
- Wootton Rivers
- Etchilhampton on the Bend
- The Butts, Westbury
- Westend Foxham, Willbrook House to Outfall, Foxham
- A3102, Hilmarton
- B4040, Charlton
- B4040, Shephard Rise, Brinkworth
- Amebury Road, Bulford
- Downlands Way, Durrington
- Top Lane, Whitley

Active Travel / Cycle Improvements

- Trowbridge, Hilperton Road Cycleway and 2 Toucan crossings & Carriageway resurfacing
- Hilperton To Melksham Cycleway and 1 Parallel Crossing, 1 Toucan Crossing refurbishment
- B3108 Winsley to Bradford on Avon Shared Use Cyclepath & Carriageway resurfacing
- Chippenham Easton Lane

Traffic Signal & Pedestrian Crossing Refurbishments

- Warminster, A350 / Westbury Road Upton Scudamore Traffic Signal Refurbishment and Resurfacing
- Warminster, Vicarage Street Pedestrian Crossing Upgrade
- Salisbury, Exeter Street Pedestrian Crossing Upgrade
- A365 Box Fiveways Traffic Signal Refurbishment and Resurfacing
- B3108 Bradford on Avon, Winsley Road / Budbury Place Traffic Signal refurbishment and resurfacing
- Bulford, Durrington Road Zebra Crossing Refurbishment & Resurfacing
- Trowbridge, Wingfield Road Pedestrian Crossing Upgrade
- A4 Chippenham Avenue La Fleche / Gladstone Road Traffic Signal Replacement

Trowbridge Future High Streets Fund

- Church Street / Union Street (In progress)

Local Highway Footway Improvement Group (formally CATG)

- LHFIG – Broughton Gifford Narrowing & Gateway
- LHFIG – Corsham Freestone Way Bus Stop Improvements
- LHFIG – Trowbridge Broadmead Estate Dropped Kerbs
- LHFIG – Crockerton Dropped kerbs
- LHFIG – Queens Crescent Dropped Kerbs
- LHFIG – Trowbridge Sherbourne Road Dropped kerbs
- LHFIG – Durrington Dropped Kerbs
- LHFIG – Chippenham Dropped Kerbs
- LHFIG – Atworth, Purlput Dropped Kerbs
- LHFIG – Neston, Ely Green Pedestrian Improvements
- LHFIG – Chippenham, Parliament Street Cycle Improvements
- LHFIG – Colerne Bus Stop Improvements & Dropped Kerbs
- LHFIG – Heytesbury Dropped Kerbs

Substantive Local Highway Footway Improvement Group (formally CATG)

- Bradford on Avon, Station Approach Pedestrian Improvement
- Nunton, Odstock Road Footway
- Sub LHFIG – Brinkworth Footway

Other Funded (S106, Highways England etc...)

- Chippenham, Hardens Mead Cycle Improvements
- A345 Amesbury The Centre Cycleway & Pedestrian crossing Upgrade & Resurfacing
- Calne, Oxford Road Zebra Crossing & Traffic Calming
- Millbourne, Millbourne Lane Footway

DfT Traffic Signal Maintenance Fund

- A3102 RWB Longleaze Pedestrian Crossing Refurbishment & Resurfacing
- A3102 RWB Lime Kiln Pedestrian crossing Upgrade to Toucan & Resurfacing
- A3102 RWB High Street / Borough Fields Pedestrian crossing Upgrade
- A3102 RWB High Street / Apsley House Pedestrian crossing Upgrade
- A3102 RWB High Street / St Bartholomew's Church Pedestrian crossing Upgrade

General

- Countywide 234km Centre line refurbished
- 98 Traffic Signing & Road Marking Schemes

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Wiltshire Council

Environment Select Committee

Tuesday 14th March 2023

Housing – Allocation Review 2023

Executive summary

In January 2023 we commenced a review of the Council's current adopted allocation policy which confirms the way in which we let all social housing across Wiltshire, to ensure that people have homes that meet their needs, giving priority to those in greatest need and making best use of very limited social housing stock. The review will give the Council and its partners the opportunity to look at who is housed and why, what's working well and what needs to change. Following a formal three-month consultation in the Autumn we will look to implement a new policy during 2024 following full council approval.

The report also provides a brief update on the statistics and performance information on the current allocation system

Proposal

That the committee:

- a) decide if they would like to be involved in the review and development of a new Allocation policy
- b) consider setting up a task and finish group to work with Housing in the development of a revised allocations policy
- c) to note the most recent statistics for the allocation system

Reason for proposal

It is a legislative requirement for any Council to have a 'Choice Based Lettings system' to ensure a fair and transparent process in how social housing is allocated within its area. It was last fully reviewed in 2018 and is therefore due a full review which is being carried out this year (2023) and we would welcome the involvement from ESC in the development and review of this policy and to note the performance information within this report

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Housing – Allocation Review 2023

Purpose of report

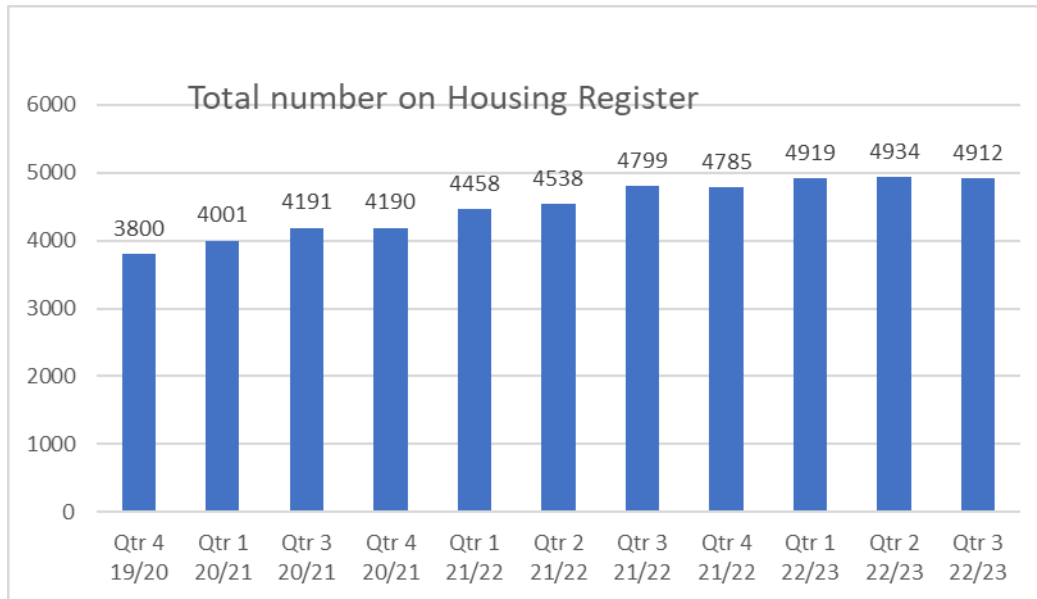
1. To provide an update to the ESC on the allocation system and invite the Environment Select Committee to consider its involvement in the review of the Councils adopted allocation policy, which was last fully reviewed in 2018 and is therefore due a full review which is being carried out this year (2023) and we would welcome the involvement from ESC in the development and review of this policy and to note the performance information within this report.

Background

2. The council's current allocation policy was adopted in 2018, with some minor changes made in Sept 2020, November 2021 and more recently in January 2023.
3. The scheme is called Homes4wiltshire and is a choice based lettings system that covers the Wiltshire Council area. The scheme is a legislative requirement to determine priorities and procedures for the allocation of social housing across Wiltshire Councils area, including:-
 - Eligibility and other qualifying criteria for registration
 - Property size criteria
 - How applicants housing need will be assessed
 - Banding structure that determines how housing applicants will be prioritised and homes will be allocated
4. The scheme allows all housing applicants a choice of accommodation along with the opportunity for them to express a preference about the type of accommodation they prefer.
5. Whilst all housing applicants are assessed in the same way, all housing providers have different criteria to let their homes and operate individual lettings policies. We work with these providers with a view to achieving some consistency in the overall approach for the allocation of properties
6. The objective of this review is to implement a revised Wiltshire Council allocation scheme that:
 - Is transparent and easy to understand
 - Houses those in greatest need
 - Gives realistic expectations about being housed for those who join the register
 - Makes best use of the councils limited stock
7. Key elements of the review will include areas such as:-
 - Should we retain local connection as a priority for re housing and what has been the impact of this policy.
 - Should we retain all four bands, increase, or decrease them.
 - Should we just have one medical band for re housing.

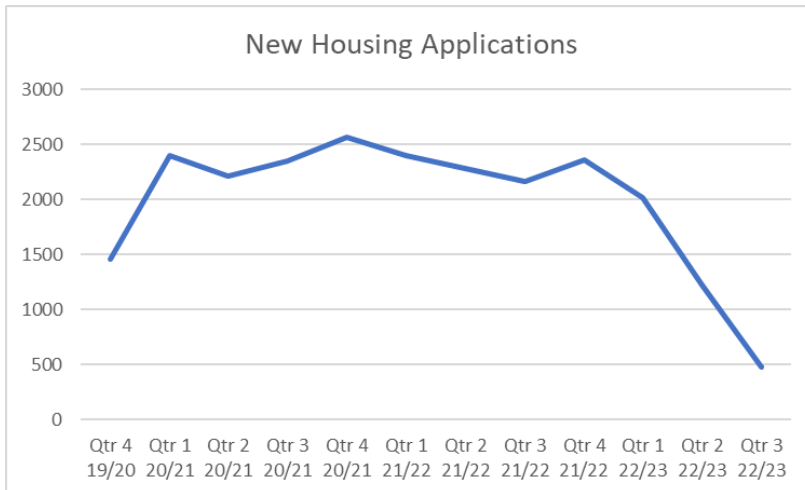
- Is sharing facilities a housing need.
 - Should we increase the financial affordability threshold.
 - Should we introduce a time limit for those awarded the highest band.
 - Should individuals who are homeless have choice or should we be placing bids for them once in temporary accommodation to facilitate a rapid move.
8. The review will also help to address some of the current issues that have been highlighted in recent performance meetings. During Covid we saw a significant increase in demand to join the register which has seen a steady increase in the total numbers on our housing register, which is consistent both nationally and regionally. Band 1 and Band 2 saw the biggest increases during this time and these related to those who became homeless and a duty accepted (Band 1), and those in relief of homelessness or those with an urgent medical or welfare need to move (Band 2).
 9. These increases related to the pressures of covid. Many households who were sharing facilities or sofa surfing were asked to leave or options exhausted due to the worry of the spread of covid, as well as urgent medical need to move to more suitable accommodation, including hospital discharge cases.
 10. However, with our change in structure and inability for clients to join on-line without first speaking with an advisor and removing those with no identified housing need from the OMR (Open Market Register) unless they expressed an interest in LCHO (Low Cost Home Ownership), we saw a minimal increase this year of just 2.4%, compared to a 38% growth across the last 3 years, we are also moving away from the previous pressures of Covid
 11. We have also got a backlog in annual housing application renewals which would normally lead to applications being closed down throughout the year. During covid this work was not carried out as was not considered a priority so we are now working through the back log to complete annual renewals. Most applications on the system now require an annual renewal and this work is now being picked up by staff recruited through the temporary bank, so households who can no longer be contacted, or have been inactive for the last few months have been and will be closed so this is also assisting with reducing the overall numbers on the register.
 12. Due to high demands into the service we are triaging all urgent calls and ensuring that those homeless today or given notice are fast tracked and prioritised for that day and other calls are logged for a call back within a couple of days.
 13. The steady increase in the numbers on the housing register can be shown in chart 1 below:-

Chart 1



14. Just before Covid we amended how we assessed those in the OMR, as we had previously just been accepting any client (those with no housing need) into OMR. This raised expectations to those clients in OMR as they assumed this could mean they may get an offer of accommodation when due to high demands and limited supply this wasn't the case. We therefore changed the OMR band to only be used for those who expressed an interest in LCHO, home buy, shared ownership and not for those who just had no housing need. This led to a reduction in the OMR of around 20% in the last 3 years and we anticipate this continuing to decline.
15. Earlier this year we removed the ability for customers to make on-line applications and now they need to speak with a housing caseworker to discuss their housing situation and options available to them before they are offered the opportunity to complete an on-line application, this saw a significant drop in the number of applications being received. We therefore anticipate a limited growth in the next few years of less than 10% due to the recent actions taken and also due to an allocation review taking place in the next 12 months.
16. Based on Chart 2 below which shows the total number of new housing applications received and considering the change in working practice we anticipate around 500 applications a quarter being received going forward

Chart 2



17. Due to the high increase in applications received this led to a back log in dealing with both online complete and incomplete applications as it has been extremely difficult to keep up with those demands when we were receiving nearly 2,500 applications each Quarter when historically this was around 1,000. We therefore have the following backlog that is being work through:-

- Total online complete = 3084
- Total online incomplete = 3313. Applications which were started on line but have not been completed by the applicant

All high priority, homeless or threatened with homeless cases have been dealt with so these are all low priority applications. We have just recruited a temporary member of staff who will work through these applications as many will now just need to be closed

18. To help better understand demands on the register, chart 3 below provides a breakdown of each band on the register and shows the % increase in the last 3 years and also in the last 12 months.

Chart 3 - Breakdown of Bands and increase in last three years

	Qtr 3 19/20	Qtr 3 22/23	Change in last 3 years	Qtr 3 21/22	Qtr 3 22/23	Change in last 12 months	Estimate increase in 23/24
Total	3,562	4,912	38%	4,799	4,912	2.4%	5,176 5.4%
Band 1	88	230	161%	126	230	82%	695 202%
Band 2	328	1,021	211%	798	1,021	28%	1221 19.6%
Band 3	1,250	1,757	41%	1,702	1,757	3%	1587 -9.7%
Band 4	1,044	1,221	17%	1,186	1,221	3%	1160 5%
OMR	852	683	-20	987	683	-31%	513 -25%

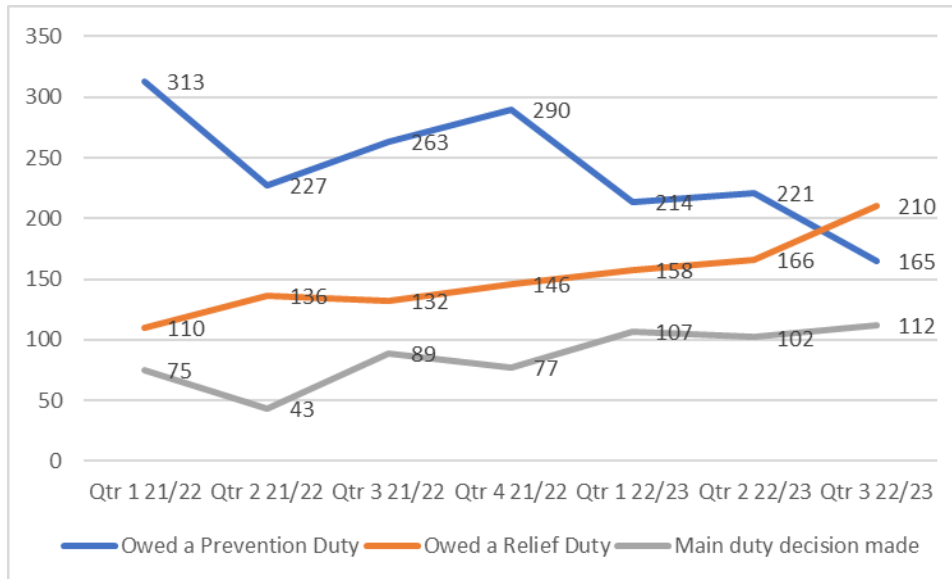
19. The biggest thing to notice is the increase in the last 12 months of over 82% in band 1 and this is an area of concern and noted on the corporate risk register. Although the number of applications in this band are much smaller this is our highest priority housing need which are often the most complex cases that require a significant amount of officer's time. On further analysis it has been confirmed that the increase is due to much higher numbers of statutory homeless applications. See Chart 4

Chart 4 - Breakdown of Band 1

Band 1	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Stat Homeless	73	94	100	102	111	121	114	117	124
Medical Emergency	41	47	48	45	45	49	45	53	56
Care Leavers	23	24	24	28	23	23	23	22	24
Stat Duties	2	3	3	3	3	8	8	15	17
Corporate Responsibility	3	4	5	5	5	5	3	3	3
Overcrowding (3 or more)	6	6	6	5	5	6	7	6	6
	148	178	186	188	192	212	200	216	230

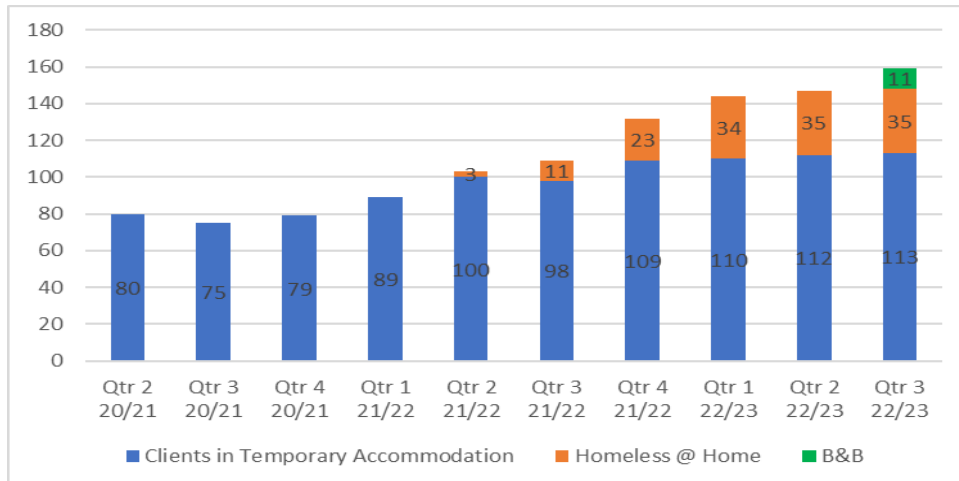
20. As you can see during the last year we have seen a 70% increase in those accepted as homeless and placed in Band 1. We have also seen a similar increase in Band 2s relief duty as in the last 12 months this increased by 71% from 125 applicants in April 22 to 213 applicants in Dec 22. Relief is the period when a client is homeless and lost the accommodation they were in but a full duty has not yet been accepted. Those accepted as homeless (main duty) is when a client has received an acceptance letter and a full statutory homeless duty applied.
21. Below is chart 5 which shows the amount of cases in which we have either owed a prevention duty, relief duty or main duty.

Chart 5



22. You can see that preventions are decreasing as work demands on staff are increasing in the relief and main duty areas of homeless work. In the last 12 months, preventions have decreased by 43%, with relief cases increasing by 44% and full duty by 45%.
23. Preventions have become harder as we are seeing huge demands on the private sector and increasing rental prices which are well above the LHA (Local Housing Allowance) which is making private rented unaffordable for those on benefits. We are also seeing less moves into social housing during the prevention stage as demands in the higher bands have significantly increased.
24. Due to these increasing demands we are seeing an increasing number in temporary accommodation – see chart 6. After a period of 10 years not having to use B&B, we had no alternative but to start using B&B in November 22 due to increasing homeless demands. Initially it was 3 single clients in B&B but this has now increased to 16 single clients in February 23
25. The three main causes of homelessness are:-
- being asked to leave by family and friends,
 - termination of assured shorthold tenancies and
 - relationship breakdowns with increasing numbers of Domestic Abuse.

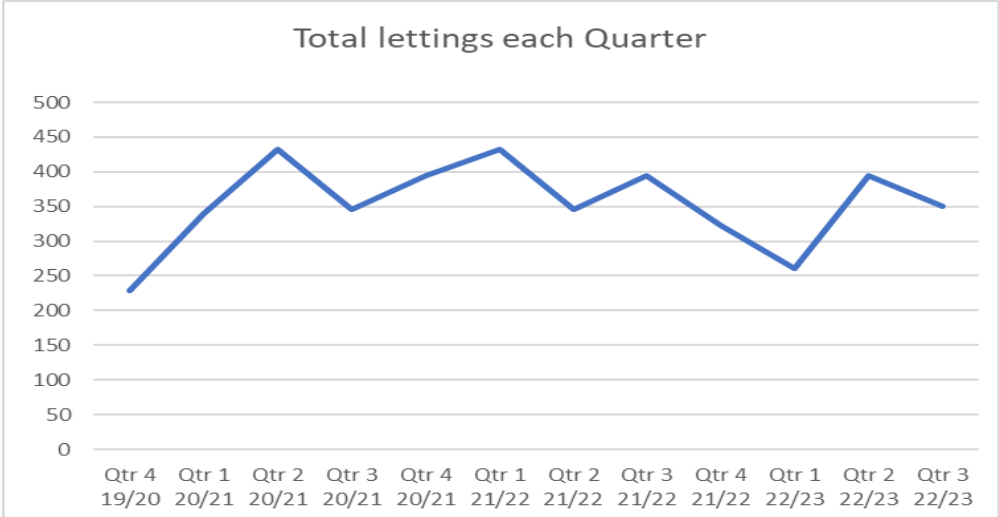
Chart 6



26. The average cost each week to place a single person in B&B is £490, so to continue with 16 placements it is costing £7,800 a week and £33,973 a month. This is currently being managed within budgets as the increasing demands have been recognised by government and additional funding was awarded to all local authorities to help manage these pressures
27. We have seen an increase in single applicants with extremely complex needs and the majority of our temporary accommodation is family accommodation and isn't ideal to use for single clients. We are currently looking at the options available to increase our temporary accommodation portfolio to better manage single clients. Of the 159 households in some form of temporary accommodation we have 36 (23%) who require 1 bed accommodation. 11 of these clients are currently in B&B. B&B use continues to increase as today we have 16 in B&B under our homelessness duties, all of which are single with no children.
28. So in the last 12 months we have seen a 46% increase in the total number of clients in some form of temporary accommodation. If the increase continues at this level we will see 232 clients in temporary accommodation within the next 12 months. We currently only have 100 units of temporary accommodation so this will leave 132 either homeless at home or in B&B. If 50% were in B&B, half singles and half families it would cost £172,900 a month to accommodate them
29. We are also noticing that clients are remaining in temporary accommodation for longer and this is due to a few reasons:-
- Clients have former rent arrears. Current calculations confirm that households in temporary accommodation at the moment have former rent arrears in excess of £75k so this means many households are not eligible to join the register
 - We have a high number of large families. In just 8 households they have 50 children between them. One household has 10 children alone, and large properties do not come up for letting that often.
 - Housing Providers are experiencing high voids. Wiltshire Council alone currently has 142 void properties which is causing a reduction in the amount of lets we are receiving

30. Chart 7 below confirms the total lettings we receive each quarter. As you can see in Qtr 1,2 and 3 in 2021/22 we had a total of 1,173 lettings and for the same period in 2022/23 it was only 1,005 which is 168 less properties.

