

# SUMMONS

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Council Meeting  
Date: 8 November 2011  
Time: 10.30 am  
Place: Salisbury City Hall

**PLEASE SIGN THE ATTENDANCE  
BOOK BEFORE ENTERING THE  
COUNCIL CHAMBER**

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Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic and Members' Services, County Hall, Trowbridge, direct line 01225 718024 or email [yamina.rhouati@wiltshire.gov.uk](mailto:yamina.rhouati@wiltshire.gov.uk)

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

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

## **PART I**

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

1. **Apologies**
2. **Minutes of Previous Meeting** (*Pages 1 - 48*)  
  
To approve as a correct record and sign the minutes of the last meeting of Council held on 12 July 2011.
3. **Declarations of Interest**  
  
To declare any personal or prejudicial interests or dispensations granted by the Standards Committee.
4. **Announcements by the Chairman**
5. **Petitions Update** (*Pages 49 - 52*)  
  
Report by the Head of Democratic Services attached.

6. **Petitions Received**

(a) **Council Tax Payments via Paypoint** (*Pages 53 - 56*)

Cllr Jon Hubbard, Division member for Melksham South will present a petition with 105 signatories. Details of the petition and an officer response to assist Council in its consideration of the petition are attached.

(b) **Felling of Trees, Salisbury** (*Pages 57 - 60*)

Mrs Laura Bell on behalf of SOS Trees – Campaign to protect the trees in Salisbury Market Place will present a petition of 11,485 signatories. Details of the petition and an officer response to assist Council in its consideration of the petition are attached.

7. **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 above for any further clarification.

Questions

To receive any questions from members of the public 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 above no later than 5pm on Tuesday 1 November. Please contact the officer named on the first page 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 Councillors prior to the meeting and made available at the meeting and on the Council's website.

**COUNCILLORS' MOTIONS AND QUESTIONS**

8. **Notices of Motion**

To consider the following notices of motions:

(a) **Notice of Motion No. 21 - Community Speedwatch** (*Pages 61 - 64*)

Submitted by Cllrs Peter Colmer (Cricklade and Latton Division) and Bill Douglas (Chippenham Hardens and England Division).

Details of the motion and an officer response to assist Council in its consideration of it are attached.

Cllr Fleur de Rhe Philipe, Cabinet member for Strategic Planning, Economic Development and Tourism will respond to motions 22, 23 and 24 below.

(b) **Notice of Motion No. 22 - South Wiltshire Core Strategy - Old Sarum Airfield Core Policy 9 (1)** *(Pages 65 - 66)*

Submitted by Cllrs Ian McLennan (Laverstock, Ford & Old Sarum Division) and Ricky Rogers (Salisbury Bemerton).

Details of the motion are attached.

(c) **Notice of Motion No. 23 - South Wiltshire Core Strategy - Old Sarum Airfield - Core Policy 9 (2)** *(Pages 67 - 68)*

Submitted by Cllrs Ian McLennan (Laverstock, Ford & Old Sarum Division) and Ricky Rogers (Salisbury Bemerton)

Details of the motion are attached.

(d) **Notice of Motion No. 24 - South Wiltshire Core Strategy - Proposed extension at Hampton Park, Laverstock & Ford Parish** *(Pages 69 - 70)*

Submitted by Ian McLennan (Laverstock, Ford & Old Sarum Division) and Ricky Rogers (Salisbury Bemerton)

Details of the motion are attached.

(e) **Notice of Motion No. 25 - The Future of Local Planning** *(Pages 71 - 82)*

Submitted by Cllr Chris Caswill (Chippenham Monkton Division) and Simon Killane (Malmesbury)

Details of the motion and an officer response to assist Council in its consideration of it are attached.

(f) **Notice of Motion No. 26 - Empty Homes in Wiltshire** *(Pages 83 - 84)*

Submitted by Cllrs Howard Marshall (Calne Central Division) and Brian Dalton (Salisbury Harnham Division)

Details of the motion are attached.

Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing will respond to the motion.

(g) **Notice of Motion No. 27 - Rail Franchise** *(Pages 85 - 86)*

Submitted by Cllrs Jon Hubbard (Melksham South Division) and Howard Marshall (Calne Central Division)

Details of the motion are attached.

Cllr Dick Tonge, Cabinet member for Highways and Transport will respond to this motion.