Chart 7



31. Appendix One provides you with a breakdown of all the lettings that were made in 2022. Unlike the perception that all properties are let to clients who are homeless this confirms this is not the case. Only 19% of allocations went to clients in Band 1 of which 12% were statutory homeless. 47% went to Band 2 of which 11% were from the homeless relief band. 26% lets were made to Band 3 and 7% to Band 4 with less than 1% to those in the OMR.

32. I have also broken down the lets for the whole of 2022 by bed size. As you can see in the last 12 months we have only had 17 x 4 bed+ houses put forward for letting which has had an impact on some of our larger families in temporary accommodation due to very few larger homes coming forward.

	Bedsit	1 bed	2 bed	3 bed	4 bed	5 bed	Total
Bungalow		68	127				195
Flat - GF		139	72				211
Flat - 1F		172	92	1			264
Flat - 2F		46	63				109
Flat - 3F		1					1
House		4	257	199	16	1	477
Maisonette - GF		10	10				20
Maisonette - 1F		9	6	3			18
Maisonette - 2F			4				4
Studio GF	14						14
Studio 1F	15						15
Studio 2F	2						2
Total	31	449	631	203	16	1	1332

33. The allocation policy review will be looking at all this data to help inform recommendations for change

Main considerations for the committee

34. To consider the involvement the Environment Select Committee would like to have in the review and development of the Council Allocation Policy and to note the performance information within this report

Environmental impact of the proposal

35. The recommendations in this report will have no environmental impacts

Equality and diversity impact of the proposal

36. As the recommendation is to request involvement from ESC in the development and review of the Councils allocation policy the proposal has no equality and diversity impacts. An EIA will be developed as we proceed through the review and development of the allocation policy

Risk assessment

37. There is no risk in the proposal to involve the ESC in the development and review of the allocation policy or in acknowledging the performance information

Financial implications

38. There are no financial implications to the proposals in this report

Legal implications

39. There are no legal implications to the proposals in this report

Background papers

There are no background papers

Appendices

Appendix One – Lettings broken down by bands

Appendix One

Lets by Band and Category	Jan - Dec 22
	1332
Band 1	
Statutory homeless:	171
Statutory overcrowded / need 3 or more bedrooms:	0
Emergency Medical or Welfare Need:	41
Care Leavers:	35
Corporate Responsibility:	2
Statutory Duties:	9
	258
Band 2	
Under Occupying and suffering financial hardship - transfers only:	5
Move On:	121
Injured, sick or disabled serving or former Armed Forces personnel:	3
Urgent Medical, Welfare or Social Need:	352
Relief of homelessness duty:	147
	628
Band 3	
No Fixed Abode :	16
Insecurity of Tenure:	105
Prevention of homelessness duty:	0
Seriously overcrowded:	5
Welfare and Medical need:	202
Hardship:	5
Under Occupying in social housing:	12
Homelessness Duty by other LA:	0
	345
Band 4	
Lacking or sharing facilities:	50

Specialist accommodation for those with specific needs:	0
Overcrowded:	22
Armed forces and Reserve forces:	3
Intentionally homeless:	2
Sheltered and Extra Care:	17
Persons with connections to Rural Exception Sites and Community Land Trust sites:	2
	96
Band Open Market Register	
Market rented properties:	5
	5

Wiltshire Council

Environment Select Committee

14th March 2023

Wiltshire Design Guide – Draft for Public Consultation

Executive summary

Wiltshire Council has produced a draft Wiltshire Design Guide which, once adopted, will be used to ensure that developments in Wiltshire are consistently of a high-quality design.

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

The Design Guide is intended to be adopted as a Supplementary Planning Document (SPD). As such it will become a material consideration in the determination of planning application.

The draft design guide has been through extensive internal consultation across all relevant service areas and is ready to be considered by Cabinet ahead of formally consulting with external stakeholders and the community.

Public consultation will be in early Summer with adoption as a SPD by Council anticipated to be in Autumn 2023.

Proposal

That the committee:

- a) Consider the draft Wiltshire Design Guide ahead of public consultation in early summer and:
- b) Note the timeline for public consultation and the process by which the comments will be considered ahead of the Design Guide being formally adopted as a Supplementary Planning Document.

Reason for proposal

To share the draft Wiltshire Design Guide (WDG) before it is progressed to statutory public consultation with the intention that it will be adopted as a Supplementary Planning Document (SPD). The WDG has been produced to support the delivery of consistently high-quality design standards in new developments.

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Wiltshire Design Guide – Draft for Public Consultation

Purpose of report

1. To share the draft Wiltshire Design Guide (WDG) before it is progressed to statutory public consultation with the intention that it will be adopted as a Supplementary Planning Document (SPD). The WDG has been produced to support the delivery of consistently high-quality design standards in new developments.

Background

2. In the Housing White Paper in 2017¹ the government concluded that *“Good design is fundamental to creating healthy and attractive places...”* Subsequently, in 2019 the government produced The National Design Guide² (NDG). It *“sets out a blueprint for how local authorities can achieve quality and great design, and recommends what developers need to deliver to help win the support of communities – ensuring new homes are built faster and better.”*
3. However, it states: *“Specific, detailed and measurable criteria for good design are most appropriately set out at the local level. They may take the form of local design policies, design guides or design codes, prepared either by local authorities, or applicants to accompany planning applications.”*
4. Under current National Planning Policy Frameworks (NPPF 2021) legislation, in the absence of locally produced design guides or design codes, the NPPF and The National Design Guide are to be used to guide planning decisions. The draft updated NPPF (2023) is unchanged on this point.
5. The NPPF (paragraph 128) recommends that any such local design guide should *“provide a local framework for creating beautiful and distinctive places*

1

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

2

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

with a consistent and high-quality standard of design” and that “the level of detail and degree of prescription should be tailored to the circumstances and scale of change in each place and should allow a suitable degree of variety.”

6. This means a Wiltshire Design Guide should provide new design guidance that would apply across Wiltshire at a level of detail which does not exist in the National Design Guide.
7. The role of Neighbourhood Plans and Village Design Statements will remain important. These should continue to incorporate design guidance which relate to specific neighbourhoods or sites.

Main consideration for the committee

8. Design guidance needs to be relevant to the level of use to which it is intended. At the highest level National Design Guidance sets out broad principles of good design through 10 characteristics:
 - CONTEXT – enhances the surroundings.
 - IDENTITY – attractive and distinctive.
 - BUILT FORM – a coherent pattern of development.
 - MOVEMENT – accessible and easy to move around.
 - NATURE – enhanced and optimised.
 - PUBLIC SPACES – safe, social and inclusive.
 - USES – mixed and integrated.
 - HOMES AND BUILDINGS – functional, healthy and sustainable.
 - RESOURCES – efficient and resilient.
 - LIFESPAN – made to last.
9. These 10 characteristics create the framework for considering good design. These characteristics are followed at the next level down in the draft Wiltshire Design Guide in which expectations are set at a county wide level.
10. Settlement level distinctiveness should be picked up through community led neighbourhood plans or village design statements. These should follow the same characteristics of good design as set out in the local and national guidance but are best placed to reflect very local level design and character.
11. These three levels of design guidance; national, county and settlement level, each provides a greater degree of granulation to the one above. However, each should follow the guiding principles of those above to ensure the principles of good design are consistently applied.
12. To support communities to align with the Wiltshire Design Guide and National Guidance, the council has also produced a Guidance for Neighbourhood Planning within Wiltshire – Integrating High Quality Design document that neighbourhood planning groups and communities can use. This helps take groups through the design process to deliver good ‘placemaking’.

13. Given the aforementioned context for the draft Wiltshire wide design guidance, the process of creating the draft WDG has been based around the following objectives:

- i. To comply with a national government directive to produce up-to-date local design guidance which addresses local priorities and preferences.
- ii. To ensure that the WDG advances the delivery of the Council's Business Plan objectives and the Core Strategy in particular Core Policy 57.
- iii. To ensure the WDG is not singularly focused on the appearance of new buildings and addresses all 10 characteristics of good design as described in the National Design Guide. In doing so it will provide the framework for any additional local design guidance that may be produced as part of Neighbourhood Planning or through Village Design Statements.
- iv. To create a more detailed level of good practice guidance than currently exists at a national level. This will ensure all Wiltshire is covered by comprehensive, local design guidance which will have material weight when considering planning applications.
- v. To ensure the text and presentation of the WDG is clear, engaging and of practical use to a wide audience, ranging from members of the public to developers and designers
- vi. To create a document that developers can use to make more informed, early decisions when planning projects before they engage with the planning authority through a formal planning application process.

14. The timetable for adoption is consideration by Cabinet in May followed by a 4-week public consultation period which will include a webinar and an opportunity for the public to discuss the document at in person events that will be held at libraries across Wiltshire. All comments will be considered, and any revisions made before the final version is considered by Cabinet and Council in the Autumn.

Consultation and Approval Process

15. The development of the guide has been through two consultations amongst internal council officers in different departments. The cross-cutting nature of the guide has sought to produce a series of clear expectations that pick up on good design practice across a broad spectrum of specialisms including highways, climate change, waste, public art, planning and ecology, to create a document that supports excellent 'placemaking'.

16. The guidance that is in the draft WDG is presented mostly as 'Expectations'. This is a deliberate choice of word as there is a risk that inflexibly mandating

compliance with all new guidance could have unintentional environment, social or economic implications.

17. On occasion the word 'must' has been cautiously used when experience has shown that it is justified to do so. But despite the choice of wording, it will remain at the discretion of the Planning Case Officer (or Planning Inspector) to give weight to multiple factors and make decisions accordingly.

Environmental impact of the proposal

18. The WDG includes expectations which seek to increase the standard of protection and improvement to the natural and historic environment as well as design considerations that help address climate change objectives, adaptation, and resilience.

Financial implications

19. This is a guidance document and as such there are no direct financial implications.

Legal implications

20. Legal has been consulted to ensure the draft document is suitable for adoption as an SPD.

Alternative Options Considered

21. Options considered were:

- i. To create a short (10-20 page) document which could succinctly compliment the National Design Guide. However, such a short document would not read as a coherent document as it could only include some of the National Design Guide's 10 characteristics of good design. Instead, this draft WDG is comprehensive and more coherent, with references to (rather than repetition of) the National Design Guide.
- ii. Produce a WDG but not seek to adopt it as an SPD. This was rejected as it is important that its content is given proper weight in decision making in all matters relating to planning.

Conclusion

22. The draft Wiltshire Design Guide fulfils the list of objectives set at its inception and has undergone a comprehensive internal consultation process. The next step would be to undertake a 4-week statutory public consultation when the views of the community and stakeholders can be sought.

Appendices

Appendix 1 - Draft Wiltshire Design Guide

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Wiltshire Design Guide

2023

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DRAFT

Shaping the future:
My Place, Your Place, Our Place

Wiltshire Council

Contents

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Version: 6
Version date: 23/02/2023
Comment: **Draft Report**

This document has been prepared and checked in accordance with ISO 9001:2015

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Foreword

Wiltshire a beautiful county covering 1,257 square miles which is home to a population of half a million and growing. The Council has a responsibility to manage and shape this growth and to ensure that existing and new communities are beautiful and well-functioning places.

impact of climate change and the recent global pandemic in which the essential relationship between people's homes and their health was again revealed.

The Council recognises that individual communities may have additional, specific insights and design aspirations which cannot all be captured within this guide. That is why a separate guide has been produced to support local communities integrate high quality design through the Neighbourhood Planning process.

These challenges are also opportunities to do things better. Our aim is help neighbourhoods, landowners and developers provide beautiful and sustainable new communities which are popular with residents and support well-being and good public health outcomes. Therefore, three golden threads underpin this guide: Health and Wellbeing, Sustainability and Climate resilience and getting the right homes in the right places.

Our built environment says a lot about us, not just our heritage and past, but about our aspirations, priorities and vision for the future.

The guidance itself is based on best practice in urban design, but also accounts for the professional insights and lived experiences of a range of specialist officers working within the Council; because there are few service areas that are not affected by the design decisions relating to the built environment.

We hope that this guide is well-received by local residents, businesses and community groups alike. This period of public consultation is the opportunity to provide feedback on it.



Cllr. Nick Botterill

Cabinet Member for Finance, Development Management and Strategic Planning

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Within the built environment, we must strive to balance the needs of people with those of nature and to do so in an economically sustainable way. This guide aims to do just that and it will also provide a standard to hold ourselves accountable to.

National planning policy now requires local authorities to create their own local design guidance and we see value in producing a county-wide design guide without delay. We already face significant local, national and global challenges. The shortage of housing across the country means that there is continuing demand for new development in Wiltshire. However we must also take account of the



1.0

The Vision

Wiltshire has a distinct environment and heritage

Appreciating context and focussing on what is important for shaping the future should give a clear direction to designs coming forward in Wiltshire, allowing them to make a positive contribution to its character.

1.1 Purpose of this Document

This Wiltshire Design Guide is for any applicant or assessor of planning applications and design proposals within the Local Authority of Wiltshire.

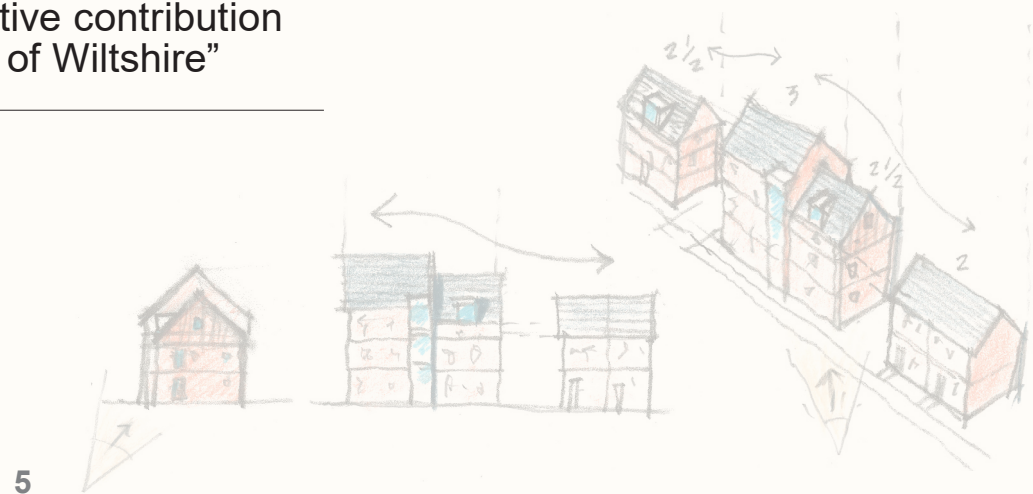
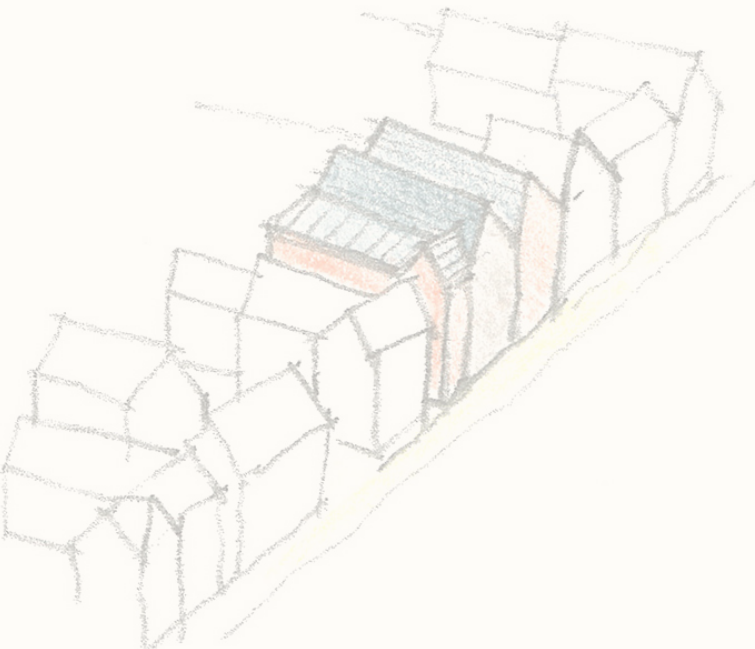
It is a Supplementary Planning Document (SPD) and expands upon the current Core Policy 57 (CP57) "Ensuring high quality design and place shaping" in the [Wiltshire Core Strategy](#).

CP57 states: "A high standard of design is required in all new developments, including extensions, alterations, and changes of use of existing buildings. Development is expected to create a strong sense of place through drawing on the local context and being complementary to the locality. Applications for new development must be accompanied by appropriate information to demonstrate how the proposal will make a positive contribution to the character of Wiltshire"

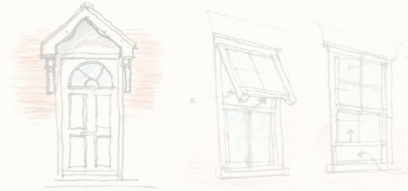
The policy also sets out expectations which applicants must give regard to when complying with the above.

Therefore, as an SPD, the primary aim of this Wiltshire Design Guide is to elaborate on CP57 (or any subsequent design policies which are part of the forthcoming Local Plan Review) by including supplementary and locally relevant background and instruction. It has been locally consulted on and is a material consideration in the determination of planning applications.

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Wiltshire Design Guide



This Guide's content has been structured around the '10 characteristics of design' as recognised in the National Design Guide. Thus, the Wiltshire Design Guide responds to local priorities and expectations whilst maintaining regard to each of the 10 characteristics, as required by the National Planning Policy Framework 2021 (paragraph 128 & 129) and corresponding Planning Practice Guidance on Design

<https://www.gov.uk/guidance/design>

It has been produced primarily to address major developments of new housing (i.e. 10 or more homes), commercial and mixed-uses, which also include the creation of new street networks, green infrastructure and communities. However, just as CP57 applies to all new development this Design Guide is relevant to all applicants; a significant amount of this guidance relates to detailed design matters at the scale of the individual building or plot and so is valid for most projects, i.e. sections on Built Form and Homes & Buildings.

As it is expected that masterplans will be produced for any major developments which may cover multiple land ownerships, these projects must demonstrate compliance with all sections of this Design Guide.



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Through this document, in each section 'Expectations' are stated. This term covers the expectations Wiltshire Council has in terms of processes, requirements and outputs through the design, planning, development and delivery stages of a project.

In all cases, where any proposal seeks to deviate from the guidance, appropriate information must be provided to explain why and this will generally be reviewed by the local planning authority (LPA) on a case-by-case basis.

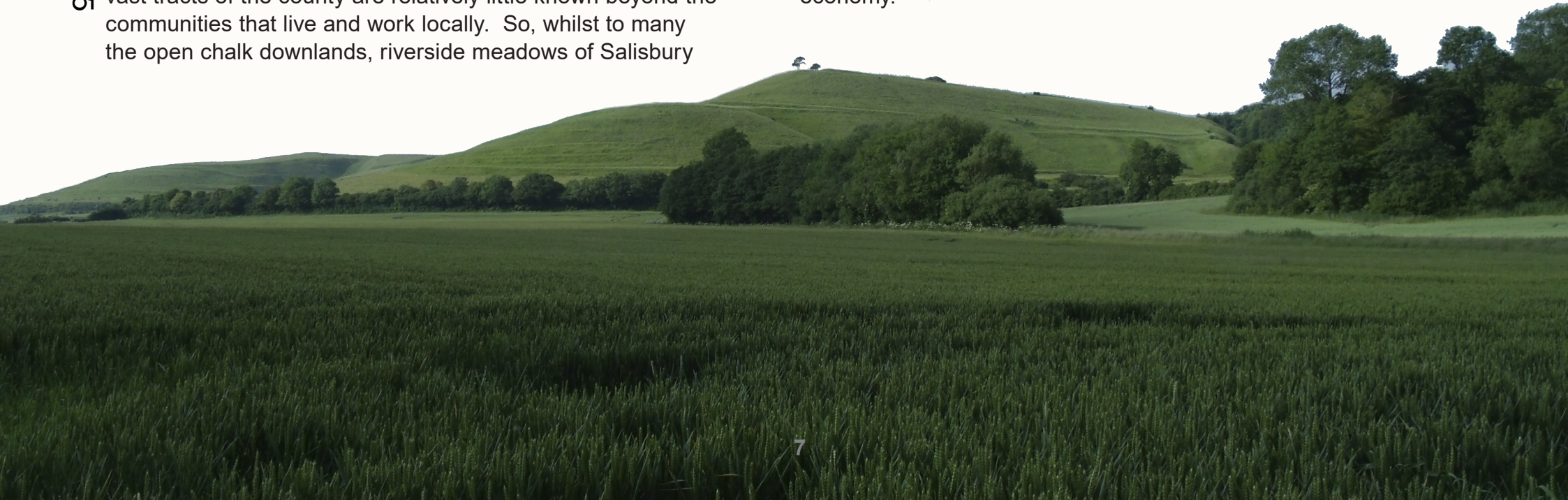
1.2 Introduction to Wiltshire

Wiltshire, covering an area of approximately 3485 square kilometres, has a population of circa 500,000, the vast majority of whom live in small towns and rural villages meaning the county has a very distinctive rural character. Salisbury, Wiltshire's only city is the largest settlement in the county and has a population of just 45,000, giving it the feel of a large, prosperous market town.

Whilst the county contains several of the UK's most iconic and identifiable landscapes, buildings and ancient monuments, vast tracts of the county are relatively little known beyond the communities that live and work locally. So, whilst to many the open chalk downlands, riverside meadows of Salisbury

and manicured parklands of Longleat and Stourhead are characteristically 'Wiltshire', few beyond the county are aware of the great diversity of other landscapes that it possesses.

The enormous variety in the landscapes and the built environment of Wiltshire is a result of the complex interplay of a wide range of physical and cultural influences operating over the long term. This diversity adds significantly to the county's charm, contributing both to the distinct identities of local communities and is a basis for a flourishing tourist and rural economy.



Wiltshire's geological foundations and the effects of geomorphological processes are the principal factors in determining the landform, character and diversity of the region. In addition to shaping the physical and hydrological structure of the county, this geodiversity has also had a significant effect in influencing the economy of Wiltshire, its industrial and cultural heritage and the way that the land has been used and settled over countless generations.

To the trained eye, the effects of these geological foundations can be seen in the very shape of the land, in the habitats and land uses it supports and in the fabric of buildings and other features. For example, in the far northwest of the county, the distinctive Cotswolds dip slope is criss-crossed with drystone walls and is peppered with distinctive honey coloured cottages and churches constructed from the local Jurassic limestone. To the east, the limestone gives way to a broad band of Oxford Clay and Kellaways Beds which form wide vales of the Bristol Avon and the Thames. The Vale of Wardour also contains two other later Jurassic rocks – the Portland and Purbeck limestones, which have been quarried for



The county of Wiltshire

centuries, including in the 13th century to build Salisbury Cathedral. Further south lie areas characterised by chalk geologies which formed in the late Cretaceous period. The Middle and Upper chalk comprise pure white chalks which have resisted weathering, giving rise to the distinctive elevated plateaus of expansive downs, including the Marlborough Downs, Salisbury Plain and Porton Down.

The high, open and smoothly rolling downlands are dissected by a network of dry valleys and long sinuous scarp slopes interlocking with gently rounded domed summits. Nature rich chalk streams drain the uplands and have been the focus of settlement and communications routes through the uplands. The thin covering of well-drained soils overlying the chalk bedrock supports a characteristic vegetation of herbs and grasses.



Town Hall, Royal Wootton Bassett

They are ideal for cereal growing, giving rise to productive arable farmland.

Another feature of these chalk uplands are blocks of hard siliceous sandstone, known as sarsens. These have long been used for building stone and are best known for being used in the construction of ancient megalithic monuments including Stonehenge and Avebury.

Overlaying this geological foundation, there is evidence of millennia of human interventions and interactions shaping the character of Wiltshire's landscape. The generally open character of the landscape probably has its origins in the prehistoric

clearance of land for farming and the ongoing management of the land.

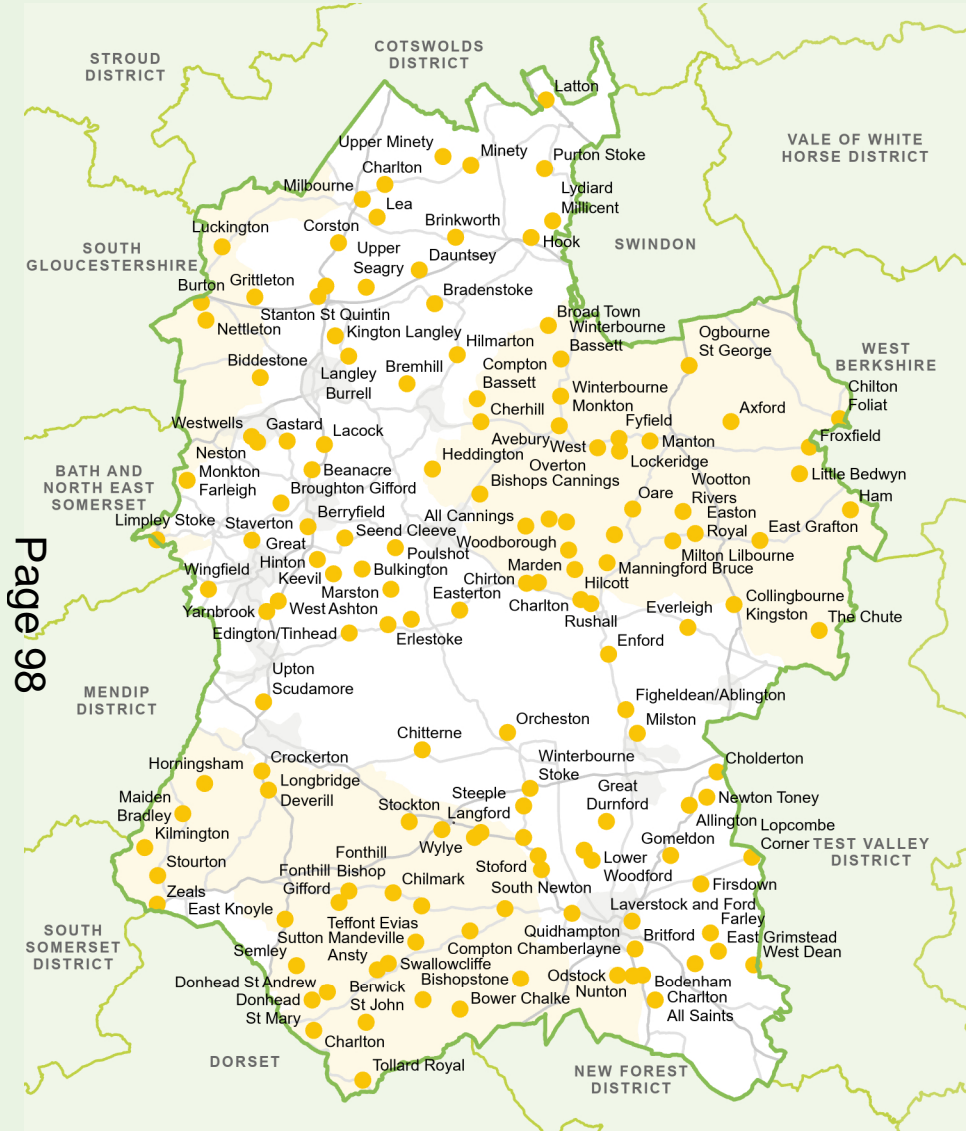
Thousands of years of changes in social organisation and land ownership are visible in the landscapes of Wiltshire; in the patterns created for example by hedges, walls and tracks linking settlements. Monuments too played their part in anchoring communities into their landscape, the most famous of which survive from the Neolithic and Bronze Age periods and include the ritual landscapes of Stonehenge and Avebury, both part of the designated World Heritage Site.



Landscape garden, Stourhead.
Credit visitwiltshire.com

The broad characteristics of the Wiltshire landscape were all probably in place by the medieval period, as were the principal settlements and communication routes across the uplands and along the river valleys. Over time the landscape has evolved to reflect societal, environmental and economic drivers. Some of the most significant changes have occurred in the past two centuries. During the 19th century towns expanded rapidly to accommodate the influx of workers leaving the land for jobs in the newly formed industries. The twentieth century saw the mechanisation of farming and a large scale shift towards arable production, resulting in the ploughing up of pasture, felling of woodland and removal of hedgerows to create larger fields able to accommodate machines such as combine harvesters.

Another feature of the modern age has been the creation of grand houses, set in landscaped grounds and the establishment and expansion of military training ranges and other installations. The Salisbury Plain Army Training Estate occupies vast tracts of open chalk downland and contrasts to the intensive settlement of the camps.



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Until relatively recently, when canals, railways and metalled roads allowed the movement of bulky loads, all buildings excepting the grandest cathedrals and churches would have been constructed from locally won materials. The dramatic variations in the geology of Wiltshire has therefore created a distinctive local vernacular, reflected in the materials used in buildings, as well as their form and the methods used for construction. Most of the older buildings to the south and east are of a combination of materials such as flint, chalk, brick and stone. To the northwest the underlying limestone is used for buildings and for stone walls while in the clay vales to the north and centre of the county, brick is the prevalent building material. On chalk geologies, clunch is found in cottages and perimeter walls. Often clunch was used in combination with other materials such as knapped flint, brick or stone, sometimes creating distinctive checkerboard patterns. Chalk was also ground up and used to form cob, which was typically used to construct broad walls with rounded outlines. The porosity of the chalk material meant that thatched or tiled roofs were necessary to cap off the walls.



Cottage, Great Durnford



Castle Street, Aldbourne

Wiltshire's many small villages which strongly influence the rural character and identity of the county.

The significance and value attributed to the Wiltshire landscape is acknowledged in the extent of land that is nationally and locally designated to conserve and enhance its natural beauty and character. In the northwest of the county are the dip slope lowlands and enclosed limestone valleys of the Cotswolds Area of Outstanding Natural Beauty (AONB) and at the heart of Wiltshire is the western extent of the North Wessex Downs AONB. Between Warminster and Salisbury in the southwest of the county is Cranborne Chase AONB and further east Wiltshire captures the northern most limits of the New Forest National Park. In total, these designations account for approximately 45% of the entire land area of Wiltshire.

Wiltshire's landscapes, towns and villages continue to evolve.

The need to accommodate a growing population, new industries and modern farming techniques as well as mitigate the impacts of climate change, are all playing a part. The built environment best reflects the scale and pace of change that we have seen in the first two decades of the 21st century. Over the last 20 years the majority of growth has been focused on greenfield sites on the fringes of the market towns. Elsewhere growth has been more restricted, with opportunities for new homes often restricted to either brownfield or smaller infill sites which can sometimes be detrimental to the viability of local facilities.

Whilst this has had a strong influence on preserving the rural character and identity of the county, there is a risk that in the future poorly planned or badly designed development will erode and dilute the diversity that makes Wiltshire so distinctive.



Wiltshire's diverse and distinctive topography

As the demand for new jobs, housing and infrastructure continues, local planning authorities, developers and communities need the tools to ensure change is positive and respects the diverse character of our landscapes and townscape.

This Design Guide seeks to do just that.

1.3 Three Golden Threads

There are three ‘golden threads’ which underpin this design guidance and support the delivery of the Council’s strategic aims.

Health, Wellbeing and Community

Health and wellbeing are inseparable threads running through the design matters considered in this Guide. This Guide identifies poor design features which singularly or collectively can lead to poor health and wellbeing outcomes and identifies design approaches, principles and features which promote health and wellbeing. The value a high quality built and natural environment has to our health and wellbeing and the significance of achieving this in development has been increasingly brought into the forefront at a national and local level. Public Health England in [‘Spatial Planning for Health’](#) provides an evidence-based resource for planning and designing healthier places.

Communities that are cohesive achieve more and are more resilient in the face of shocks and setbacks. A strong community also contributes enormously to a sense of personal wellbeing. It is also one of the known social determinants of health and we want to ensure our communities are able to grow sustainably with access to leisure, arts, heritage, culture and green spaces.

Sustainability and Climate Resilience

Wiltshire Council recognises the importance of keeping its aims for net zero and its responsibility for the environment central to all it does. The council has acknowledged a climate emergency and is committed to becoming carbon neutral as an organisation by 2030. The Council’s Business Plan sets out that through its leadership, it must now seek to make the whole of Wiltshire carbon neutral too.

In its responsibility for the environment Wiltshire recognises this is key to both visitors and their contribution to the local economy and important to the wellbeing of residents of Wiltshire, with the natural environment playing an important role in tackling levels of anxiety, stress and depression.

Design can help to achieve Wiltshire Council’s ambitious aims. This will mean always planning and designing with a view to meeting the needs of the future as well as the present. From the outset the principles of ‘reduce, reuse and recycle’ must be applied to the design of houses and places. Design needs to ‘think big’ – being efficient with the development of all land; using

1.4. Neighbourhood Planning

innovative design solutions for the growing risks from flooding, overheating and pollution and designing-in ways to adapt to a changing climate. Consideration needs to be given to the wider impact to the setting and features of historic and natural significance as well to the finer detail of sensitive specification of building materials.

needs of the community, i.e. a place to live which is secure, good quality and in the right place. Additionally, the Council itself aims to build the highest quality affordable housing with the lowest viable carbon footprint.

Creating compact neighbourhoods, where front doors are close to each other and to the street and where local facilities and amenity spaces are within easy walking distance helps to create “propinquity”; in urban planning, the propinquity effect is the tendency for people to form friendships with those whom they encounter often. Propinquity is understood to be an important factor in the creation of healthy, sustainable communities.

Neighbourhood planning was introduced in the Localism Act 2011. It is an important and powerful tool that gives communities statutory powers to shape how their communities develop. It’s written by the local community, the people who know and love the area, to ensure the community gets the right types of development, in the right place.

- Neighbourhood Plans can include an extra tier of design guidance. They can be used to convey guidance on matters not specifically addressed in the National Design Guide, or this Wiltshire Design Guide.
- See **Appendix A** for more guidance on how this Guide overlaps with Neighbourhood Planning.

The right homes in the right places

The Council’s Business Plan makes clear the importance of building the right homes in the right places. Wiltshire Council wants to improve housing supply to ensure people can live and work locally, play an active part in their community, have easy access to high quality and affordable housing, close to family, that is right for them and in a beautiful place. This aims to meet the basic physiological

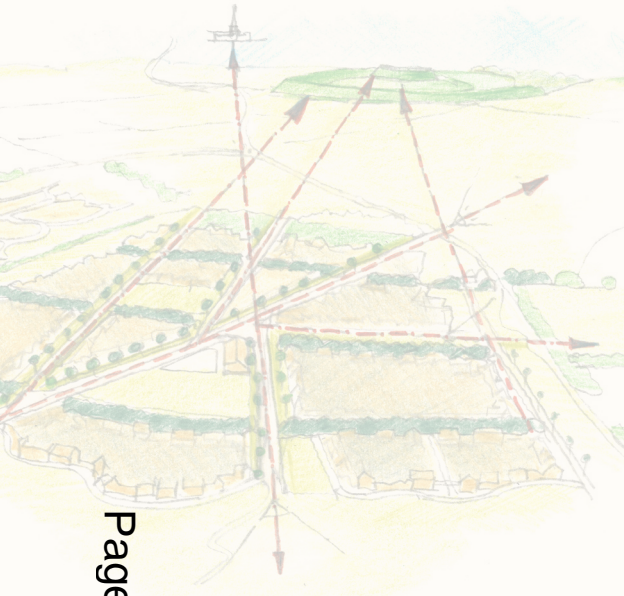
2.0

Local information on context

It's critical to appreciate the context of a site.

This is in order to ensure new developments are well grounded in their locality and create a positive sense of place.

2.1 Context



Westbury White Horse and Bratton Camp (site of an Iron Age hillfort)

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There will be a physical context and a planning context for all applications.

Physical context is the location of the development and the attributes of its immediate, local and regional surroundings.

An understanding of the context, history and the cultural characteristics of a site, neighbourhood and region is necessary when making decisions on the siting and design and identity of new developments.

It ensures they are well grounded in their locality and more likely to be acceptable to existing communities. Creating a positive sense of place helps to foster a sense of belonging and contributes to well-being, inclusion and community cohesion. The section on Identity elaborates on physical context.

With regards to the planning context, development projects must also have regard to the Council's visions and

strategies, as well as the socioeconomic status of the area and actual housing need.

The National Design Guide

References C1, C2 and I1 provide further information on what is expected at a national level.

Appendix E includes a list of key local documents and tools to help applicants and assessors understand context in Wiltshire.

2.2 Process: design information must be submitted for all major projects.

2.2.1 Where required, a Design and Access Statement (DAS) must explain the design principles and concepts that have been applied to the development. It must also demonstrate how the proposed development's context has influenced the design. The DAS must explain the applicant's approach to access and how relevant Local Plan policies have been taken into account, any consultation undertaken in relation to access issues and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed.

2.2.2 The Council's validation checklists for planning applications sets out when a DAS is essential. However, a DAS can be useful in other applications too. Please see **Appendix B** for a summary of when one is required and/or recommended.

2.2.3 A fundamental part of any statement about design should be its context appraisal. This section should demonstrate how the design principles and concepts and even detailing that have been applied to the development have been informed by the physical context of the place.

2.2.4 The National Design Guide references C1, C2 and I1 include conventional guidance on how to gain and demonstrate an understanding of the context of a place from an urban design perspective, e.g. heritage, landscape character, visual impact. This section of the DAS should include a strong graphic element, using photos, diagrams and baseline maps to convey information.

2.2.5 The context analysis and conclusions will generally need to be conveyed through various plans and writing (e.g. a Movement Plan, a Green and Blue Infrastructure (GBI) Plan and other plans or diagrams illustrating the characteristics of the built environment, architectural character analysis) and an overarching Constraints and Opportunities Plan should be used to collate and present key information, i.e. topography, site boundaries, rights of ways, views in and out, ecology and landscaping, flood mapping, utilities, etc.

2.2.6 Please refer to **Appendix C** for a comprehensive list of plans and documents expected to be submitted as part of planning applications for major development.

2.2.7 Seeking pre-application advice is recommended for all applications other than householder applications. Pre-application advice can help applicants understand how planning policies and other requirements affect their proposals and, if draft proposals are submitted, enable an assessment of whether there seems a reasonable chance of getting permission. The level of preparation required depends on what is proposed, but for major applications a draft DAS is recommended. (Appendix D provides preliminary guidance for householder applications).

2.2.8 Outline applications that seek only to determine limited detailed matters, e.g. Amount and Access, must still agree certain design expectations, as these will be key factors in the financial viability and deliverability of projects. These include:

- Developer contributions for facilities/ infrastructure deemed necessary to make the development acceptable, e.g. affordable housing, highways infrastructure, education, healthcare, sports and community facilities.
- Any abnormal infrastructure costs that would not routinely be expected on a typical development site, e.g. ground remediation, flood risk protection, utilities upgrades, offsite infrastructure works (e.g. a road widening scheme elsewhere in the local area), serviced land for self-build.
- Additional cost allowances required to meet enhanced design requirements such as the use of any unusual built forms or non-standard materials.



Community consultation, Corsham

3.0

Identity

Local character makes places distinctive and memorable.

Wiltshire has a rich and varied environment; understanding a place's landscape and community is an important and inspiring step in the design process. This should commence at an early stage and proposals should respond positively.

3. Identity

The identity or character of a place comes from the way that buildings, streets and spaces, landscape and infrastructure combine and how people experience them. It is not just about the buildings or how a place looks, but how it engages with all the senses.

Local character makes places distinctive and memorable and helps people to find their way around. Well-designed places have a strong identity, which gives their users, occupiers and owners a sense of pride, helping to create and sustain healthy communities and neighbourhoods.

The identity of a place is not just about how it looks or its geographic location. It stems from the way that its buildings, streets and spaces, landscape and infrastructure combine to create a whole.

Each combination is unique and shapes how people experience and use the place; patterns of behaviour are generated, which in turn, shape the identity of the community. The built environment and the community become synonymous with one another.

Wiltshire, however, is a vast and diverse County and so it is not within the scope of this Guide to convey the identity or character of specific places where development is anticipated; this section simply draws attention to the 'headlines' about how physical identity varies across the County.

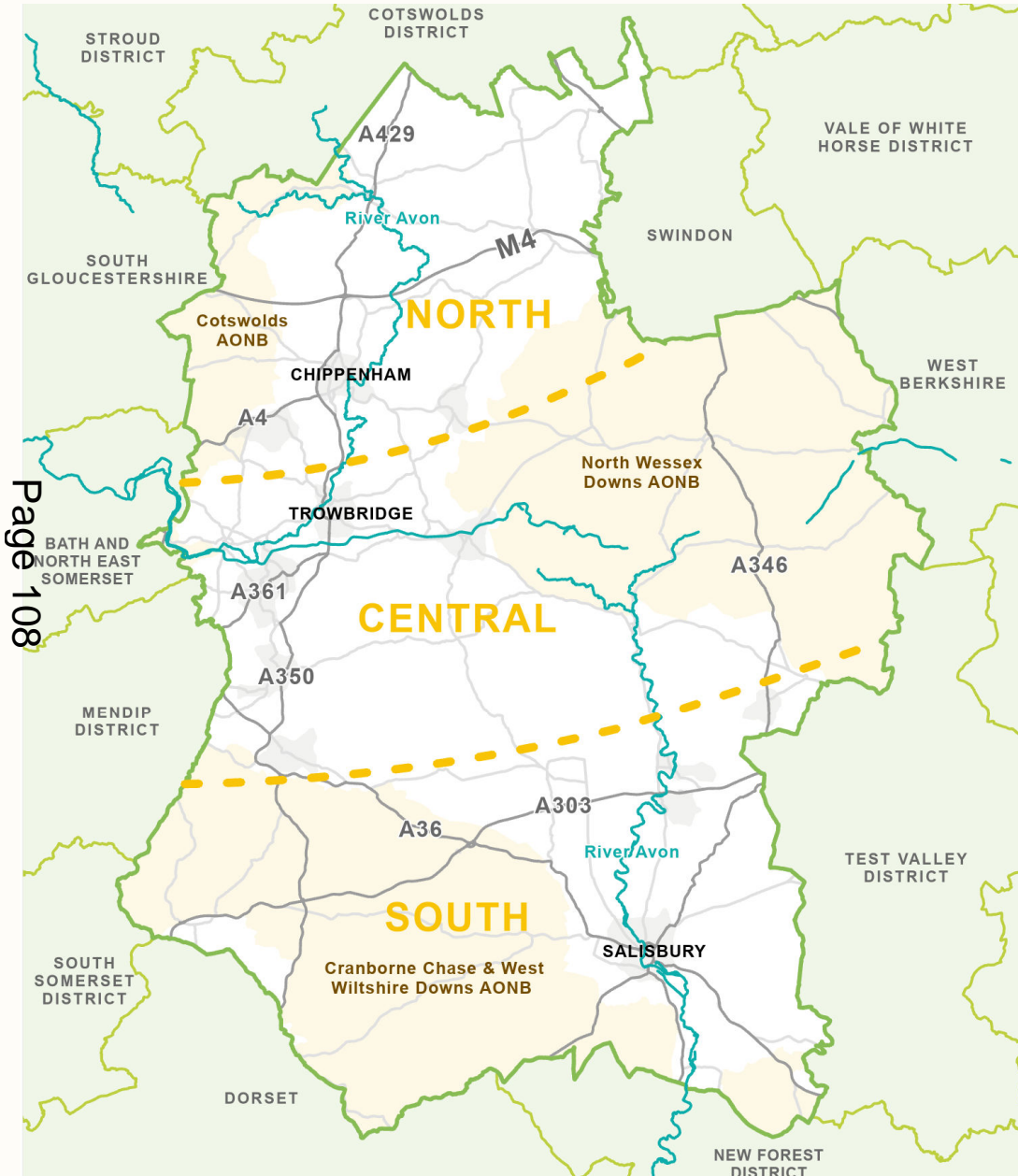
With regard to specific settlements and sites, the Council expects applicants to demonstrate their understanding of these areas' identity (e.g. within a context or character analysis) and demonstrate how this would inform their proposals.

3.1 Wiltshire's settings

3.1.1 Wiltshire has one of the richest and most varied natural, historic and built environments across the country, related in a large part to its topography, geology and historic environment.

3.1.2 The Local Plan/Core Strategy includes additional policy-guidance for development across the different landscapes.

3.1.3 The following descriptions are only broad summaries of the varying character across a large county. There will inevitably be idiosyncrasies at a more local level.



Informal categorisation of Wiltshire's geographic area.

The physical character of Wiltshire may be separated into three areas according to the geography. Whilst there are unifying landscape characterisations across each of these areas, there is also significant diversity within each, as well as overlaps between them.

On the other hand, it is not possible to neatly categorise Wiltshire's communities on a map. For example, a distinctive local feature of Wiltshire is the numerous military communities which have evolved around historic Ministry of Defence sites that exist across the county.

Needless to say, defining character at a county scale is problematic, hence the need for more detailed character analysis at the local level. Furthermore, community members themselves are best placed to define the identity of their community; this is preferably done through Neighbourhood Planning.

North Wiltshire

3.1.4 The Cotswolds runs through five counties, including the north-west and west of Wiltshire. Within the Cotswolds Each settlement has its own identity, yet all are generally marked by the defining Cotswold feature; the ubiquitous use of stone (though this varies from gold to pale depending on the exact location). The 'Cotswold architectural style' often includes multiple gables, triple light windows, stone mullions, stone roofing and more.

3.1.5 The distinctive character of the Cotswolds towns and villages does not end at the boundary of the AONB. These characteristics can be experienced as far south as Bradford-on-Avon and as far north as Cricklade.

3.1.6 Applicants and assessors may find it useful to make appropriate use of the 'Cotswold Design Code' (Cotswold District Council, March 2000) which provides guidance on faithfully reflecting this style.