9. **Councillors' Questions**

Please note that Councillors are required to give notice of any such questions in writing to the officer named on the first page of this agenda not later than 5pm Tuesday 1 November 2011. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

**CABINET AND COMMITTEES**

10. **Minutes of Cabinet and Committees**

- (a) The Chairman will move that Council receives and notes the minutes of Cabinet and the various Committees of the Council as listed in the Minutes Book enclosed separately.
- (b) The Leader, Cabinet members and Chairmen of Committees will be given a brief opportunity to make any important announcements.
- (c) Councillors will be given an opportunity to raise general issues relating to Area Boards but not specific local issues.
- (d) Councillors will be given the opportunity to raise questions on points of information or clarification on the minutes presented.

11. **Countywide Analysis of the Impact of Car Parking Charges** (*Pages 87 - 160*)

By way of background information, the report considered by Cabinet at its meeting on 18 October 2011 is attached. Please note this report has been updated since Cabinet as follows:

- A new paragraph (paragraph 8) and appendix (Appendix 3) have been added detailing proposals made by Salisbury City Council, Salisbury City Centre Management and others that were considered by Cabinet on 18 October.
- Chart 1, Table 2 and paragraphs 36-38 have been amended to take account of revised and updated car parking data.
- A new appendix (Appendix 5) has been added outlining how the Council is supporting regeneration activities in Wiltshire's towns.
- A new paragraph (paragraph 40) and appendix (Appendix 7) have been added providing car park ticket sales and income for each town from April 2010 to September 2011.

12. **Capital Programme** (*Pages 161 - 166*)

To consider recommendations from the Cabinet in relation to proposed amendments to the capital programme.

The report previously considered by Cabinet at its meeting on 18 October 2011 is attached. The minute recording Cabinet's decision to recommend the amendments to Council can be found at pages 44-45 of the enclosed Minute Book.

13. **Annual Report on Treasury Management 2010-11** (*Pages 167 - 180*)

Report by the Chief Finance Officer.

14. **Consent Street Trading Scheme** (*Pages 181 - 204*)

To consider adopting a revised Street Trading Scheme as recommended by the Licensing Committee at its meeting on 7 September 2011. The minute recording the Licensing Committee's recommendation to Council can be found on pages 142-145 of the enclosed Minute Book.

Report of the Solicitor to the Council and Monitoring Officer and a copy of the proposed Scheme are attached.

### **EXTERNAL ORGANISATIONS**

To receive reports from external organisations.

Please note that under the Constitution, Councillors wishing to ask a question in relation to the reports of the Wiltshire Police Authority and the Wiltshire and Swindon Fire Authority are required to give written notice to the officer named on the front of this agenda (acting on behalf of the Director of Resources) no later than five clear days before the Council meeting – Monday 31 October 2011.

The documents referred to in the following items 14 (a) and (b) and 15 were previously circulated to Councillors to provide an opportunity to submit any questions within the above mentioned timescale. The documents are also circulated with this agenda for ease of reference.

15. **Wiltshire Police Authority**

To receive and note:

(a) **the minutes of the Wiltshire Police Authority meetings held on 16 June and 22 September 2011** (*Pages 205 - 220*)

(b) **the report of the Wiltshire Police Authority** (*Pages 221 - 222*)

16. **Wiltshire and Swindon Fire Authority** (*Pages 223 - 226*)

To receive and note the minutes of the Wiltshire and Swindon Fire Authority meeting held on 22 September 2011.

## **OTHER ITEMS OF BUSINESS**

17. **Parliamentary Boundary Review** (*Pages 227 - 252*)

Report by Cllr Tony Deane, Chairman of the Boundary Review Working Party.

18. **Membership of Committees**

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

19. **Date of Council Meeting**

Council previously agreed at its meeting on 12 July 2011 to postpone the date of the Council budget setting meeting from 21 February to 28 February to allow more time for the collection of precept information. Councillors were advised to retain the original date of 21 February in their diaries should it be required for an additional meeting of Council.

An additional meeting of Council will be required and it is proposed that this should be brought forward from 21 February to 7 February. This will result in one meeting on 7 February to deal with the Wiltshire and South Wiltshire Core Strategies in particular and one meeting on 28 February 2012 to set the Budget.

**Recommended:**

**That an additional Council meeting be held on 7 February 2012.**

20. **Senior Management Restructure - Consequential Matters** (*Pages 253 - 290*)

Report by the Solicitor to the Council and Monitoring Officer.

21. **Exclusion of the Press and Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 4 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

## **PART II**

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

22. **Senior Management Restructure - Consequential Matters**

To consider confidential details in respect of item 20 above (to follow).