3.1.7 Swindon is in the north-east of the county, but beyond the administrative boundary of Wiltshire Council. It does however influence the physical and planning context within Wiltshire and there are some joint Wiltshire-Swindon Strategies.

Key Landmarks in north Wiltshire are:



Chippenham Market Town, 1 of 3 'Principal Settlements' (a strategically important centre)



Castle Combe historic village



Malmesbury historic 'Market Town'. A distinctive hilltop settlement encircled by the River Avon



The Cotswold Water Park. A distinctive landscape of over 140 manmade lakes created from decades of mining. It continues to be a changing landscape with expanding recreational resource for the county and its visitors. Photo by Robert Bewley (copyright).

Central Wiltshire

3.1.8 Stretching from the market towns of Warminster and Trowbridge in the west across to Marlborough in the east. The natural landscape varies from the borders of the Cotswold Countryside Character area in the far west and the North Wessex Downs in the north-east, across the Vales of Avon and Pewsey, to the borders of Salisbury Plain to the south.

3.1.9 Stone, orangey-red brickwork and render are the common building materials across this part of the county. Focal buildings are often in cast stone. Brick is often incorporated with either stone or flint as a broad transition between the north and south.

3.1.10 Occasional thatch roofed and timber framed buildings also characterise the rural villages. Clay vertical plain tile hanging is characteristic within the dense market town of Marlborough, thought to be historically linked to the re-fronting and cladding of medieval timber framed properties to be more fire resistant.

Key landmarks in central Wiltshire are:



Trowbridge Market Town, the county town of Wiltshire and 1 of 3 'Principal Settlements'



Marlborough Market Town, set within the North Wessex Downs AONB



Western Wiltshire Greenbelt, stretching from west Trowbridge northward to Colerne, encompassing Bradford on Avon and numerous other villages



The Avebury part of the World Heritage Site

South Wiltshire

3.1.11 The south of Wiltshire is diverse in its landscape character, from rolling downland and the Salisbury Plain in the north to more forested areas which characterise the New Forest National Park in the very south-east. (Planning applications within the New Forest are dealt with by the New Forest National Park Authority).

3.1.12 There is a notable contrast between the village-based and largely arable landscapes of the south Wiltshire's chalk downs (with very low densities of dispersed settlement) compared to the higher density of more mixed settlement in the dairying vales of the West and North.

3.1.13 Much of south Wiltshire lies within the designated Cranborne Chase and West Wiltshire Downs AONB, commonly referred to as just Cranborne Chase.

3.1.14 The built environment here has been keenly shaped by the geology across south Wiltshire, with chalk and flint being a distinguishing characteristic of buildings across the area.

Key landmarks in south Wiltshire are:



Military Camp Westdown, Salisbury Plain



Salisbury Cathedral and City, 1 of 3 'Principal Settlements'



The Stonehenge part of the World Heritage Site



Old Sarum (Scheduled Monument)

3.2 **Expectation:** Respect for and enhancement of the intrinsic local character and distinctiveness of the local area.

3.2.1 Consider what makes the site distinctive, from place names and historical context to landscape features and social activity and consider how it can be referenced or protected within the scheme.

3.2.2 Engage the local community in a conversation about what is locally distinctive and important to them.

3.2.3 Where they have been created, refer to Neighbourhood Plans and Village Design Statements which may provide further guidance on local character.

3.2.4 Celebrate heritage and draw inspiration from the previous historic landscape, rural vernacular, industrial and commercial heritage or buildings, strongly reflecting particular historic trades.

3.2.5 Respect the characteristic scale and pattern of the overall landscape and settlement including landforms, slopes and field patterns within the site and its setting, skylines, roofscapes and backdrops.

3.2.6 Articulate the building form and roofscape of new development to respect and maintain the characteristics of the local setting.

3.2.7 On the Constraints and Opportunities Plan, plot key views both locally within the public realm and from further afield and demonstrate how new buildings will impact those views.



The Tannery, Holt. Photo by Mitchell Eley Gould (copyright).



Manor Farmyard, Urchfont. Photo by Pete Helme (copyright).

3.3 Expectation: Creation of character and identity with new buildings and public realm

3.3.1 Unless the context requires new development to ‘subtly blend in’, which may be the case for householder applications and small infill schemes, the design for new buildings should make use of the available opportunities for enhancing the identity of the place, potentially becoming distinctive in its own right, if appropriate.

3.3.2 Depending on the context analysis, the character of a housing development should respond to local characteristics, e.g. utilise a predominant material, colour or built form that is distinctive for how it unifies the individual buildings.

3.3.3 During public engagement, it is recommended that a few options for the creation of character and identity are presented to those who will live in and identify with the area. Refer to Conservation Area guides,



Somerbrook, Great Somerford. Photo by Craig Auckland, Fotohaus (copyright).

Neighbourhood Plans and Village Design Guides if available, to understand the communities’ preferences for character.

3.3.4 Do not use inflexible, ‘ready-made’ architectural plans and elevations which have no regard for the site or the plot. Instead, ensure designs for the built form and façade detailing relate to the character/context of the site and the plot.

3.3.5 Applicants and assessors must have regard for any other local design guidance on the detailing of the public realm, e.g. The Salisbury Public Realm Guidance

The National Design Guide

References I1, I2 and I3 provide further information on what is expected at a national level.



Amesbury Archer sculpture by Lucy Quinnell and Adam Boydell with the help of the children of the Amesbury Archer Primary School. Head model by Neil Lossock, face life cast by CJ Munn and André Masters. Credit ‘Fire and Iron’ art

4.0

Built Form

Considering the built form cannot be an isolated exercise

Designing well will involve considering identity and character, understanding the existing landscape, thinking about movement and open space and above all giving thought to placemaking and how people live

4. Built Form

Built form is the three-dimensional pattern or arrangement of development blocks, streets, buildings and open spaces. Together they create the built environment and contribute to its character and sense of place.

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The National Design Guide

References B1, B2 and B3 provide further information on what is expected at a national level.

For guidance on applications for householder extensions, please refer to **Appendix D**

4.1 Expectation: Working with the Topography

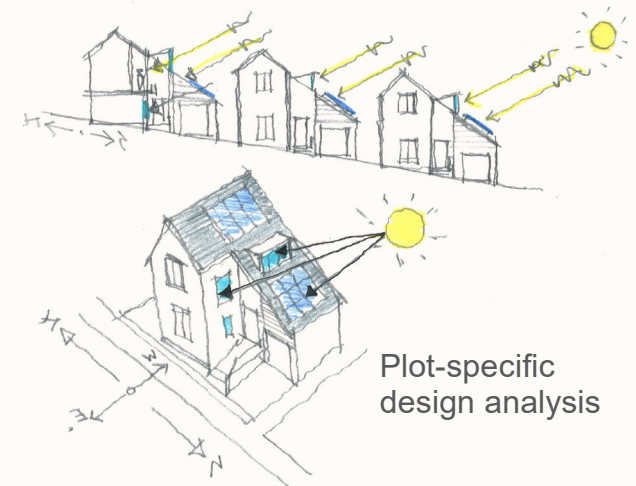
4.1.1 New buildings and layouts should integrate seamlessly with the landscape. This means buildings and spaces rise and fall more gradually with the land, in turn creating more interesting, characterful townscape and better living environments with less need for large retaining structures.

4.1.2 Topography should not be overly reprofiled unless there is a demonstrable advantage in terms of coherence or function of the new place, as a whole. This would not include a desire to simply make it easier to utilise pre-designed buildings.

4.1.3 Height differences between plots within a site should be minimised, designing out the need for large retaining structures, especially those topped with fencing or walls.

4.1.4 Sustainable drainage systems (SuDS) on slopes should be designed to avoid excessive embankment gradients.

4.1.5 On very steep sites, plots with a build line parallel to the contours should utilise split-level built form and split-level gardens. Plots perpendicular to contours should consider using traditional, narrow-fronted stepped terraced housing.



4.2 Expectation: Development Structure

4.2.1 The appropriate layout structure will depend upon the scale of the development. The context analysis, combined with the vision, will dictate the pattern of streets, spaces and development blocks.

4.2.2 New block structures should facilitate compact housing layouts whilst reinforcing the coherency and hierarchy of the movement network. See also 4.4 Expectation: Compact development.

4.2.3 Smaller scale infill development should generally respect the intrinsic pattern of streets and blocks in the settlement.

4.2.4 Structured open space can bring a strong degree of legibility and interest to development, especially when specified as a focal community space.

4.2.5 Aim to use perimeter blocks, where the edges of all streets and spaces are defined by building frontages.

4.2.6 Take cues for the structure from site constraints and use diverse perimeter block arrangements.

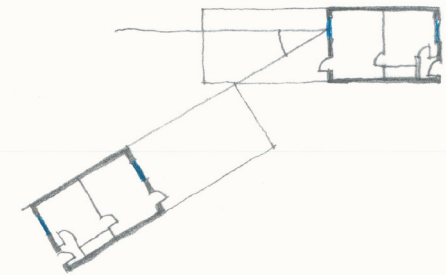
4.2.7 Mews developments can be created within larger perimeter blocks to accommodate parking, informal play space and smaller dwellings.



Distinctive layout and buildings on primary routes create strong focal points

4.2.8 Where buildings are on a corner both public elevations should be designed as 'frontages' and have windows from habitable rooms in them.

4.2.9 "Back-to-back" distance (a term used to refer to the distance between the rear façades of dwellings) should generally be no shorter than about 20m* (measured within 30° degrees of parallel) in order to limit direct overlooking of private amenity spaces. This may slightly reduce where higher densities are appropriate. *Also see Private Amenity Space (Section - Homes and Buildings).



20m back to back, measured within 30° degrees of parallel

4.3 Expectation: Destinations, Landmarks and Focal Points

4.3.1 Destinations provide opportunities for people to meet, share experiences and come together as a community. By bringing existing and new together, destinations become a place for everyone.

4.3.2 Design destination buildings or public realm carefully into layouts. This generally means locating them on nodes on the appropriate hierarchy of route.

4.3.3 Reinforce the landmark status of buildings (or spaces) through the design of their setting, their built form and/or building detailing.

4.3.4 Consider utilising public art to reinforce the landmark status of a place. Public art used for this purpose should have permanence and be relevance to the local or wider context of the place. (See also Wiltshire's Policy and guidance on [Public Art and Design](#)).

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Typical landmarks, e.g. historic buildings, key public spaces, taller built form. Clockwise from top right is Calne, Chippenham, Aldbourne, Warminster, Calne

4.4 Expectation: Compact development

4.4.1 Compact forms of development bring people together to support local public transport, facilities and local services. They make destinations easily accessible by walking or cycling and help to reduce dependency upon the private car. They have a higher degree of “propinquity” the propinquity effect is the tendency for people to form friendships with those whom they encounter often. Historically, settlements were naturally compact and had tightly knit communities due to having evolved to be walkable and include mixed-uses.

4.4.2 Consider how to ensure proposals are compact - this starts from the efficient use of all space. This is a strategic national policy (see NPPF: National Planning Policy Framework (2021) paragraph 124).

4.4.3 In practice, housing mix directly influences the built form and the efficiency of land use. The mix of open market housing also informs the site capacity, physical character and the demographics of the new place. Over the long-term this also influences the rate at which greenfield land is developed. Therefore, on applications for major development, the proportion of open market dwellings of different sizes must reflect objectively assessed local need (as per Local Plan Policy) as opposed to commercial preferences alone. The Affordable Housing Mix should be agreed with the Housing Enabling Team.

4.4.4 For Outline Applications, an indicative affordable and market housing mix should be agreed and used to objectively estimate site capacity, even if the precise mix shall be a reserved matter.

4.4.5 Where possible, use attached built forms (shared party walls) as opposed to detached forms.

4.4.6 Where appropriate, use continuous and closely spaced building frontages to primary routes to create a street hierarchy.

4.4.7 Where appropriate, consider utilising 2.5 and 3 storey homes for larger households, rather than 1 or 2 stories with larger floor plans.

4.4.8 Always use highways designs which are in scale with the needs and character of the development. Swept path analysis should be submitted to



Distinctive boulevard enclosed with 3 storey housing, Great Mead, Chippenham



Compact yet ample private gardens, The Tannery, Holt. Photo by Mitchell Eley Gould (copyright).



Attached built form and mews, Snuff Street, Devizes



Front porch integrating storage and balcony, Bristol

demonstrate efficient use of land for highways, e.g. turning head designs should be only as large as necessary to accommodate the relevant service vehicle.

4.4.9 Innovative design solutions may be necessary to achieve higher density in some locations, for example, the use of attic space for accommodation, providing accommodation or gardens over parking spaces and apartment roof terraces and balconies as private amenity space. Where ground conditions allow it, split level buildings and basements may be explored.

4.4.10 New back garden sizes should comfortably serve the typical needs of those who will use them, but extensive private gardens may lead to very low site densities and the inefficient use of land, especially where a significant amount of Public Open Space (POS) is also provided on site.

4.4.11 In general the following average net density standards should be followed:

Towns

30 to 55 dwellings per hectare

Villages

20 to 45 dwellings per hectare

Hamlets and Scattered Dwellings

Not applicable

4.5. Expectation: Building Detailing

4.5.1 The details of a building are the individual components and how they are put together. Some are a deliberate part of the appearance of a building, including doors, windows and decorative features. Others are functional, although they can also contribute to the appearance of a building. Detailing affects the appearance of a building or space and how it is experienced. It also affects how well it weathers and lasts over time.

4.5.2 In areas with a strong visual identity, the detailing of new development will generally be expected to conform or complement the existing character. Thus, in the first instance, applicants and assessors must make use of Neighbourhood Plans, Village Design Guides and any other style guides which are relevant, to identify what sort of detailing is appropriate.

Main Structure

4.5.3 To mitigate visual impact of a new building's mass, such as in the setting of important natural and urban landscapes, it may be necessary to break down the main volume and roof profile of a large structure into several smaller elements.

4.5.4 For attached buildings such as terraces and apartments, where balconies, porches and roof terraces etc. are required, it may be necessary to vary the design of these across the building's façade in order to avoid a monolithic appearance and also to avoid conflicts between individual units, e.g. privacy and noise.

4.5.5 The building line should generally reinforce the predominant building line within a street, (where this positively contributes to the existing sense of place). Where a new building's façade will have

substantial width, some variations in the orientation and/or setback of the building line may be required.

Articulation

4.5.6 Windows and doors should be designed to provide a well-composed façade that enhances the appearance of the building and place, as well as functioning appropriately for users. Generally, large areas of unvarying solid wall should be avoided as should large panes of glass (these may be sub-divided into smaller panes, creating distinctive patterns).

4.5.7 Planning drawings must include details of all visible items on façades, such as meter boxes, heat pumps, lighting, flues and ventilation, gutters, pipes and other rainwater details. To ensure these have been incorporated thoughtfully, these should not be conditioned.



Distinctive gables and chimney stacks, Somerbrook, Great Somerford. Photo by Craig Auckland, Fotohaus (copyright).

4.5.8 In areas characterised by traditional architecture, designs should avoid ‘off the peg’ components, e.g. incongruous fascia/soffits, windows and chimneys made of plastic. Instead, traditional detailing should be used, e.g. slender fascia’s or expressed rafter sprockets at eaves, slim or mortared verges, traditional tiled or slated roofs and well detailed windows (including attention to glazing bars patterns, cills, lintels and depth of reveals). This list is not exhaustive; the applicant’s own character analysis of the area is expected to identify all the existing buildings’ prominent characteristics.

Colour and Texture

4.5.9 Colour must be carefully considered at all scales; how the whole development appears within the surrounding context; how colour is used to blend in or distinguish the individual building and how themes of colour might create distinct streets and spaces within the development.

4.5.10 Designs should avoid using items which are visibly artificial in appearance which is generally the case with inferior quality products, e.g. plastic ‘tiled roofs’ on porch canopies or bay windows, plastic ‘brick’ chimneys or foam ‘stone’ detailing etc. Whilst the use of innovative recycled materials is welcomed, materials chosen should be sympathetic to the local vernacular and weather well.



Distinctive gables, tile hanging and chimney stacks, Former Westbury Hospital.

4.5.11 Where natural stone is a distinctive characteristic of the immediate area/ setting, then similar natural stone is preferred for use on new buildings and walls. Aesthetic materials such as this should be concentrated where it will have most public appreciation and visual impact, e.g. at site entrances, main streets, wrapping around corner buildings, enclosing vistas and open spaces and in boundary walls in general.

4.5.12 The detailing of other elements within the building’s plot and setting must be considered too; boundary walls and copings, fences, railings, gates, posts, ground surfaces, street furniture, signs, lamps and lampposts; everything which is visible from within the public realm.

4.5.13 Restoration work to historic buildings should generally be faithful to and closely match the appearance of the original work, in terms of detailing and facing materials/finishes.

5.0

Movement

Movement is at the heart of day to day life

Wiltshire Council's priority is to provide a well-designed and connected network that gives people the maximum choice in how to make their journeys. Active travel is an important part of the picture.

The success of a connected network is measured by how they contribute to the quality and character of the place, not only on how well they function.

5. Movement

Patterns of movement for people are integral to well-designed places. This includes walking, cycling and driving to facilities, employment and servicing, parking and the convenience of public transport. They contribute to making high quality places for people to enjoy. They also form a crucial component of urban character. Their success is measured by how they contribute to the quality and character of the place, not only how well they function.

The current Manual for Streets (and any subsequent update) and relevant adopted Wiltshire highway design guidance should be referred to for more detailed guidance on street design.

This guide does not provide advice on access within buildings; Building Regulations 'Approved Document M' deals with that matter. However, there is some overlap between this Guide and Building Regulations with regards to movement within the private outdoor amenity areas associated with a dwelling.

The National Design Guide

References M1, M2 and M3 provide further information on what is expected at a national level.

Traffic free walking routes, including through green infrastructure.

Top image, Hilltop Park, Chippenham.

Bottom image, Ridgeway Farm, Swindon (Purton Parish Council)



5.1 Expectation: A connected network of routes for all modes of transport

5.1.1 A well-designed and connected network gives all people the maximum choice in how to make their journeys. This includes by public transport, walking, cycling and by car.

Process

5.1.2 A Context Analysis must be completed before designing the development. Applicants and assessors must comply with Wiltshire Council's transport guidance and standards as set out in the Local Transport Plan and its supporting documents which cover a variety of subjects from walking and cycling routes to street furniture and travel plans (list no exhaustive). Where there is room for interpretation in these standards, more locally defined guidance, e.g. in Neighbourhood Plans (where published), would apply.

5.1.3 Generally, this analysis will be submitted within a Transport Assessment, but a summary of the main constraints, opportunities and conclusions should also be included within the Design and Access Statement to show how the proposal's design has regard to the analysis.

5.1.4 Make use of Wiltshire's interactive web portal to view the cycle and walking routes.

[Wiltshire Council Rights of Way Explorer](#)

[Transport town cycle networks](#)

[Wiltshire cycle maps routes](#)



Traffic free walking and cycle routes serving desire lines to community facilities



New development can support delivery of cycle networks between settlements

Outcomes

5.1.5 Movement routes must respond to desire lines and prioritise pedestrian and cyclists before car drivers, e.g. continuous footways across junctions.

5.1.6 New development should create or contribute to the legibility and permeability of the street and footway network by generally employing well-proportioned, perimeter development blocks. The amount of space provided between these development blocks and their height should relate to the desired hierarchy of the route and the desired character of the new place.

5.1.7 Long, straight roads within residential areas should be broken up into discernible sections or spaces, using appropriate variations in the design of enclosing built forms and detailing of the public realm itself.

5.1.8 Cul-de-sac development should only be used where unavoidable and foot and cycleways should follow desire lines and link cul-de-sacs to maximise permeability.

5.1.9 Opportunities must always be sought to connect into adjacent residential areas, e.g. where existing roads and paths effectively abut the application site's boundary.

5.1.10 Where new layouts create a 'grid' of streets this could enable excessive choice for motor vehicles; systems can be used to reduce 'rat-runs' whilst permitting cycle and pedestrian permeability. Built form should still reinforce the pedestrian movement hierarchy.

5.1.11 New movement networks and hierarchies should futureproof for potential development beyond but adjacent to the site boundary, e.g. avoid blocking access points into future development land with private drives and private parking.

5.1.12 Within urban extensions care should be taken to reduce severance of communities by major transport infrastructure. Where such infrastructure already exists, new development should introduce a positive, 'active' development frontage to these routes, as well as frequent and attractive opportunities for direct, surface-level pedestrian crossings.



Outward looking development provides an active frontage to a main road, Sandridge Place, Melksham

5.2 Expectation: Active travel

5.2.1 In well-designed larger schemes, people should not need to rely on the car to access local facilities such as shops, schools, public amenities and the natural environment. An important design objective is to make key movement routes to these destinations direct, legible, safe and attractive to pedestrians and cyclists; the design of the built form along them should deliver this.

5.2.2 To enhance perception of safety movement routes must be designed to have natural surveillance, be well lit and avoid inadvertently creating blind spots and hiding places.

5.2.3 New developments must provide walking and cycling connections within the site and between the site and the existing network.

5.2.4 Applicants should seek to satisfy some key desire lines within new 'green routes' or 'green corridors' where possible (e.g. uninterrupted linkages for wildlife and people). In effect, applicants are expected to identify opportunities to deliver the objectives of an area's Active Travel Scheme and its Local Green and Blue Infrastructure (GBI) Framework in a holistic way.

5.2.5 Alternatively, key desire lines can also be met with 'Quiet Ways' which include residential streets with very low traffic movements.

5.2.6 Locations for street trees should be considered at the early stages of the design process as they require space both above and below ground and can have a direct influence on parking typologies, built form and lamp post locations. (Maintenance of street trees will require developer funding, to be agreed

during planning. Thus indicative street tree planting should be anticipated and designed for in Outline applications.)

5.2.7 Interesting focal points should be created along routes, e.g. using squares, landmark buildings, artworks, public open space and vistas from the development toward the wider setting. The built form enclosing such points should be designed to reinforce their sense of place.

5.2.8 Views along streets within new developments should be terminated with an appropriately attractive backdrop, e.g. trees within POS, views of the wider landscape, or building frontages of distinction to support legibility.

5.2.9 Street hierarchies should correspond with a clear contrast in the appearance of buildings and landscaping on key routes and spaces to help distinguish them from secondary routes and spaces.



Artwork such as ‘Rings of Harmony’ entrance sculpture in George Ward Gardens development, Melksham, by Julie Edwards and Ron Thompson.



Mature trees retained within public open space create a vista to and from the gateway into Copenacre Way, Corsham

5.2.10 On larger schemes, a delicate balance of variety and uniformity is required to create sensorially stimulating places, which encourage people to navigate them on foot and by bike.

5.2.11 Key routes and spaces should be easily noticed and identified when approaching them. Therefore, rather than imposing variety only using ‘character areas’, designers should use distinctive built form, enclosure and landscaping (hard and soft) along specific hierarchies of street and open space. In other words, designers are expected to create character by considering the three-dimensional perspective of a pedestrian, as opposed to the two-dimensional perspective of one viewing the whole place from above.

5.2.12 Wayfinding for active travel modes must be provided within large development sites in accordance with Wiltshire Council’s Wayfinding Strategy. This should include coherent signposting to align with walking and cycling routes set out in the relevant LCWIP or Town Cycle Network, as well as wayfinding to facilities on site and to local Public Rights of Way and the National Cycle Network. Indicative locations of all wayfinding should be annotated on planning layouts/landscape plans.

5.2.13 Except for quiet residential streets, cycling should be physically separated from pedestrians and should not have to share space with heavy traffic.

5.3 Expectation: Facilitating public transport use

5.3.1 Masterplans and layouts must recognise the potential requirement for wider space for buses, in conjunction with dedicated cycle routes, on street parking and wider tree-lined footways.

5.3.2 New streets which will be required to take bus services should be identified early on and swept path analysis should be employed during the design process.

5.3.3 Bus stops can become a focal point within a local community, ranging from a little extra space with seating, to a location with neighbourhood shops and community facilities.

5.3.4 The townscape can acknowledge and highlight the presence of bus stops, for example, by widening the footway and providing distinctive planting and lighting.

5.3.5 Built form is expected to reinforce the spatial hierarchy of these routes. The private parking must not compromise the public function of these key routes. Buses also need adequate length to draw up easily at bus stops and align the ramp with the raised kerb for wheelchairs and buggies to board/alight.

5.3.6 The land uses across sites should have regard to bus routes, generally focussing more homes closer to bus stops and designing key nodes especially those with any services and facilities along these routes. Appropriate spaces for congregation should be provided, with the potential impacts (e.g. noise) on nearby homes considered.

5.3.7 Streets with bus stops must allow adequate space for bus shelters which do not obstruct passing movement of pedestrians or cyclists.



Public realm around bus routes will have additional design requirements, Old Sarum, Salisbury



No direct access to private parking along bus route, Mulberry Park, Bath

5.4 **Expectation: Well-considered parking, servicing and utilities infrastructure for all users**

5.4.1 Designs must carefully consider the size, scale, form and placing of street furniture, lighting columns, signage, utility service cabinets, CCTV camera poles etc. in relation to the setting of buildings and landscapes, to avoid conflict with significant views and vistas and or diminish the setting of these.

5.4.2 The detailed design of street furniture must have regard for any local design guidance.

5.4.3 Comply with the detailed requirements for parking provision as set out in the adopted Wiltshire Local Transport Plan's Car Parking Strategy and Cycle Strategy.

5.4.4 Where on-plot car parking is shown to be appropriate, it should not reduce the quality of the amenity space available to residents or dominate the front elevation of the dwelling.

5.4.5 Where off-plot parking is shown to be appropriate, it should be located as close as possible to the property it serves.

5.4.6 Layouts must avoid long runs of continuous frontage parking where this is not substantially and regularly broken up with landscaping. Where groups of homes are served with frontage parking, a continuous 1.8m wide pavement should be provided between the build line/front doorsteps and the parking spaces, with returns at each end back to the adoptable highway.

5.4.7 Rear parking courtyards and parking barns may be used (in limited quantities) to achieve a particular residential character or street scene in which direct car access to the plot's front is inappropriate. They must be kept small (approx. 5 homes) and must not be disproportionately used for affordable housing. Their detailed design must demonstrate regard for: convenience of

access for owners versus security against unwarranted access; natural surveillance of entrances and parked vehicles; location of lighting, EV charging, refuse collection, personal gates and all soft and hard landscaping.



Well-detailed rear parking court, Rotterdam

5.4.8 Adequate space for ULEV charging points and cable routes must, where in doubt, be demonstrated using detailed plans. These must be designed to avoid physical obstruction or visible clutter where they are not being provided 'on plot'. (Early discussions are expected to resolve these scenarios.)

5.4.9 Where a high proportion of homes depend upon a garage for their allocated parking this invariably can lead to on-street parking pressure, or to private gardens being paved over. To mitigate for this, where a home requires 2 or fewer allocated parking spaces, it is recommended that both spaces are unenclosed spaces. In view of the function many garages perform as storage or workshops etc. designers may explore alternative options for such provision, so that traditional garages not required.

5.4.10 Larger parking courts may be possible where these serve apartments and are directly overlooked by habitable rooms, ideally at ground level. “Habitable rooms” means any rooms used or intended to be used for sleeping, living or cooking purposes and not toilets or halls etc.

5.4.11 Car parks set within the public realm must be designed as an integral and coherent part of the overall layout design with regard to the need to positively contribute to the character of the area, e.g. attractive, robust enclosure, space for trees and planting and natural surveillance.

5.4.12 Parking space surfacing should generally be permeable and spaces subtly delineated by contrasting materials as opposed to white paint.

5.4.13 For higher density schemes, underground parking may be considered. This may involve a landscaped deck or private gardens above. (Underground parking will require strict access control for vehicles and pedestrians).

5.4.14 The continuity of the footway and/or cycleway should take precedence over the location of private or visitor

parking. 45° ‘Splayed kerbs’ or similar (instead of traditional ‘drop kerbs’) should be used wherever a vehicle crossover is unavoidable, e.g. to access a private driveway.

5.4.15 Adequate space for tree planting beside parking should be demonstrated using detailed tree pit section drawings.

5.4.16 Potential conflicts between tree planting, lamp posts, sustainable drainage systems (SuDS) and footways must be identified early and designed out, by submitting a dimensioned cross-section of all above and below-ground items.

5.4.17 Where occasional maintenance access is required onto public open space it should be sympathetically designed, e.g. using a suitable grass reinforced web or structure as opposed to tarmac, e.g. for pump or substations within new developments.

5.5 Expectation: Cycle Parking

5.5.1 Full cycle parking requirements are set out in Wiltshire's Active Travel Parking Infrastructure Standards.

5.5.2 Detailed drawings must show that private gardens have ample space for storage sheds. Any form of residential cycle storage (whether within the dwelling or in the gardens) must be shown to have easy access to the highway that is not through a dwelling.

5.5.3 Details of the locations and dimensioned construction details of storage should be agreed early on and not left to a planning condition, in order to ensure well-designed storage for a range of bike types that will encourage cycling.



Convenient, overlooked and sheltered bicycle storage, the Arc, Chippenham

5.5.4 Perforated facings to external communal enclosures (e.g. metal or timber slats) together with a movement activated internal security light should be considered to aid safety and security.

5.5.5 Secure, overlooked cycle parking should also be provided at all other locations where it might be used, e.g. transport interchanges (including bus stops) workplaces, services and facilities, recreational areas and outside apartment buildings (for visitors). Long-stay cycle parking at destinations should be covered.

5.5.6 Showering facilities should generally be provided within any new development which is to become a place of employment and to which someone may wish to commute by bicycle.

5.6 Expectation: Successful Shared Spaces and Shared surfaces

5.6.1 Any street designated in a planning application as a shared space/surface must have the unambiguous appearance of a space in which pedestrians have priority within the main carriageway, e.g. a distinct change in the appearance of the surface material and the removal of features which reinforce segregation of vehicles from pedestrians, e.g. raised kerbs.

5.6.2 Perceptible 'gateways' into shared spaces are necessary for reinforcing the change in context and physically slowing oncoming traffic. These are typically achieved by a change in vertical alignment, a visual change in materials to indicate a 'threshold' and a narrowing of the carriageway with vertical features, e.g. trees or posts. The pedestrian desire lines must remain coherent through the transition.

5.6.3 The limits of designation of a shared space/surface should reflect how pedestrians are expected or encouraged to use the space, i.e. it should not be dictated by the limits of adoption.

5.6.4 The specification of the street materials should be provided early on (i.e. not left to be specified as a planning condition) to ensure agreement on their character and robustness. Junctions and turning heads may require enhanced specifications, or special treatments to deal with HGV frequent movements. Technology is evolving and other options may be incorporated, e.g. permeable paving and concrete imprinted paving effect.



Manor Farmyard, Urchfont. Photo by Pete Helme Photography (copyright).



Somerbrook, Great Somerford. Photo by Craig Auckland, Fotohaus (copyright).



Jacksmeadow, Uffington. Photo by Pete Helme Photography (copyright).



Quakers Walk, Devizes

6.0

Nature

Nature contributes to the quality of a place and to people's quality of life and it is a critical component of well-designed places.

Natural features are integrated into well designed development. They include natural and designed landscapes.

6. Nature

Wiltshire Council has adopted the following Climate Strategy Objective: “Efficient and environmentally sensitive use of land, providing for the needs of an increasing population and nature: food production, renewable energy generation, housing and transport, alongside woodland creation and nature recovery”

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The design of new development is expected to take the available opportunities to help deliver this objective by demonstrating the multi-functional use of new public open spaces.

The National Design Guide

References N1, N2 and N3 provide further information on what is expected at a national level.



A strong visual and physical connection between a town and its surrounding natural environment, Malmesbury

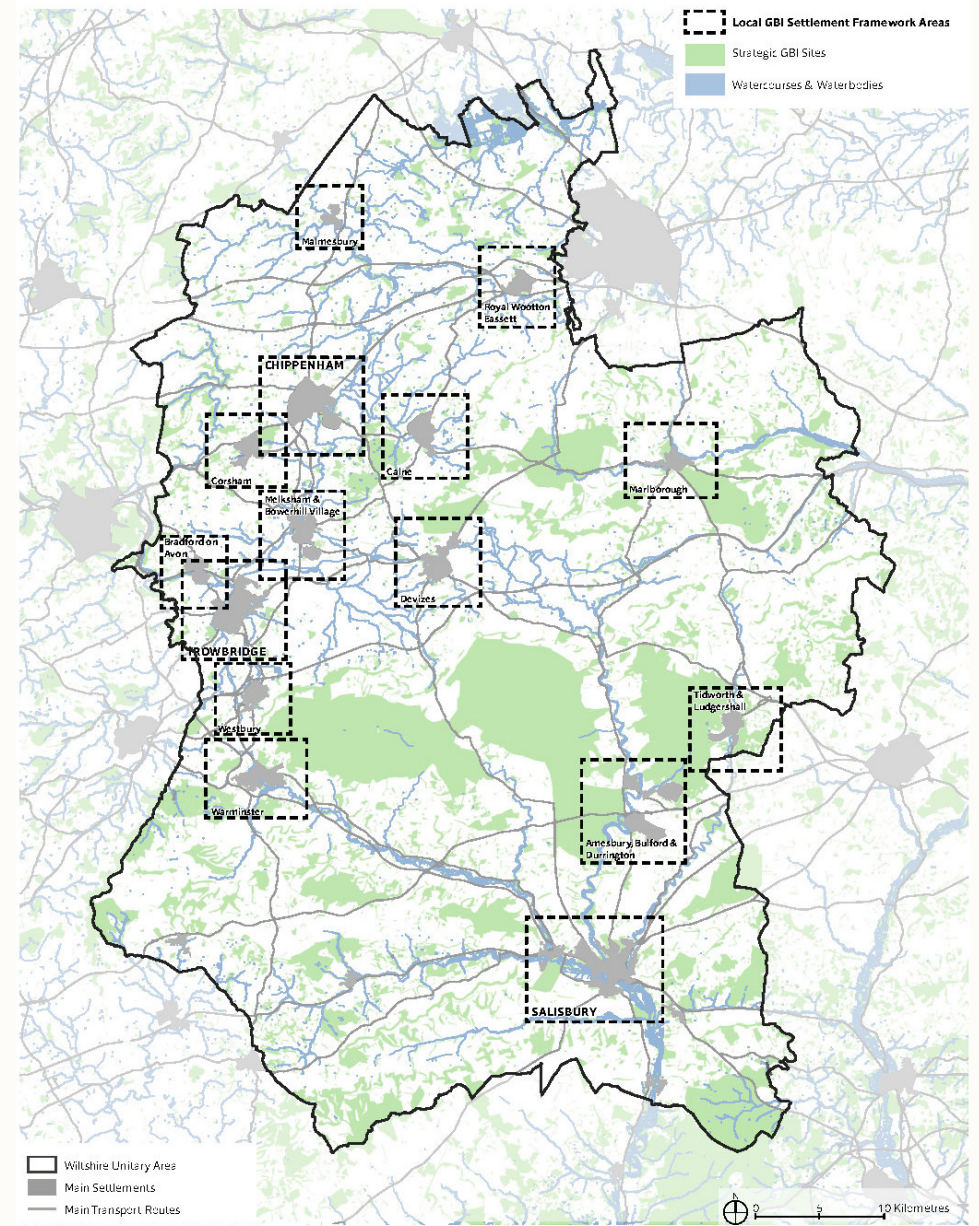
6.1 Expectation: Help deliver the Wiltshire Green and Blue Infrastructure (GBI) Strategy

6.1.1 The Strategy mandates that “development proposed in [Wiltshire] will necessitate a focus on improving Green and Blue Infrastructure provision within the Principal Settlements and Market Towns, particularly along river and canal corridors. Development also offers potential opportunities to create new and enhanced linkages between the towns and the countryside for people and wildlife.”

6.1.2 Applicants and assessors must make appropriate use of the Wiltshire Green and Blue infrastructure (GBI) Strategy and analyse how their proposals may interact with the surrounding GBI network: [Wiltshire Green and Blue infrastructure \(GBI\) Strategy](#).

6.1.3 Applicants should research the prioritised requirements of any applicable Local GBI Framework and demonstrate how their proposals align with and support its delivery.

6.1.4 There are numerous objectives in this strategy which should be delivered through new development. Many of these priorities are captured in the following outcomes, which new development across Wiltshire is expected to deliver wherever possible.



Wiltshire’s Local Green & Blue Infrastructure Settlement Frameworks

6.2 Expectation: More Green and Blue Infrastructure

6.2.1 Plant more woodland to store carbon and reduce flood risk.

6.2.2 Look for opportunities to extend designated wildlife sites and increase provision of pollen/nectar-rich wildflower habitats.

6.2.3 Plant more urban trees and tree-lined streets to help counter the urban heat effect and create shade. A tree-lined street is understood to mean a street with regular tree planting along both sides for the entire length of the street, to the effect that a significant amount of shade would be generated when canopies are fully grown. This is expected to equate to approximately 1 tree every 5m - 20m, (species and ensuring a suitable amount of well aerated and drained space is provided for the root system. For further information refer to the Urban Tree Manual [Urban tree manual](#) and BS 8545:2014 Trees: from nursery to independence in the landscape –Recommendations.

6.2.4 Retain existing trees and hedgerows of significance within public open space where possible, as opposed to behind private properties.

6.2.5 Consider the need to increase biodiversity across both urban and agricultural areas.

6.2.6 Incorporate green roofs in urban areas (where an adequate amount of open space can't be created).

6.2.7 Buildings with large expanses of flat walls create opportunities for green planted wall systems. These should be explored, especially in more dense urban areas and on significant commercial buildings.

6.2.8 Planting species, densities and specification should be detailed to the 'National Plant Specification'.



Tree-lined streets, Great Mead, Chippenham



Generously planted verges along primary street, Wilton Hill, Wilton

6.3 Expectation: Higher Quality Green and Blue Infrastructure that mitigates increasing risk from surface water flooding and creates multi-functional open spaces

6.3.1 Follow the 4 pillars of Sustainable Drainage Systems (SuDS); water quality, water quantity, amenity and biodiversity, making use of the [CIRIA](#) guidance on the design detailing of these.

6.3.2 Volumes of water should be split across the site and have positive impacts for water quality and management beyond the application site.

6.3.3 Rain gardens should be considered in addition to small ponds and permeable surfaces, as an attractive feature which captures water close to the source, treats pollutants and creates habitat.

6.3.4 Provide new developments with access to outdoor play facilities for all ages, within the recommended walking distances as per [Fields in Trust website](#). The size of squares and open spaces should be proportionate to the intended use and level of activity generated.

6.3.5 Furnish recreational open spaces with adequate amounts of seating and picnic areas, so that people of all ages and abilities can benefit from it.

6.3.6 Proposed street tree planting must select appropriate species and consider the soil type (Wiltshire has 'shrinking clay' in areas), extent of future branch and root growth, as well as the likely leaf/fruit fall and any corresponding maintenance requirements.

6.3.7 Tree lined grass verged avenues and public greens may form a green infrastructure ribbon through new development. Active travel routes in particular should be tree lined.

6.3.8 Consider whether outdoor gym equipment would be a benefit to the area.

6.3.9 Research the requirement for dark skies and dark corridors and establish design constraints.



Multifunctional open space, Cherhill View, Calne



Generously planted Sustainable Drainage Systems within Marleberg Grange, Marlborough

6.4 Expectation: Better Connected Green and Blue Infrastructure to improve equality of access and the individual distinctiveness of each place



New green corridors integrated around retained mature trees, Hilltop Park, Chippenham

6.4.1 Connect new green spaces via green corridors to each other and the existing GBI network.

6.4.2 Improve links from new and existing developments into the existing network of countryside public rights of way.

6.4.3 Improve the network of traffic-free surfaced cycle routes within green corridors.

6.4.4 Enhance the national cycle network and inter-urban cycle routes as set out in the Wiltshire Local Cycling and Walking Infrastructure Plan (LCWIP) which links Wiltshire's towns and villages to each other and significant destinations.

6.4.5 Ensure GBI corridors balance the need to protect and enhance biodiversity with the need to promote community access to the natural environment.

6.4.6 The context analysis for all major developments must include a review of existing local GBI. The masterplan should then show how the new development will help deliver the above outcomes.



There is a network of Byways close to many settlements in Wiltshire

6.4.7 Much in the same way as happens with play areas currently, the provision of GBI and biodiversity net gain requirements should be agreed at Outline so that the cost of provision can be factored into the land value.

6.4.8 The Context Analysis should explore and conclude whether there is a distinctive type of GBI feature already in the area.

6.5 **Expectation:** Improve and enhance water management

6.5.1 Retention and attenuation basins must not take the character of unnatural, engineered depressions or include utilitarian components within their design, i.e. materials for headwalls and any enclosures should be attractively detailed (as opposed to bare faced concrete and metal piping.)

6.5.2 Permeable paving or other measures to slow water runoff should be employed in site designs, i.e. all runoff should not simply be accelerated to basins through drains and pipes.

6.5.3 Water should be retained and be made accessible as part of green infrastructure. Ponds could include 'pond decks' seating and information boards. Within developed areas raingardens could be located in key locations and swales, channels and rills could capture and transfer water above ground rather than via underground pipes.

6.5.4 The shaping and planting of SuDS should reflect the form and appearance of planted natural watercourses rather than artificial basins which do not generally integrate well into the landscape and can dominate open space.

6.5.5 At least some surface water should be captured for reuse to help with the sustainable management and long-term maintenance of green infrastructure features within the scheme.

6.5.6 See also **6.3 Expectation: Higher Quality Green and Blue Infrastructure**



SuDS designed as a natural pond with accessible, split level banks, Ridgeway Farm, Swindon

6.6 Expectation: Support rich and varied biodiversity

6.6.1 Integral bat roosting features and/or universal bird bricks should be included for bats and building reliant birds at a rate of two per house. A dedicated plan should show the location of these features. The advice of a professional ecologist should be sought when determining the appropriate boxes for the area.

6.6.2 Hedgehog highways should be provided in property boundaries and under any infrastructure which severs GI corridors. Submitted plans should identify the provision of these.

6.6.3 Drystone walls, traditionally laid, could be considered where appropriate, as these increase habitat opportunities.

6.6.4 Where appropriate, deadwood should be incorporated into new woodlands and as features in open spaces.

6.6.5 Where space is limited, consideration must be given to the use of living roofs and planting façades, through the provision of climbing wires and planters.

6.6.6 When planting new landscape, give plants the room they need to grow. The Council wishes to see more larger canopy tree species in new urban environments (rather than predominantly fastigate varieties) to reduce urban heat island effect, flash flooding and climate change as well as soaking up CO₂, air pollution and creating habitats in the sky.



'Universal bricks' integrated within the building's fabric



Swift using universal brick



Bat boxes within new Public Open Space. Photo by Pixabay



Strategic planting for insects
Photo by Pixabay

6.7 **Expectation:** Create edible Landscapes that support wildlife and better connect communities with food growing

6.7.1 Private gardens should provide sufficient space for food growing. It will be important to ensure that all gardens received some direct sun light (see Outcome: Private Amenity)

6.7.2 Community orchards (minimum 6-8 fruit trees) should be provided within major applications. Public allotments should be provided within large developments with a substantial amount of POS, unless it can be shown that adequate local provision is already provided within 10 minutes walking distance of the development. Conveyance and management should be discussed with the town or parish council.

6.7.3 For public spaces, choose trees and hedge types that produce fruit or nuts (except where these overhang the highway).

6.7.4 Identify good locations for Community managed raised beds in smaller developments, e.g. herb gardens in pocket parks.



New allotments, Cherhill View, Calne



Community Orchard within Public Open Space. Photo by Pixabay

6.8 **Expectation:** Protecting and enhancing the historic environment and World Heritage Site

6.8.1 In Wiltshire Stonehenge and Avebury are a designated World Heritage Site (WHS).

6.8.2 At Stonehenge and Avebury there are no additional statutory restrictions on development, however the sensitivity of the WHS may mean that more detailed evidence is required to accompany planning applications and greater mitigation. Reference should be made to The Stonehenge, Avebury and Associated Sites World Heritage Site Management Plan 2015 or later revision, which is recognised as a material consideration in determining planning applications.

6.8.3 In addition the advice of the specialist officers across the Council should be sought, including the WHS Coordination Unit

6.8.4 In addition to the WHS, Wiltshire has thousands of designated and undesignated archaeological features,



The Avebury part of the World Heritage Site

some of which (Salisbury Cathedral, Old Sarum Castle) have been influential on the development of the landscape for hundred and thousands of years. As well as respecting, protecting and enhancing these sites, new development is expected to take reference and inspiration from Wiltshire's rich historic environment in placemaking and place shaping the new communities.

6.9 Process / Outcome Protecting the Areas of Natural Beauty

6.9.1 Guidance on development within the AONBs is managed by the AONBs themselves. Where relevant, a compliance statement is recommended to be submitted within the Design and Access Statement. Links to this guidance are suggested in the Context Section of this document

7.0

Public Space

Public spaces are central to communities

The quality of the spaces between buildings is as important as the buildings themselves, these should be inclusive and provide great opportunities to support social interaction.

7. Public Space

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Public spaces are streets, squares and other spaces that are accessible to all. Collectively referred to as public realm, these spaces are generally shaped by the buildings which enclose them (see Built Form). 'Open space' and 'public open space' are similar but do not include land used exclusively for the movement of vehicles. The design of public space encompasses its siting and integration into the wider network of routes as well as its various elements. Well-designed public spaces are social spaces, providing meeting places and opportunities for comfort, relaxation and stimulation for all. They have widespread appeal, are able to accommodate people with different needs and can help combat social isolation and loneliness. The quality of the spaces between buildings is as important as the buildings themselves.