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## **COUNCIL**

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### **DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 12 JULY 2011 AT CORN EXCHANGE - DEVIZES.**

#### **Present:**

Cllr Desna Allen, Cllr Richard Beattie, Cllr Chuck Berry, Cllr John Brady, Cllr Richard Britton, Cllr Allison Bucknell, Cllr Jane Burton, Cllr Trevor Carbin, Cllr Nigel Carter, Cllr Chris Caswill, Cllr Richard Clewer, Cllr Christopher Cochrane, Cllr Peter Colmer, Cllr Linda Conley, Cllr Mark Connolly, Cllr Christine Crisp (Vice-Chair), Cllr Michael Cuthbert-Murray, Cllr Brian Dalton, Cllr Paul Darby, Cllr Andrew Davis, Cllr Peter Davis, Cllr Tony Deane, Cllr Christopher Devine, Cllr Bill Douglas, Cllr Mary Douglas, Cllr Peggy Dow, Cllr Peter Doyle, Cllr Nick Fogg, Cllr Peter Fuller, Cllr Richard Gamble, Cllr Jose Green, Cllr Howard Greenman, Cllr Mark Griffiths, Cllr Mollie Groom, Cllr Lionel Grundy OBE, Cllr Brigadier Robert Hall (Chairman), Cllr Russell Hawker, Cllr Mike Hewitt, Cllr Charles Howard, Cllr Jon Hubbard, Cllr Chris Humphries, Cllr Keith Humphries, Cllr Peter Hutton, Cllr George Jeans, Cllr David Jenkins, Cllr Julian Johnson, Cllr Simon Killane, Cllr John Knight, Cllr Jacqui Lay, Cllr Howard Marshall, Cllr Ian McLennan, Cllr Jemima Milton, Cllr Francis Morland, Cllr Bill Moss, Cllr Christopher Newbury, Cllr John Noeken, Cllr Jeffrey Ody, Cllr Stephen Oldrieve, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Sheila Parker, Cllr Graham Payne, Cllr Nina Phillips, Cllr Leo Randall, Cllr Fleur de Rhe-Philippe, Cllr Pip Ridout, Cllr Bill Roberts, Cllr Ricky Rogers, Cllr Judy Rooke, Cllr Paul Sample, Cllr Jane Scott OBE, Cllr Jonathon Seed, Cllr John Smale, Cllr Toby Sturgis, Cllr John Thomson, Cllr Dick Tonge, Cllr Bridget Wayman, Cllr Ian West, Cllr Fred Westmoreland, Cllr Stuart Wheeler, Cllr Roy While, Cllr Christopher Williams and Cllr Graham Wright

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#### 119. **Apologies**

Apologies for absence were received from Councillors:

Alan Macrae, Bill Moss, Carole Soden, Tony Trotman, Laura Mayes, Alan Hill, Rosemary Brown, Liz Bryant, Rod Eaton, Mark Packard, Steve Petty and Clark.

#### 120. **Minutes of Previous Meeting**

The minutes of the annual meeting of Council held on 17 May 2011 were presented.

#### **Resolved:**

**That the minutes of the annual Council meeting held on 17 May 2011 be approved as a correct record and signed by the Chairman.**

121. **Declarations of Interest**

There were no declarations of interest.

122. **Announcements by the Chairman**

(a) **Queen's Birthday Honours**

On behalf of Council, the Chairman congratulated those who had received national recognition in the recent Queen's Birthday Honours List, details of which he read out to the meeting.

(b) **Flying of Wiltshire Flag**

The Wiltshire County Flag, adopted in 2009, was flown for a week from Eland House, the Department of Communities and Local Government Offices in London, from 6 -13 June 2011. This was part of an initiative led by the Secretary of State for Communities and Local Government, Mr. Eric Pickles to fly a different county flag at the Department's offices each week to celebrate the cultural heritage and history of each County in Britain.

The Chairman advised that in future, the Wiltshire County Flag would be flown from the hub buildings in Devizes, Chippenham and Trowbridge, to promote Wiltshire and its identity.

(c) **Municipal Journal Awards 2011**

The Chairman was proud to report that on 23 June, Wiltshire Council received the Municipal Journal's 2011 award in London for the 'most effective political team of the year.'

He explained that the award gave the Council a national profile and reflected the commitment and dedication of its members and staff to help provide improved services to the people of Wiltshire. This was seen as a huge accolade for the Cabinet which recognised their strong leadership in establishing the direction for Wiltshire Council as a unitary authority.