The National Design Guide

References P1, P2 and P3 provide further information on what is expected at a national level.



Calne Community Hub and Library with integrated public spaces with access to nature, Beach Terrace, Calne

7.1 Expectation: Create well-located, high quality and attractive public spaces

7.1.1 A minimum quantity of public open space must be provided in accordance with the requirements of the adopted Wiltshire Open Space Standards and/or the Fields in Trust Guidance.

7.1.2 Some public open space, with seating, should be reserved in a central location and designed as a focal point for a new community; this may be predominantly hard or soft landscaping depending on the vision for new community.

7.1.3 To create a shared sense of ownership new public open space should not be located only beside private drives or only at the end of a cul-de-sac.

7.1.4 High quality public spaces should draw attention to natural elements such as tree planting or water. These may be sited within the space itself (i.e. trees for shade and water for play), associated with the buildings around its edges (see Built Form) or in the backdrop of views (see Section Nature).

7.1.5 If ample facilities (such as equipped play areas) already exist within an appropriate walking distance, the quality of the existing facilities (and potential for complementary facilities) should be reviewed before mechanically planning to install more.

7.1.6 The detailing of the public realm should shape the intended character of the overall place. (See Identity). Locally quarried stone should be the first choice for walls within the public realm. Stone setts should generally be used for surface markings rather than white lines. Even local stone chippings rolled into tarmac could be considered to enhance the visual quality of this surface. Within Wiltshire, Pennant stone is commonly used for paving and cobbles.

7.1.7 Generally, bound local gravel surfaces should be considered in rural settings, parkland and open spaces where they can provide a suitably low-key definition to paths, drives and courtyards.

7.1.8 The enclosures of substations and such like must be detailed to enhance the character of the area.

7.1.9 Areas for building servicing should be screened from public by the building itself, with its approach and any visible boundary enclosure being designed sympathetically to the public realm.

7.1.10 Other guidance on the detailing of Public Realm exists in various formats for specific areas across Wiltshire, i.e. in Neighbourhood Plans, AONB management plans, Conservation Guides or Civic Society Guidance. Applicants must research what exists and utilise it as part of their own analysis of local context and character.

7.2 **Expectation:** Provide well-designed spaces that are safe.

7.2.1 Careful planning and design create the right conditions for people to feel safe and secure, without the need for additional security measures.

7.2.2 Well-designed public and shared amenity spaces feel safe for people who occupy the buildings around them.

7.2.3 Public spaces in urban areas should generally be enclosed by active ground floor uses, e.g. shop fronts and café spill out areas.

7.2.4 Formal play/activity space must be located in well-overlooked locations and generally away from busy roads, especially children's spaces. They might however be located off a node of quieter street junctions where this reinforces a central community space.

7.2.5 Public spaces can be any shape; the shape and scale should be informed by both character and function of the area.

7.2.6 Linear green spaces should be well-proportioned (i.e. not too narrow or with unnecessary bottlenecks) and created with activity along the route to encourage movement and opportunity for play.

7.2.7 Formal open space should generally include surfaced paths and places to sit and gather; the locations for seating must be thought about, i.e. some will require shelter from the rain and wind and should be warmed by the sun where possible. Proposals should include appropriate shading for seating to protect users from the summer sun.

7.2.8 Public spaces which people may reasonably expect to use after dark should provide appropriate levels of illumination that only light the space and not the sky, so that they are perceived as being safe to use after dark. Special design solutions may be required where there are local constraints on illumination.



Newland Place, Trowbridge

7.3 Expectation: Make sure public spaces are inclusive and support social interaction

7.3.1 Children’s play areas and general public open space need not always be all grass or soft surfaced; enclosed paved areas provide safe space for other sorts of play.

7.3.2 Public recreational space should include recreational facilities for adults, e.g. outdoor gyms, allotments and other events or activity spaces (not just young people’s formal play spaces).

7.3.3 Formal sports provision must be accessible to people with a range of abilities and be located to benefit both new and existing development and populations. Routes from housing within and outside of the site to sports facilities should be clearly signed, easily accessible and generally traffic free to encourage walking and cycling.

7.3.4 The guidance throughout this Design Guide and the National Design Guide will help deliver Sport England’s ‘10 principles of Active Design’. For more information specifically on Sport England’s expectations and case studies see: [design and cost guidance](#)

7.3.5 Developers are encouraged to take an integrated approach to art and design, to achieve overall design quality in architectural and landscape terms by involving artists in the design process from the earliest stage.

7.3.6 Applicants and assessors should refer to local guidance on the council’s approach to the integration of public art in developments. See [Public art design](#)



Central Play area, Copenacre Way, Corsham



Salisbury Market Place, pedestrianised circa 2013 becoming a multi-purpose events space

8.0

Uses

Neighbourhoods for all

People come in all shapes and sizes and proposals that are designed to be inclusive and meet the changing needs of different people of all ages and abilities can support vibrant communities

A mix of uses should be considered early on, to plan for how to best site and integrate local facilities for the benefit of all

8. Uses

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Sustainable places include a mix of uses that support everyday activities, including to live, work and play. Well-designed neighbourhoods need to include an integrated mix of tenures and housing types that reflect local housing need and market demand. They are designed to be inclusive and to meet the changing needs of people of different ages and abilities. New development reinforces existing places by enhancing local transport, facilities and community services and maximising their potential use.

The National Design Guide

References U1, U2 and U3 provide further information on what is expected at a national level.



Mixed use scheme, integrating new flats and a renovated work hub, The Tannery, Holt



Modern, mixed use highstreet, Nansleadan, Devon, Photo by Olivier Vergnault, Cornwall Live (copyright).

8.1 Expectation: Creating an appropriate mix of uses

8.1.1 Mixed-use development (e.g. accommodation beside or above shops and/or other services such as GPs, nurseries, pharmacies, cafés and small offices or work units) creates an active and vibrant place with an intensity that feels like a centre or destination. This is appropriate and expected within urban locations and larger scale developments.

8.1.2 It is critical that the proposed uses are identified early in the design process (i.e. at Outline) so that the viability of the scheme is ensured.

8.1.3 The initial context analysis should inform what uses the site could include, aside from houses and open space.

8.1.4 A transport assessment and public engagement must inform the designed access to existing local services and facilities and identify needs and opportunities.

8.1.5 Where a few or more non-residential uses are grouped together this may be referred to as a 'local centre'. Local centres should be designed with their built form integral to the wider street and block pattern, similar to how traditional high streets function with some on street parking.

8.1.6 It is expected that local centres will include continuous built frontages, provide accommodation above ground floor and provide wider footpaths promenades for access, seating, cycle parking and landscaping etc. Where unavoidable, any car parks should be limited in size and located to the side or the rear so as not to detract from the character of the street or physically separate the entrances from the passing footpath network.

8.1.7 Where necessary, built form and buildings should be futureproofed to allow flexible uses, e.g. increased ceiling

heights and open plans for commercial ground floor units, or generous pedestrian public realm to allow for café spill out areas or servicing. It should also be easy to re-convert these spaces into residential if needed.

8.1.8 School sports, pitch and leisure provision should be designed to provide shared facilities for communities to use outside of school hours.

8.1.9 Sports hubs and changing facilities should be designed to be multi-use, combined with community meeting or café facilities to provide day to day presence in the community and casual security for pitches and facilities.

8.1.10 We encourage the application of the 20 minute neighbourhood idea to villages and rural areas too, as per guidance produced by the [Town and Country Planning Association](#).

8.2 Expectation: Creating a mix of home tenures, types and sizes

8.2.1 New neighbourhoods should provide a variety and choice of home to suit all needs and ages and must provide the agreed proportion and mix of affordable homes, as specified by the Council.

8.2.2 The planning layout's design must have regard to available evidence of the housing needs and demonstrate this regard at the early stages of the design concept by indicating use, mix and amount.

8.2.3 For Outline Applications, an indicative affordable and market housing mix should be agreed and used to objectively estimate site capacity, even if the precise mix shall be a 'reserved matter'.



Supported living, within walking distance of town centres, Waterford Place, Chippenham

8.2.4 Retirement villages, care homes, extra-care housing, sheltered housing, independent living and age-restricted general market housing should wherever possible be located with good access to public transport and local facilities.

8.2.5 Larger scale developments should make provision for and promote a variety of development models, such as community-led development, self-build and custom-build. This supports a diversity of delivery by small as well as large developers. This range of delivery models helps to deliver settlements that reflect the wide needs of the community and can provide homes that are best suited to them.

8.3 Expectation: Creating socially inclusive places

8.3.1 When incorporating different tenures, they must be well-integrated and designed to equal standards of high-quality, in order to create tenure-neutral homes and spaces, without discrimination to any group of residents. This includes distributing affordable homes across the site in small clusters and designing their architecture, their plot and their streets to be tenure blind.

8.3.2 When masterplanning for larger developments, resources such as schools, nurseries, community facilities, parks, other open spaces, health and religious or cultural facilities should be earmarked as destinations within layouts to promote social interaction and integration and to help combat loneliness.

8.3.3 Large developments such as urban extensions should consider including a community building which is accessible from the outset. Any temporary arrangement should make a default provision for the community use to become permanent if required.

8.3.4 Seating should be provided strategically throughout the public realm, including along key walking routes and at bus stops.

8.3.5 Community and civic buildings will become key destination and landmarks within the area. Their built form and setting should reflect their function and identity, with entrances and welcome everyone.

Examples of some community and civic buildings within Wiltshire where the design of the elevation and entrance responds to the role of the building



Wiltshire & Swindon History Centre, Chippenham

Wiltshire Design Guide



Wiltshire Police, Trowbridge



The Arc Climbing Academy, Chippenham



Bourne Hill, Council Offices, Salisbury



County Hall, Trowbridge



Nadder Community Centre, Tisbury



Calne Community Hub and Library

9.0

Homes and buildings

Well-designed homes and buildings are functional, accessible and sustainable.

They provide internal environments and associated external spaces that support the health and wellbeing of their users and all who experience them.

9. Homes and buildings

Page 157

Homes and communal areas within buildings must provide a good standard and quality of internal space. This includes room sizes, floor-to-ceiling heights, internal and external storage, sunlight, daylight and ventilation and air quality as well as sound, intrusive artificial light and odour levels. The quality of internal space needs careful consideration in higher density developments (e.g. apartments), particularly for family accommodation, where access, privacy and external amenity space are also important.

The National Design Guide References H1, H2 and H3 provide further information on what is expected at a national level.



Newland Place, Trowbridge

9.1 **Expectation: Healthy, comfortable and safe internal and external environment**

9.1.1 All homes must comply with nationally described internal space standard, including the minimum dimensions for bedrooms and built-in storage. [Technical housing standards nationally described space standard](#)

9.1.2 Applicants are encouraged to provide additional built in storage space for the ancillary features of new technologies such as inverters, battery storage and water tanks.

9.1.3 All planning drawings for residential property must show the floor areas and dimensions of all rooms. Any habitable room that is not intended to be used for sitting, eating or cooking is deemed to be a bedroom unless its floor area is below 7.5m² and/or it doesn't meet the minimum width requirement.

9.1.4 Indicative, realistic furniture layouts should be included on domestic room plans to demonstrate that rooms are adequately sized/shaped, without conflicts between furniture and windows, radiators or doors etc.) and also to ensure that the external appearance of the fenestration also considers internal functions.

9.1.5 There must be readily accessible internal storage for day-to-day needs, including cupboards for storage for household cleaning items, spare towels and sheets etc and space to store everyday coats, shoes and bags etc. downstairs (e.g. porch, cloakroom, under stairs cupboard and/ or generous hallway – plus utility space). Where garages are provided, they must allow for the parking of a family sized car and storage space, potentially for multiple bicycles too.

9.1.6 Where there is any doubt as to how indicative designs or planning drawings might comply with Building Regulations, the matter should be raised and addressed as soon as possible, to avoid needless changes or problems later. **(See also 11.2 Expectation: Adaptable to changing needs and evolving technologies)**

9.1.7 All new development should meet 'Secured by Design' standards. There may be some guidance which conflicts with other design goals and these should be acknowledged and resolved on a case-by-case basis.

9.1.8 Apartments should in general be dual aspect. Single aspect apartments, where agreed by the council, should not face north and should demonstrate interventions to avoid overheating and assist with ventilation.

9.1.9 Hallways and bathrooms should receive natural light via windows or glazed panels where possible. These should use obscured glazing if there are privacy concerns.

9.1.10 In apartments, communal access corridors and stairways should receive plenty of natural light via windows and glazed front doors.

9.1.11 In principal rooms (including bedrooms), sill levels of windows should be set low enough to allow a view out from sitting height.

9.1.12 If residential façades are facing each other across a short distance, e.g. either side of a rural lane or an urban courtyard, the placement of windows should be designed to reduce direct sightlines between windows.

9.1.13 The principles of good acoustic design within [Professional Practice Guidance on Planning & Noise](#) should be followed to ensure that suitable internal and external noise levels can be achieved. Noise levels within internal habitable rooms (bedrooms and living rooms) should be assessed where windows are open for ventilation. Commercial and industrial noise must be assessed in accordance with BS4142:2014+A1:2019.



9.2 Expectation: Private Amenity Space

9.2.1 All dwellings should be provided with private open space in the form of a garden, terrace balcony or winter garden. (A winter garden is understood to be similar to a balcony though generally recessed so as to be enclosed and sheltered by the building. Alternatively it is an enclosed space on a roof terrace.) The Building Research Establishment (BRE) document 'Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice' (2011) provides more objective guidance on the matter.

9.2.2 Going forward, minimum garden areas for all houses should be equivalent to the footprint of the house or 50sqm, whichever is greater, and;

- In general, a north facing garden for a typical 2 storey house should be minimum of 12m long or up to 15m long for a typical 3 storey house

- In general, a south, east or west facing garden should be a minimum of 10m deep.



St Georges Works, Trowbridge



Assisted Living, Evergreen Court, Amesbury. Photo by Paul Bullivant (copyright).

- The rationale for the above dimensions is a separate matter to back-to-back privacy (see Built Form 4.0). However, they do inter-relate and so a 'cookie-cutter' layout of identical gardens which has no regard for orientation is unlikely to resolve both matters.

9.2.3 Generally, designers should create usable rectangular garden shapes.

9.2.4 Where new development is proposed adjacent to and overlooking an existing private amenity space, the traditional back-to-back separation of minimum 21m should be respected.

9.2.5 Balconies (ideally with a southern aspect) should be provided for new homes without private gardens. See table for dimensions; the aim is to provide space sufficient for a meal around a small table.

9.2.6 Balconies should be provided for new homes without private gardens (except where these may directly overlook existing windows or a private amenity space.) This can be achieved using glass enhancements, screens or by stepping back the façade. Where balconies overlook noise sources, parapets and/or absorbent soffit materials should be considered for acoustic benefits. Balconies should also have solid floors draining to downpipes.

9.2.7 For apartment blocks (with over 4 no. homes) communal residents' gardens should also be provided based on a minimum area of 10m² per apartment. They must be appropriately enclosed and should contain seating and picnic areas that receive sunshine during at least part of the day. Unusable strips of space between car parks or roads and buildings will not be counted as part of the communal garden provision.

9.2.8 For apartments the requirement for a communal residents' garden may be foregone if it can be demonstrated that there is access to local open space within 480m, as per Fields in Trust guidance.

Minimum standards expected table. Site specific constraints will also need to be factored in

Type of Private Amenity Space	Apartments	1 storey houses	2 storey houses	3 storey houses
Minimum rear garden area	Not applicable	Equal footprint of dwelling or 50sqm, whichever is larger	Equal footprint of dwelling or 50sqm, whichever is larger	Equal footprint of dwelling or 50sqm, whichever is larger
Minimum length of garden	Not applicable	9m if north facing, 5m otherwise	12m if north facing, 10m otherwise	15m if north facing, 10m otherwise
Minimum balcony/terrace area	5 sqm for 2 people + 1 sqm per additional occupant	Not applicable	Not applicable	Not applicable
Private communal space, where no public open space within 480m	10sqm per apartment	Not applicable	Not applicable	Not applicable

9.3 **Expectation:** Positive interface between private amenity space and public spaces

9.3.1 The design of private amenity spaces should respond to a modern household's requirements, whilst respecting or enhancing the character of the local area, e.g. enclosing external amenity spaces with decorative boundaries in locally characteristic materials (see also sections **Context, Identity and Public spaces**).

9.3.2 A defensible, personalisable area, at least 1m deep, should generally be provided between most private buildings and any public space (unless the character analysis justifies a build line along the 'back edge' of the pavement). This private space should be vertically delineated using boundary or planting detail which is of a character appropriate to the street. Ground floor apartments can equally utilise front garden terraces.



Side gables include large windows to habitable rooms. Boundary walls include perforated brickwork. The Tannery, Holt.



Low stone wall provides a short defensible space, Hares Chase, Cricklade.

9.3.3 Where more security is justified, 'defensive planting' (robust sharp plant species) on public boundaries is recommended for deterring unauthorised public access.

9.3.4 Ensure planting beds between the foundations of the building and a footway/ highway are a minimum of 750-1000mm wide (beds with trees will need to be wider still) to provide enough room for adequate amounts of topsoil to allow plants to grow.

9.3.5 Deeper front gardens can be appropriate for establishing a distinctive set-back from particularly busy streets or footways, as is characteristic in many neighbourhoods.

9.3.6 The interface between a private rear plot boundary and an adjacent public or shared space (including highways, public open space (POS) and parking courts) should generally use robust masonry walls or decorative metal/ timber railings, as opposed to close board, feather board or wooden panel fencing. Where secure access prevention is not required (e.g. a front garden) vertical planting may be considered. The degree of inter-visibility through the boundary which occupants may desire and wider benefits of creating natural surveillance of the public or shared space must also be accounted for.

9.3.7 Between private rear gardens, boundaries should provide adequate visual privacy, plot security and some noise attenuation, generally by using a 1.8m close board timber fence.

9.3.8 Any parking close to a habitable window should be allocated to the resident of that home, in order to minimise noise disturbance.

9.3.9 Designs should allow residents the opportunity to access their gardens without having to walk through their home, or over a neighbour's path or doorstep, especially when transporting bins or cycles.

9.4 **Expectation: Attention to detail: storage, waste, servicing and utilities**

9.4.1 Planning drawings for buildings must include adequate annotation regarding the detailing of all visible items on public-facing façades; these should be integrated into the wider building and plot design to avoid a cluttered or incongruous appearance. Meter cabinets and suchlike should not be located on principal or prominent elevations.

9.4.2 Ventilation, extract terminals and other protrusions should generally be discretely accommodated on internal facing roof slopes or as a ridge tile vent rather than standing out on public faces.

9.4.3 Internal layouts and associated elevations must have regard for what happens outside the rooms in the public realm; generous windows close to the pavement/footway may be suitable for living rooms but are generally not for bedrooms, unless set back. Breaking up large windows into individual panes can help enhance the sense of privacy and add a distinctive character.

9.4.4 External wall or roof mounted solar, photovoltaic and other renewable energy installations, service plant, grilles, lift overruns, exposed ducting, pipework and terminals must be shown on both plans and elevations to demonstrate they are integrated into the overall design of the building envelope and its appearance.

9.4.5 Roofs should generally be designed to maximise the amount of unobstructed south facing area on which solar panels can be fitted, recognising the fact that future owners may wish to retrofit additional panels.

9.4.6 Chimney stacks should be of masonry construction and serve a practical purpose, continuing down as a stack with a flue serving a fireplace, vent or extract.

9.4.7 Charging points for ultra-low emission vehicles (ULEV) should be designed to avoid physical obstruction or visible clutter.

9.4.8 Cycle storage must be conveniently positioned. A sensitively integrated design must be demonstrated for any storage at the front of terraced buildings.

9.4.9 Designs should provide convenient, dedicated bin and recycling storage where bins and crates can be stored out of sight.

9.4.10 Waste and recycling storage should not be located at the front of a property unless it is designed to be discretely enclosed and complement the appearance of the building, e.g. recessed storage areas integrated with an attractive entrance or porch detail.

9.4.11 Bins and containers left out for collection must not reduce the usable width of the footway to less than 1.5m when left out for collection. They must also not obstruct vehicles or pedestrians in shared surface streets and spaces (where there are no footpaths), therefore a bin collection point should be provided on the inside edge of the plot. If that is not possible then a nearby space adjacent

to the highway should be provided. Its design should neatly contain bins and containers without the enclosure itself being visually prominent. Its design and location should not encourage it to be used for or obstructed by car parking.

9.4.12 Detailed requirements and guidance for waste and recycling including carry/wheel distance, capacity, size & number of containers is provided in the [‘Wiltshire Council ‘Waste Storage and Collection’ guidance](#) for developers, which also includes references to the size of collection vehicles in use. Note: The council has a statutory duty to collect waste and recycling from the nearest adopted highway and may reserve the right not to directly access private roads to make collections of waste and recycling without suitable indemnities being in place.



Bin store integrated with terraced frontage, Bristol



Communal cycle store integrated with end terrace, Bristol

10.0

Resources

Thinking big - aiming for zero.

Aiming for 'net zero' is a challenge that Wiltshire Council has embraced; how built development is delivered contributes to this and should be considered through the design process.

Of key importance to consider for new development is movement, new buildings and provision of energy.

10. Resources

The UK has adopted the target of 'net zero' by 2050. The term net zero means achieving a balance between the carbon emitted into the atmosphere and the carbon removed from it.

How the built environment in Wiltshire is planned and designed is fundamental to the Council's part in meeting this target.

In this context, Wiltshire Council expects that well-designed places;

- are compact, walkable neighbourhoods with a mix of uses and facilities and good access to public transport and formalised cycle routes
- have a layout, form and mix of uses that reduces their resource requirement, including for land, energy and water

- help adaptation by increasing the ability for CO₂ absorption, sustaining natural ecosystems, minimising flood risk and the potential impact of flooding and reducing overheating and air pollution
- are fit for purpose and adaptable over time, reducing the need for redevelopment and unnecessary waste
- use materials and adopt technologies to minimise their environmental impact

The National Design Guide

References R1, R2 and R3 provide further information on what is expected at a national level.



Owner-installed solar panels on south facing roof of new housing, Sandridge Place, Melksham



Sedum roof on Waitrose supermarket, Bagshot. Photo by Bauder UK (copyright).

10.1 Expectation: Help Deliver Wiltshire's Climate Strategy

10.1.1 Wiltshire Council has adopted a Climate Strategy: [Wiltshire Council Climate Strategy 2022](#) The strategy is structured around seven delivery themes. The way in which land is developed and used will impact all the themes, but the three which are of most relevance for this design guide are:

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- Transport
- Built environment
- Energy

10.1.2 As a rural county, the largest carbon emitter is transport. Therefore, the design of new developments must take all opportunities to lessen reliance on private cars by making alternative options feasible and appealing, especially for short local trips - See the Movement section for more guidance.

10.1.3 The strategy states that "New buildings need to be net zero carbon as soon as possible, using less energy

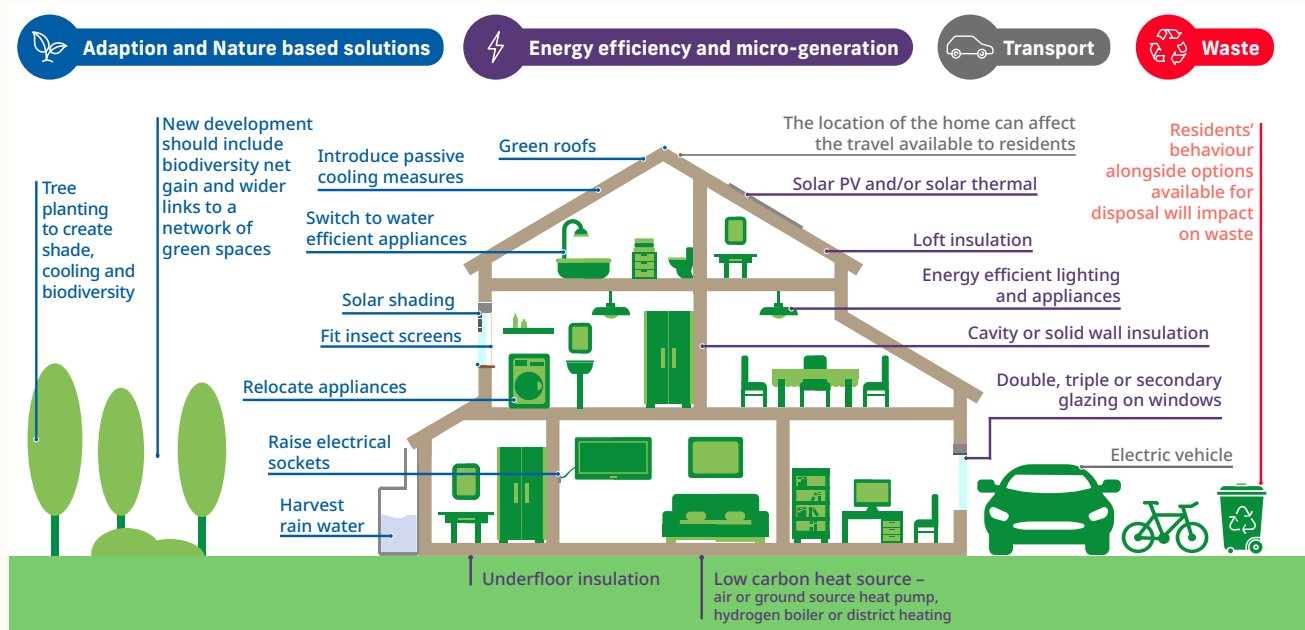


Image from Wiltshire Council Climate Strategy 2022

and running on low carbon sources of electricity and heat. Existing buildings need to be retrofitted along the same principles. All buildings also need to be able to cope with the impacts of climate change." To ensure new development

is built to net zero carbon standards as soon as possible, Wiltshire Council expects applicants of new developments to address the following 4 key objectives within their architecture and urban design:

1. Energy Efficiency and micro-generation

- Incorporate low carbon heat sources such as heat pumps and solar thermal
- Use enhanced specification of windows and glazing, (i.e. triple glazing) and have regard for solar orientation when designing fenestration
- Use increased standards of wall insulation
- Include underfloor insulation
- Provide low carbon electricity generation, such as photovoltaics
- Futureproof space for battery storage
- Explore opportunities for district heating

2. Transport

- Create the infrastructure for increased walking, cycling, shared and public transport
- Achieve high quality public transport and transport hubs that offer a pleasant and convenient way to get around and seamless combined journeys

- Locate homes close to facilities and make spatial provision for facilities which may be viable in future.
- Provide ultra-low emission vehicles (ULEV) charging points
- Prioritise convenient storage and access for multiple bicycles over the convenience of parking for multiple private cars

3. Waste and Recycling

Ensure that there is ample space, suitably located for waste and recycling storage and that collection is convenient and free of conflict (i.e. bins must not obstruct footpaths or shared driveways)

4. Adaption and Nature Based Solutions

- Plant trees abundantly to create shade, cooling and enhance biodiversity
- Link new green spaces via a green infrastructure (GI) network (i.e. avoid 'islands' of green space)
- Provide rainwater harvesting for any building or space with water needs

- Provide raised electrical sockets where there is any risk of flooding
- Include solar shading and fly screens to fenestration
- Integrate passive cooling measures
- Integrate green roofs

All the above guidance in section 10.1 is based on 'outcomes' and so can be equally applied to retrofit design and renovations, as well as new-build.

The Council wishes to encourage innovation and creativity in finding sustainable construction 'outcomes'. Applicants are encouraged to submit a sustainable construction checklist to support how their proposal would result in sustainable outcomes.

10.2 Expectation: Follow the energy hierarchy

10.2.1 Applicants and assessors must have regard to the principles of the Energy Hierarchy:

1st - Reduce the need for energy

2nd - Improve the energy efficiency

3rd - Maximise use of renewable energy

10.2.2 Ensure that layouts incorporate the design principles in the Built Form and Movement Sections of this Guide to help encourage people to travel by foot or bicycle for short trips and (where possible) bus or rail for longer trips, thus reducing energy needs for all trips.

10.2.3 Consider the block layout and road layout carefully as this will largely dictate the arrangement of buildings on a new development, with east-west alignment generally enabling the optimal orientation of elevations for passive

solar gain. However, this is not always possible and variations of up to 30° can be accommodated whilst still benefiting from passive solar gains. On north-south roads, detached units could provide greater flexibility for maximizing solar gain.

10.2.4 Standardised architectural designs should not be mechanically plotted across a site without accounting for the orientation of the plot. Solar gain will vary depending on the amount of glazing on each façade, whilst the amount of solar gain which is comfortable will vary depending on the function of the room. The orientation of roofs should also account for the plots orientation so that solar photovoltaics (PV) can better exploit the sun's path, e.g. on north-south roads, gable fronted-units could provide greater flexibility for maximizing PV.

10.2.5 [Building Regulations part O](#) includes guidance on the need to

carefully balance excessive solar gains from windows with the needs of natural light. For example, within Wiltshire, the maximum area of glazing in a given room varies from 11% to 37% depending on the façade orientation, type of room and opportunity for cross ventilation. This will impact the external design of façade, the internal design of deep, open-plan kitchen living rooms and limit the practice of deploying the same standard house types in any location within a site.

10.2.6 Where possible, every room within a building should have a window for natural ventilation, including bathrooms and hallways where these are adjacent to external walls. It may be necessary to include external shading such as louvres or shutters, to limit direct solar gain, as well as tree planting. External shading is preferable to mechanical cooling as it reduces the need for cooling in the first place.

10.3 Expectation: Careful selection of materials and construction techniques

10.2.7 It is understood that the reductions in crime associated with developments built to 'Secure by Design' standards also reduce carbon emissions. For example burglary has been calculated to produce 1t CO₂-eq per incident ([Secured by design](#)). Given that 'Secure by Design' has been shown to reduce crime by up to 75% on new builds, this can therefore contribute to the council's target of Net Zero.

10.2.8 On architectural drawings, specify the area of glazing as a percentage of the total floor area.

10.3.1 A 'fabric first' approach to reducing the energy requirements of the building is a primary requirement for minimizing energy demand for heating and cooling.

10.3.2 Where appropriate (i.e. considering the character of the area) choose materials with lower embodied carbon.

10.3.3 Where possible, use locally sourced materials. Natural stone is readily available in Wiltshire and its use enhances local distinctiveness.

10.3.4 Innovative and recycled materials which make a positive contribution to the character of the architecture and the public realm are encouraged.

10.3.5 Alongside consideration of the appropriateness of the character of the material it is also important to demonstrate the whole-life carbon footprint of selected materials so an informed decision can be taken on appropriate material specification.

10.4 Expectation: Maximise resilience

10.4.1 Design buildings to make the most of passive design strategies to minimise overheating and achieve internal comfort. See "**Outcome 10.1 Follow the energy hierarchy**" above.

10.4.2 Increasing extremes of temperature are a potential risk, with increasingly warm summers. Therefore designs must plan more for shade and shelter, for example, on and around the façades of buildings (including deeper window recesses on south facing elevations), at seating in public open spaces and at bus stops (too often these have no shelters). More trees, strategically located, is one obvious option for creating shade. Specifying deciduous species will ensure people can still benefit from the sun's warmth in winter.

10.4.3 One of the main local environmental conditions of concern in Wiltshire is flooding – Climate adaption within the built environment must address this. See also **Nature** Section.

11.0

Lifespan & Legacy

Our forever home?

Places are not just for the here and now; design needs to consider change and adaptation. The aim should be for residents to feel a sense of ownership and pride and live in places that are well-managed and maintained.

11. Lifespan & Legacy

Well-designed places sustain their beauty over the long term. They add to the quality of life of their users and as a result, people are more likely to care for them over their lifespan. They have an emphasis on quality and simplicity.

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The National Design Guide

References L1, L2 and L3 provide further information on what is expected at a national level.



Historic built environment, shaped around multi-purpose open space, still appreciated today



Contemporary built environment, also shaped around multi-purpose open space, will be appreciated long into the future

11.1 Expectation: Well-managed and maintained

11.1.1 It is recommended that applicants have drafted their own property conveyance plans for private and shared land before submitting final detailed drawings, so that potential conflicts are resolved before permissions are granted.

11.1.2 Applicants should discuss opportunities for community management with Town and Parish councils and offer up for adoption any new public open space (POS) and play areas, so as not to convey their maintenance costs to new homeowners alone, especially if they are to be accessible by the wider population. (Further guidance available from Town and Country Planning Association [Lessons in long term stewardship](#))

11.1.3 Throughout the edges of the public realm of new developments, boundaries and enclosures will often be maintained by residents themselves. It is expected that these are detailed and constructed to be attractive and robust in the first instance, so that they do not require early or costly maintenance or fall into a state of disrepair which diminishes the character of the place. (See Homes and Buildings also.)

11.1.4 Wiltshire's Registered Providers of affordable housing may have some additional design expectations related to the management and maintenance of Affordable Homes (though the Council's expectations for tenure blind design (Section 8.3) will still apply. For example, since 2 bed dwellings for social rent are invariably offered only to parents with children, there is rarely any need for this tenure's mix to include 2 bed flats, i.e. apartment buildings and maisonettes are expected to comprise only 1 bed

dwellings above the ground floor. Any flats over garages (FOGs) in the development should be proposed for the open market only.

11.1.5 When planting trees, adequate ground preparation and planting systems must be used to ensure successful establishment and to allow the tree to grow with vigour appropriate to the species and situation. Tree pit design must allow for sufficient uncompacted rooting volume for the mature size of the chosen species of tree, with the correct provision of nutrients, water and oxygen. Tree planting systems should be to BS8545.

11.1.6 Topsoil should meet with the standards of BS 3882, with anything imported tested to the levels within this. All imported material should be clean and of a suitable composition to match the conditions best for the planting.

11.2 Expectation: Adaptable to changing needs and evolving technologies

11.2.1 Private property, such as homes and gardens, should be designed to be flexible to adapt to the changing needs of their users over time. This includes changes in the health and mobility of the user, as well as potential changes in lifestyle due to developing technologies, such as use of electric vehicles, remote working and general changes to the way in which people live. In the first instance this means providing adequate space and simple access arrangements.

11.2.2 Evidence shows Wiltshire to be experiencing, on average, an aging population. This will clearly impact on the future requirements for the size of homes and for homes to be adaptable. Therefore all new homes are encouraged to meet Building Regulations part M4(2) standards, especially smaller 1 or 2 person homes, to ensure they are easily adaptable to changing needs within a household and to generally improve the options within new housing stock for those who will wish to downsize.

11.3 Expectation: A sense of ownership

11.3.1 Engage local communities in what they want to see on the undeveloped parts of new sites, i.e. what sort of play areas, or recreational areas for adults such as trim-trails or allotments, or other unexpected things such as outdoor table tennis, chess or boules.

11.3.2 Community Engagement exercises should consider how to include 'hard-to-reach' groups and those not routinely involved in the planning system. User-friendly online presentations of plans, viewable on smartphones as well as computers are essential, along with easy options for people to leave feedback and contribute.

11.3.3 Involve the local community in the naming of new street names.

11.3.4 Consider providing part of the land for other types of community development, e.g. co-housing, self-build or

community designed areas. As part of the context analysis, reference can easily be made to the Wiltshire Self-Build register to see what local demand for serviced sites is.

11.3.5 Engage the council's arts officer early on to discuss the public art strategy.

11.3.6 On larger urban extensions, set up community hubs or buildings from the outset and utilise the new community to evaluate the development as it progresses and to improve the detailed design of future phases.

11.3.7 Contracts for ongoing management and maintenance include the ability for local residents to get involved in the way that their green spaces are managed, including (where the contract has been awarded to a third party) the right to take over the contract at defined intervals (Community Step in Rights).

11.3.8 Post-occupation surveys should be undertaken to inform necessary amendments and future phases and schemes. Any applicant that has repeat work in Wiltshire should do this.

Appendices

Appendix A – Neighbourhood Planning

Neighbourhood planning was introduced in the Localism Act ²⁰¹¹. It is an important and powerful tool that gives communities statutory powers to shape how their communities develop. It's written by the local community, the people who know and love the area, to ensure the community gets the right types of development, in the right place.

- Neighbourhood Plans can include an extra tier of design guidance. They can be used to convey guidance on matters not specifically addressed in the National Design Guide, or this Wiltshire Design Guide. Communities often know which parts of their area are popular and work well. The level of detail and degree of prescription should be tailored to their geographic coverage and the circumstances and scale of change anticipated in each place.
- They can be more prescriptive, for example, setting quantifiable parameters for the specific appearance of new homes, streets and landscaping or the character and function of any public open spaces. But they should still allow a suitable degree of variety to ensure they are practicable.
- They can be especially helpful in drawing attention swiftly to any exceptional local circumstances, or unexpected priorities which should be accounted for by anyone planning and design for change in the area especially if this differs from what 'industry standard', e.g. the function of open space, delivery of 'street trees', built forms, building materials etc.
- In essence, Neighbourhood Plans can provide settlement-specific and site-specific guidance on the desirability of maintaining an area's prevailing character and setting versus promoting regeneration or change.
- A Neighbourhood Plan attains the same legal status as a Local Plan (and other documents that form part of the statutory development plan).
- A Neighbourhood Plan shall be the mechanism by which local preferences and priorities are factored into decision making. A made Neighbourhood Plan carries 'full weight' in decision making and so too will any local design guidance linked to a design policy within it.
- Wiltshire Council have produced ['Guidance for Neighbourhood Planning within Wiltshire – Integrating High Quality Design'](#) which is intended to help communities produce their own guidance in accordance with this Wiltshire Design Guide.
- Design Codes (and or guides) can be prepared as part of Neighbourhood Plans or for specific sites. Whoever prepares them, all codes should be based on effective community engagement and reflect local aspirations for the development of their area. Landowners and developers may contribute to these exercises.

Appendix B - Requirement for a Design & Access Statement

Application Type	DAS required for Validation* *this may change - please refer to https://www.wiltshire.gov.uk/planning-submit-planning-application	DAS recommended to support design evaluation
Advert Consent	No	No
Removal or Variation of a Condition	No	Yes - Where the proposed changes reflect a change in the design (and where a design statement has previously been submitted for the development) then a brief design statement which illustratively compares approved plans with proposed plans is recommended
Certificate of Lawfulness for Existing	No	No
Certificate of Lawfulness for Proposed	No	No
Full Planning & Advertisements	Yes - Any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire. In Conservation Areas and the Avebury/Stonehenge World Heritage Site only, any new residential development; or non residential buildings where the floorspace is 100 square metres or more	Not applicable

Application Type	DAS required for Validation*	DAS recommended to support design evaluation
Full Planning & Listed Building Consent	Yes - All applications. DAS should also include a Statement of Heritage Significance	Not Applicable
Full Planning	<p>Yes - Any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire.</p> <p>In Conservation Areas and the Avebury/Stonehenge World Heritage Site only, any new residential development; or non residential buildings where the floorspace is 100 square metres or more</p>	Yes - For any isolated home in rural areas, a comprehensive DAS will be expected in order to demonstrate compliance with the National Planning Policy Framework (2021) (currently paragraph 80)
Householder & Listed Building	Yes - All applications	Not Applicable
Householder	No	No
Listed Building Consent	Yes - All applications. DAS should also include a Statement of Heritage Significance	Not Applicable

Application Type	DAS required for Validation*	DAS recommended to support design evaluation
Outline	<p>Yes - Any major development (10 houses or 1000 or more square metres of floorspace) anywhere in Wiltshire.</p> <p>In Conservation Areas and the Avebury/Stonehenge World Heritage Site only, any new residential development; or non residential buildings where the floorspace is 100 square metres or more</p>	Not Applicable
VAR (variation)	No	Yes - Where the proposed changes reflect a change in the design (and where a design statement has previously been submitted for the development) then a brief design statement which illustratively compares approved plans with proposed plans is recommended
Reserved Matters	No	Yes – A Design Statement or Design Compliance Statement is recommended, summarising how the design of the reserved matters complies with design principles and concepts which have been approved in the corresponding Outline permission.

Appendix C - Recommended design information

Seeking pre-application advice is recommended for all applications which are for a single dwelling or more, or non-householder development. Pre-application advice can help applicants understand how planning policies and other requirements affect their proposals and, if draft proposals are submitted, enable an assessment of whether there seems a reasonable chance of getting permission. The level of preparation required depends on what is proposed, but for major applications a draft DAS is recommended.

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The next pages contain tables setting out information required.

Information required to enable effective urban design assessment	Description of information expected and reason	When to submit Pre-app	When to submit Outline	When to submit REM	When to submit Full
Local Context Assessment	Local Context Assessment including Neighbourhood Transport Plan and maps showing what schools, bus stops facilities, play areas and amenities are in the wider area and the streets, cycle paths and footways that connect the site with them, as well as the local Green and Blue infrastructure framework which could be used or enhanced.	Yes	Yes	Yes	Yes
Urban Design and architectural context analysis	Brief urban design and architectural context analysis, showing the relevance of the context and distinctive design characteristics within the area and, if relevant, that of exemplar practice elsewhere that has influenced the concept.	Yes	Yes	Yes	Yes
Urban Design Constraints and Opportunities Plan	Urban Design Constraints and Opportunities Plan – as much as possible that could be deemed to influence the design should be captured on this, i.e. topography, site boundaries, rights of ways, views in and out, ecology and landscaping, flood mapping, utilities, etc.	Yes	Yes	Yes	Yes
Urban Design and Landscape Concept Plan	This should be initial step in the design evolution - a simple sketch that highlights and communicates the basic vision for the new place. Drawings should have adequate detail (visually and in words) but should generally not appear fully resolved detailed designs.	No	Yes	Yes	Yes

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Information required to enable effective urban design assessment	Description of information expected and reason	When to submit Pre-app	When to submit Outline	When to submit REM	When to submit Full
Illustrative Masterplan	There is no formal description of a masterplan and every design team will have their own individual approach, but in general it is the overarching illustrated spatial layout, which is used to structure land use and development and is necessary to visualise the proposals in 2D and will include, for example, active frontages, walking/cycling routes, nodes and any notable landmarks	No	Yes	Yes	Yes
Sketch Layout	Indicative site layout is used to demonstrate site capacity in accordance with design principles. The sketch layout should show a realistic mix, dwelling sizes, parking, gardens and plot numbers. (It is not expected that reserved matters planning layouts replicate outline sketch layouts.)	Yes	Yes	No	No
Site Layout / Planning Layout	Site layout showing detailed design of the whole application site, generally at 1:500 scale and appropriately annotated	No	No	Yes	Yes
Movement Parameter Plan	Movement Parameter Plan - showing convenient, legible (and continuous where appropriate) networks for all modes relating to block structure and development scale.	Yes	Yes	No	Yes
Density Scale and Massing Parameter Plan	Density Scale and Massing Parameter Plan - avoid generic principles of low-density edge and high-density core. The density should respond to urban design strategy that is more nuanced and considers the wider context and opportunities, focusing density on public transport routes, community facilities and public realm spaces that benefit from being more vibrant.	No	Yes	No	Yes

Information required to enable effective urban design assessment	Description of information expected and reason	When to submit Pre-app	When to submit Outline	When to submit REM	When to submit Full
Open Space / GI & BI Parameter Plan	Open Space / GI & BI Parameter Plan – distinguishing the different types of open space, i.e. SuDS, retained landscape, accessible POS, Local Equipped Areas for Play (LEAPs), Teen Shelters, allotments, formal recreation areas, inaccessible wildlife zones etc.	No	Yes	No	Yes
Design Rationale and Evolution	Design Evolution – evidence showing rationale and drafts of any other options explored.	No	Yes	Yes	Yes
Design Compliance Statement	Design Compliance Statement - summarising how the vision of the REM concept related to that of the OUTLINE.	No	No	Yes	No
Statement of Community Involvement	Statement of Community Involvement - showing how local opinions have been analysed and the design has responded to these.	No	Yes	Yes	Yes
Housing Mix Data	Tables / pie charts showing the proportions of household sizes used to generate the final or indicative market and affordable mixes and overall Amount and net density in dwellings per hectare	Maybe	Yes	Yes	Yes
Affordable Housing Layout Plan	A version of the site layout highlighting the location of all affordable accommodation and associated parking and private amenity space. Its purpose is to clearly show the distribution of the different tenures and demonstrate that a tenure-blind approach to the site's design has been followed.	Maybe	Yes	No	Yes

Information required to enable effective urban design assessment	Description of information expected and reason	When to submit	When to submit	When to submit	When to submit
		Pre-app	Outline	REM	Full
Materials Plan	Materials Layout Plan with annotation to explain concept of distribution and what would make the scheme distinctive.	No	No	Yes	Yes
Building Plans and Elevation Drawings	Building Elevations with annotation describing appearance of all items on façades. Photo samples of the main facing materials should be submitted, otherwise a swatch. Local planning authority will generally condition for a sample panel to be erected to verify appearance of the actual material onsite. For historic buildings and/or buildings within a Conservation Area an annotated vertical 'strip section' through the roof and outside wall will be required to identify the profile of fascia/eaves, sills and string courses to establish these are respectfully expressed.	No	No	Yes	Yes
Boundaries Plan	Boundaries Plan (colour coded) and Boundaries Details Sheets (elevations + sections). Include any boundaries related to changes in levels. Can be part of External Works Plan with other hard landscape details if it is easy to read. Indicate locations of ecological features such as 'hedgehog highways'.	No	No	Yes	Yes
Site Sections	Site Sections accounting for critical topography or adjacent development	No	Yes	Yes	Yes
Street Scenes	Street Scenes of key routes and spaces	No	No	Yes	Yes

Information required to enable effective urban design assessment	Description of information expected and reason	When to submit Pre-app	When to submit Outline	When to submit REM	When to submit Full
GI and BI detailing	The DAS should indicate what facilities would be provided to support the function of open spaces, such as paths, seats, lighting, bins, picnic tables, bike parking, natural play. (NDG para 93). All these features have upfront costs which affect viability and so a benchmark of quantity and quality is important to indicate at Outline.	No	No	Yes	Yes
Landscape Plan	Landscape Plan detailing to include details of root protection barriers and appropriate street furniture strategy for within the public realm and POS. Provisions and details of LEAPs, Teen Shelters also expected. Additional section details of root protection barriers, any cellular structures required to prevent soil compaction.	No	No	Yes	Yes
Isometric sketches and 3D models	Some isometric sketches/models of the development, annotated to demonstrate how any special/unusual elements/areas have been created to enhance the distinctiveness or sense of place.	No	Yes	Yes	Yes
Bin Storage and Collection Strategy Plan.	Bin Storage and Collection Strategy Plan. Terraced housing in particular should be demonstrated to function well.	No	No	Yes	Yes
Engineering Plan	Engineering Plan showing all levels (showing level thresholds), numbers of steps, retaining wall heights or tanking, etc	No	No	Yes	Yes
Drainage Plan	Indicative plot drainage plan showing any street tree planting and root barriers to demonstrate no conflicts	No	No	Yes	Yes

Information required to enable effective urban design assessment	Description of information expected and reason	When to submit Pre-app	When to submit Outline	When to submit REM	When to submit Full
Adoptable Highways Plan	Proposed adoptable highways plan and POS management plan if any areas fall outside adoption and private conveyance.	No	No	Yes	Yes
SuDS Plans and Sections	SuDS Plans and Section detailed drawings (including all hard and soft landscaping, e.g. enclosures, headwalls, bridges, pump stations)	No	No	Yes	Yes
Parking and Cycle Parking Plan	Parking Plan, showing even spread of visitor parking and Cycle parking strategy showing details and location of each facility, to ensure adequate space is provided.	No	No	Yes	Yes
Lighting Plan	Indicative lighting plan showing any street tree planting and root barriers to demonstrate no conflicts. Indicative Lighting Plan and strategy for any private drives and courtyards should be included.	No	No	Yes	Yes
Sustainability Strategy	Sustainability Strategy - with a plan annotating how design maximises resilience (see NDG para. 135 -149). 'Standard' house types / roof types may not be adequate and modifications may be required to their form, depending on their position and orientation.	No	Yes	Yes	Yes
Public Art Strategy	Public Art Strategy with evidence of engagement of local artist and arts officer	No	Yes	Yes	Yes

NOTE: During Reserved Matters, where the information has already been submitted at Outline, a Design Compliance Statement may be acceptable as opposed to resubmit the same plans again

Appendix D – Design Guidance for Householder extensions

Note: The creation of a dedicated Wiltshire Householder Design guide for extensions, with illustrations is being considered. Also note that Neighbourhood Plans may also include their own Householder Design Guidance. In the interim, the following guidance is recommended.

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Form

- Proposed extensions should normally respect and reflect the form, scale, materials with the original building and area.
- The proposed extensions and alterations should not dominate the existing building: in other words they should be subservient and appear as additions in a ‘supporting’ role.
- Extensions should not be unduly overbearing or unduly obtrusive to neighbouring properties.
- Where a flat roof is appropriate on a single storey extension the roof should relate to original horizontal elements such as canopies, string courses, or to the line of change between materials, e.g. brick to render or tile hanging. Brick on edge coping is usually more satisfactory than a timber fascia board. The roofline of the extension should generally follow through or be lower than the original.
- If the purpose of the extension is to provide accommodation for a relative, it must not have a separate entrance or staircase. The extension must be internally connected to the rest of the house and must share facilities such as a kitchen.
- Extensions should fit into the general street scene, e.g. considering the character of the architecture, materials, scale, separation and changes in levels along the street.

Windows

- The design, position and size of windows and doors on the extension should reflect the design, position and size of the ones used in the main house. Windows must not directly overlook neighbouring properties.
- Ideally, any vertical or horizontal emphasis or hierarchy of windows should be followed.
- The design of any dormer windows should reflect the style, proportion materials and shape of the existing house and roof design and only be designed to provide light to existing spaces and not as an opportunity to create an enlarged floor area.

Details

- External finishes, materials and architectural features will affect how your extension looks. Normally, the brick colour/type and the mortar joints should match those of the existing house. Similarly, the design, proportions and position of joinery details, windows and doors should respect those of the original building.

Plot

- Detached outbuildings and garages placed in front of houses are not normally acceptable, nor should they exceed 1 storey in general.
- A minimum distance of 6m should be provided between the front of a garage and the adjoining footway, cycleway or road.
- Where possible an existing direct access to a rear garden should be retained.

Appendix E – Local information on context

County in general

Wiltshire’s natural and historic environment:

[Archives, heritage and conservation](#)

[Biodiversity, landscape and design](#)

Historic Landscape Characterisation:
[Case Studies](#)

Wiltshire and Swindon Historic Environment Record

[Wiltshire Farmsteads](#)

Wiltshire Council’s Visions and Strategies:

[Climate change](#)

[Business Plan](#)

[Wiltshire’s Joint Health and Wellbeing Strategy](#)

[Wiltshire Local Transport Plan](#)

[Bus Service Improvement Plan](#)

[Wiltshire Playing Pitch Strategy website](#)

The economy of Wiltshire:

[Economic Development](#)

[Local Housing Needs](#)

Wiltshire as a place for people to live and visit:

[Travel and tourism](#)

Specific Sites within the administrative boundary of Wiltshire Council

The Cotswolds AONB design guidance:

[Position Statements on key issues affecting the AONB](#)

Cranborne Chase & West Wiltshire Downs AONB design guidance:

[Cranborne Chase & West Wiltshire Downs AONB](#)

North Wessex Downs AONB design guidance: [North Wessex Downs AONB](#)

Stonehenge, Avebury and associated sites World Heritage Site:

[Stonehenge and Avebury WHS Management Plan 2015](#)

**Various Neighbourhood Plans
and Village Design Statements:**

[Neighbourhood Plans in Wiltshire](#)

**Conservation Area Appraisals
and Management plans:**

[Conservation Area Appraisals and
Management plans website](#)

Other

Reference can be made to the Wiltshire
Planning Explorer Map, where an
abundance of spatial planning (GIS)
information is publicly available:

[Wiltshire Council GIS Maps](#)

Wiltshire Design Guide

2023

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www.wiltshire.gov.uk

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Wiltshire Council

LEISURE SERVICE UPDATE

Leisure Financial Information

All sites

Overall Total	Target (Apr to Dec 21)	Actual (Apr to Dec 21)	Variance
Income	-5,226,570	-4,490,345	736,225
Expenditure	6,573,657	5,356,525	-1,217,131
Net	1,347,087	866,180	-480,906

Overall Total	Target (Apr to Dec 22)	Actual (Apr to Dec 22)	Variance
Income	-8,668,487	-9,034,137	-365,651
Expenditure	9,320,723	9,117,996	-202,727
Net	652,236	83,859	-568,377

NB - The data above does not include any amounts for FM costs, utilities or VAT.

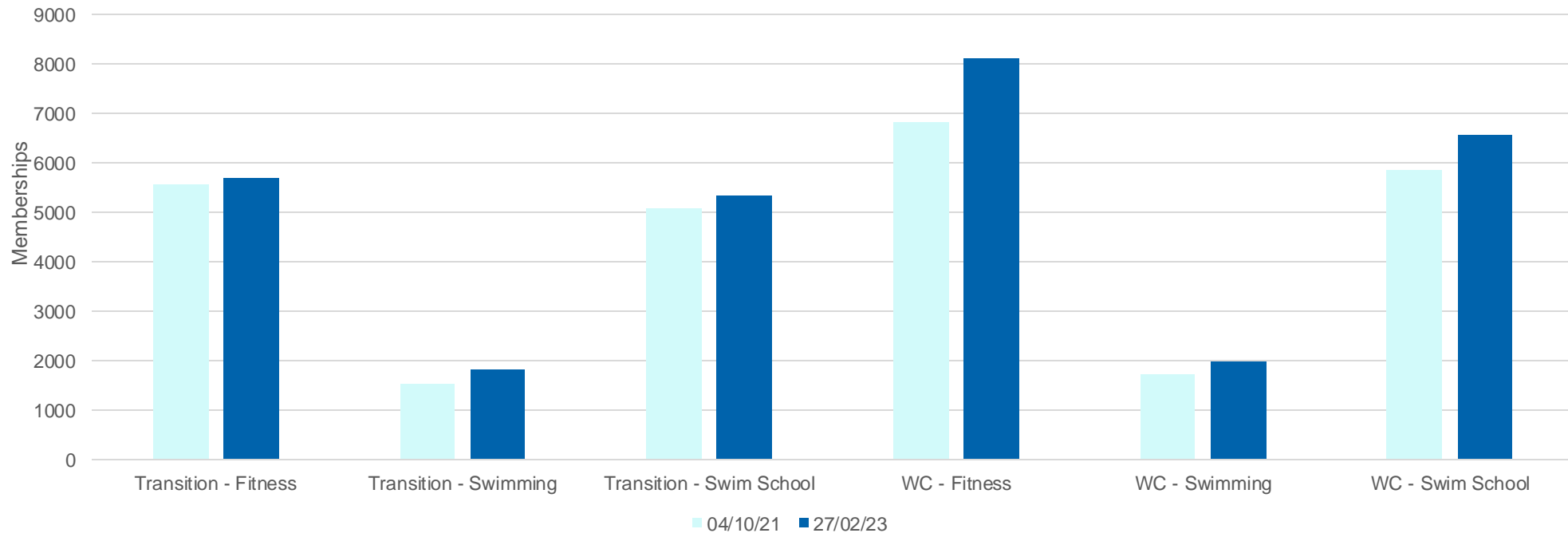
Leisure Financial Information

- **April 21 to December 21** - the actual income was £736,225 **below** the income target; this includes 9 months of income for the in-house sites and 3 months for the transitioned sites
- **April 22 to December 22** - the overall actual income was £365,651 **above** the income target; this includes 9 months of income for both the in-house and transitioned sites.
- **April 21 to December 21** - the actual expenditure was £1,217,131 **better** than budget; this includes 9 months of expenditure for the in-house sites and 3 months for the transitioned sites
- **April 22 to December 22** - the overall actual expenditure was £202,727 **better** than budget; this includes 9 months of expenditure for both the in-house and transitioned sites
- The net position has **improved** by **£87,471** from the same period in the previous year

Leisure Membership Information

All sites

1. Growth of memberships between October 21 and February 23; insourced and WC centres



Leisure Membership Information

All sites

- Graph 1 demonstrates growth in all membership types across all leisure centres since the transition.
- This means that there are more people participating in swimming, gym activities and fitness classes than there were in October 2021.
- In addition there has been significant growth in swimming lessons meaning more children are learning a skill that will last a lifetime.
- Insourced centre growth is 6% and in house centre growth is 16% across the period of Oct 21 to Feb 23

Leisure Membership Information

All sites

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Leisure Membership Information

All sites

- Graph 1 in the previous slide demonstrate growth in membership across all leisure sites in Core Memberships (fitness and swimming)
- Graph 2 in the previous slide demonstrate growth in membership across all leisure sites across all membership types including swimming lessons
- The removal of free Junior Memberships has resulted in growth of low cost Junior Zone membership from 522 in October 21 to 2073 in February 23.
- Over the same period Swimming Lesson memberships have grown from 5757 to 11,926.

Public Holiday Opening

- The leisure team are scoping opportunities to open on Public Holidays as a pilot in a few sites.

LIBRARY SERVICE UPDATE

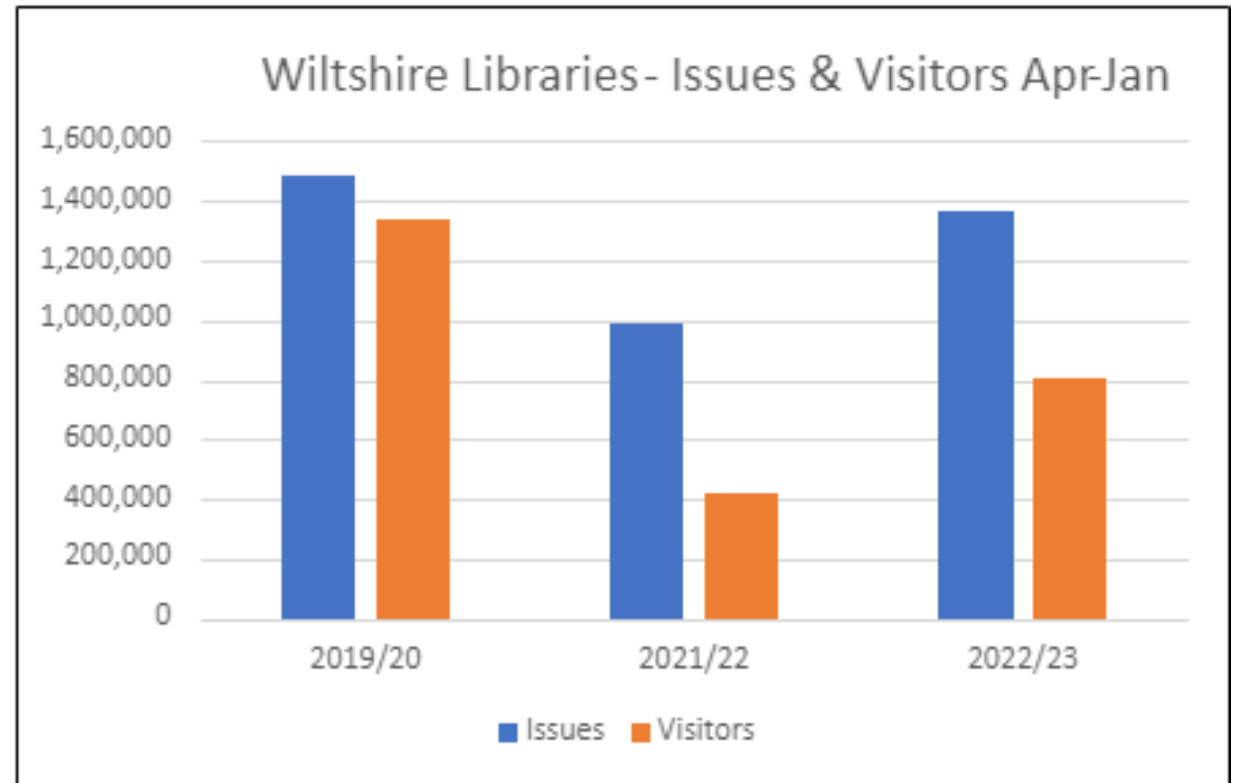
Library Service Pandemic Recovery

	Issues	Visitors
2019/20	1,483,262	1,333,390
2021/22	984,065	419,654
2022/23	1,368,801	804,889

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Issues are now 92% of pre-pandemic levels and continue to increase

- Visits are at 60% of pre-pandemic levels, mirroring the national picture and far higher than last year. Activities returned later than the lending offer, so footfall is slower to catch up



Library Service Priorities

Facilities Review - focussing on reducing property costs and implementing community hubs across the county

- Following the success of the Market Lavington Library move to co-located premises, Durrington Library reopens as a Community Hub in the Village Hall this month, in partnership with the Town Council
- Mapping work has started with Systems Thinking and FM to look at the other library buildings in scope

Library Service Priorities

Universal Offers – developed by Libraries Connected, the public sector support body for public libraries, the Universal Offers are a national framework on which library services develop their provision

- This involves working with partners, from within the council and local and national organisations, to deliver quality services
- The following slides highlight some of the work completed in the past year

Digital & Information

- **National Databank Project** - Libraries are working with the Good Things Foundation to distribute free SIMs and mobile data to people over 18 on low incomes to enable internet access
- **IT Support** – Libraries have run 407 online sessions supporting people to get online since April 2022. 90% of attendees said it improved their confidence
- **Multiply Maths Project** – In partnership with Employment & Skills Team, entry level maths support sessions to take place in libraries

Health & Wellbeing

- **Reading Well Collections** – self-help books recommended by Health Practitioner on living with dementia, mental health and long-term health conditions for both adults and young people. Issues (Apr – Jan 2023 6,500) have increased 26.7% on previous year. Work is progressing with Social Prescribers at GPs surgeries to promote to those with a recent diagnosis or on waiting lists
- **Monitoring blood pressure project** – Libraries are working with Public Health on a new pilot project to provide blood pressure monitoring equipment in libraries. Supporting those most at risk of hypertension to engage with health professionals early for better health outcomes

Reading, Culture & Creativity

- **Reading Groups** – Libraries support almost 200 groups operating in the community, along with 20 in libraries including ones for people with a visual impairment and dementia. Just 6 minutes reading a day is proven to reduce stress and anxiety
- **Green Libraries** – Wiltshire was one of only 15 Library Authorities who received funding to deliver a series of talks and activities to raise awareness of how to reduce your carbon footprint
- **Cultural events** - Libraries have run over 5000 cultural events since April 2022. This has included reading groups, story times, 4 panto performances and activities supporting the Queen's Jubilee and World Book Day

Support for the Vulnerable

- **Cost of Living support** – All libraries are registered as Warm Spaces and library staff have received training from Warm & Safe Wiltshire to help people with energy queries. 1071 Warm Packs have been given out containing a hot water bottle, blanket and thermal mug to those most in need
- **Home Library Service** – Over 100 people receive an at home library service as they are unable to visit the library due to frailty, disability or a medical condition. 83% said the service makes a difference to their health and wellbeing and 93% said it kept their mind active

Children & Young People

- **Rhyme times** – 19 Libraries offer weekly sessions for babies and toddlers. Since April 2022 11,900 adults and 13,200 children have attended and 100% surveyed said they felt more connected with their babies as a result. The sessions support parent/child bonding, early years brain development and children who learn rhymes from an early age go on to do better when they start school
- **Summer Reading Challenge** – 6,206 children took part in 2022 and completions increased by 52% on the previous year. 80% of participants said their reading had improved. This year the theme is Being Active and Libraries will be working with Leisure to promote the benefits of reading and exercise

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Environment Select Committee Forward Work Programme

Last updated MARCH 2023

Environment Select Committee - Current / Active Task Groups		
Task Group	Start Date	Final Report Expected
Global Warming and Climate Emergency Task Group	May 2019	TBC

Environment Select Committee - Rapid Scrutiny		
Topic	Details	Date

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
6 June 2023	Local Plan & Gypsy & Traveller Plan	As discussed at the ESC-meeting on 20 September 2022 to receive an update on the Local Plan.	Parvis Khansari (Corporate Director Place)	Cllr Nick Botterill	Georgina Clampitt-Dix (Head of Spatial Planning)
6 June 2023	Active Travel	As resolved at the select committee meeting on 14 June 2022, the committee will receive a further update.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	
6 June 2023	Wiltshire Towns Programme	As resolved at the select committee meeting on 14 June 2022, the committee will receive a further update.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
6 June 2023	Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
25 July 2023	Waste Management Strategy: Annual Review	As resolved at ESC 13 July 2022 to receive a further annual review in 2023.	Sarah Valdus (Assistant Director – Environment)	Cllr Nick Holder	
25 July 2023	Passenger Transport service update and future developments	As resolved at the select committee meeting on 14 June 2022, the committee will receive a further update.	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Jason Salter (Head of Service Passenger Transport)
25 July 2023	Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)
19 Sep 2023	LHFIG Review	To receive a update report on the implementation of the Local Highway & Footway Improvement Groups (LHFIG)	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Dave Thomas (Head of Highways Asset Management & Commissioning)
19 Sep 2023	Climate Emergency task group	To receive an update from the task group regarding activity and its forward work plan			Cllr Graham Wright Simon Bennett (Senior Scrutiny Officer)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
7 Nov 2023 (tbc)	Update on the Towns Programme App Development	As resolved at the ESC meeting on 4 January 2023, the select committee will receive an update report.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
7 Nov 2023 (tbc)	Update on Broadband Provision in Wiltshire	As resolved at the ESC meeting on 4 January 2023, the select committee will receive an update report.	Parvis Khansari (Corporate Director Place)	Cllr Ashley O'Neill	Victoria Moloney (Head of Economy & Regeneration)
tbc	Housing Development Partnership	As resolved at the ESC meeting on 8 November 2022, the select committee will receive an update report in 12 months' time.	Parvis Khansari (Corporate Director Place)	Cllr Phil Alford	Victoria Moloney (Head of Economy & Regeneration) Richard Walters (Head of Service – Major Projects) Claire Moore (Housing Enabling Lead)
tbc	Private sector renewal strategy	As resolved at the ESC meeting on 8 November 2022, the select committee will receive an update report when appropriate.	Emma Legg (Director – Ageing & Living Well)	Cllr Phil Alford	Nicole Smith (Head of Housing)

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
March 2024	Homeless Strategy 2019-2024	As resolved at the ESC meeting on 8 November 2022, the select committee will receive an update report in 12 months' time.	Emma Legg (Director – Ageing & Living Well)	Cllr Phil Alford	Nicole Smith (Head of Housing)
tbc	Streetscene contract	As resolved at the ESC meeting on 30 September 2022 the select committee will receive an update report on the Streetscene contract	Samantha Howell (Director of Highways and Transport)	Cllr Caroline Thomas	Adrian Hampton (Head of Highway Operations)
tbc	National Park action plan	Partnership arrangement with the National Park and joint action plan.	Parvis Khansari (Corporate Director Place)	Cllr Nick Botterill	Georgina Clampitt-Dix (Head of Spatial Planning)
tbc	Wiltshire Marque	As discussed at meeting with the Cabinet Member the select committee to receive a report about the 'Wiltshire Marque' for produce.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
tbc	Wiltshire destination management	As discussed at the ESC-Executive meeting on 13 October 2022 on the heritage, arts and tourism portfolio to provide a report on destination management	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	

Meeting Date	Item	Details / purpose of report	Associate Director	Responsible Cabinet Member	Report Author / Lead Officer
tbc	UK Shared Prosperity Fund	As discussed at the ESC-Executive meeting on 23 November 2022 on the economic development portfolio.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
tbc	Economic Strategy	As discussed at the ESC-Executive meeting on 23 November 2022 on the economic development portfolio.	Parvis Khansari (Corporate Director Place)	Cllr Richard Clewer	Victoria Moloney (Head of Economy & Regeneration)
tbc	Parking Strategy	As discussed at the ESC-Executive meeting on 6 December 2022 on the highways and transport portfolio.	Parvis Khansari (Corporate Director Place)	Cllr Caroline Thomas	
tbc	Wiltshire Council's Housing Board Annual Report 2022/23	As resolved at the ESC meeting on 4 January 2023, the select committee will receive the annual report.	Simon Hendeby (Director Assets & Commercial Development)	Cllr Phil Alford	

Information briefing				
Meeting Date	Item	Details / purpose	Associate Director	Responsible Cabinet Member
tbc	Environment Act 2021	To receive a (series of) briefing regarding the implications of the Environment Act.		

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