(d) **Hercules' Farewell to RAF Lyneham**

The Chairman reported that on Friday, 1 July 2011, the last of RAF Lyneham's Hercules' fleet of aircraft transferring to RAF Brize Norton flew at low level, in stream formation to say a final goodbye to the people of Wiltshire. The aircrafts left RAF Lyneham and flew over Avebury, Calne, Devizes, Warminster, Melksham, Trowbridge, Colerne, Lyneham, Wootton Bassett, Malmesbury, Tetbury and the Blunsdon area of Swindon, before the final leg of their journey to RAF Brize Norton. This event marked the end of a remarkable era not only for the RAF but for the people of the county of Wiltshire that had supported RAF Lyneham so well over the years.

(e) **Award in Leadership Management**

The Chairman reminded Council that at its last meeting, certificates were presented to the Councillors who successfully completed the Award in Leadership and Management. Councillors were advised that a further course would be run in the Autumn. Councillors interested in enrolling on this course were asked to contact officers Lynda Williams and Marie Todd for further information.

**(f) The late Brian Atfield**

The Chairman noted with much regret the sad death of Brian Atfield, who served local government and the community of Cricklade with distinction and dedication for many years. His funeral was attended by several Councillors. The Chairman considered that his death was a great loss not only to the town of Cricklade but also to the County. Tributes were made by a number of Councillors including the Leader, Cllrs Hubbard, Newbury, Jeff Osborn and Colmer.

There followed a minute's silence, as a mark of respect.

**123. Petitions Update**

The Chairman reported receipt of five petitions since the last meeting of the Council in May 2011, details of which were presented.

The Chairman also reported on petitions which had been received since publication of the agenda as follows:

**Petition – Car Parking Charges, Chippenham**

With the Chairman's permission, Cllr Desna Allen presented a petition of 3,007 signatories originally raised at Chippenham Area Board on 4 July which urged the Council to reduce car parking charges in the Borough Parade and Emery Gate Car Parks, Chippenham. Cllr Allen conveyed the petition organiser's concern over the impact of car parking charges on the retail trade which she considered to have a bearing on job losses in the Town.

Cllr Dick Tonge, Cabinet member for Highways and Transport responded to the points raised.

Following debate, it was proposed that a report on a Countywide review of car parking charges would be presented to the next meeting of Council on 8 November 2011.

**Petition – Denominational Home to School Transport**

With the Chairman's permission, Mr Michael Stevenson MBE, Chair of Governors, St Augustine's Catholic College, Trowbridge presented a petition with approximately 450 signatories and statement regarding Denominational Home to School Transport. The petition urged this Council to carry out thorough

consultation before Cabinet determined the matter at its meeting on 26 July 2011.

Cllr Tonge explained that he considered that adequate opportunities for consultation had already been given and that there would be further opportunity for public participation at the Cabinet meeting.

A debate ensued during which Cllr Hubbard proposed the following amendment which was seconded by Cllr Trevor Carbin:

“That the Cabinet meeting to discuss denominational home to school transport be held at a time and place which is more accessible to those people affected by the decision, and that an evening meeting be considered.”

Cllr Tonge explained that the aim was to give a full 12 months notice of any change to the denominational home to school transport scheme and that any delay could jeopardise this.

On being put to the vote, the amendment was LOST.

#### Petition – Car Parking Charges, Salisbury

Cllr Tonge reported on a petition organised by the Salisbury Journal requesting the Council to reconsider the charges for one and two hour car parking in Salisbury.

#### **Resolved:**

- (a) That Council notes the petitions received and the actions taken as set out in the report presented.**
- (b) That Council receives and notes the petitions presented at this meeting and requests that Cllr Dick Tonge, Cabinet member for Highways and Transport respond to the lead petitioners in writing.**
- (c) That a full report on the car parking charges on a county-wide basis be presented to the next meeting of Council on 8 November 2011.**

#### 124. **Public Participation**

No requests for public participation were received for this meeting.

#### 125. **Notices of Motion**

- (a) Notice of Motion No. 19 - Affordable Credit - From Councillors Jon Hubbard (Melksham South Division) and Mark Packard (Chippenham Pewsham Division)**

The Chairman reported receipt of the following notice of motion from Cllrs Jon Hubbard and Mark Packard:

**“This Council notes and welcomes the UK-wide campaign to end ‘legal loan sharking’.**

**This Council believes that the lack of access to affordable credit is socially and economically damaging with unaffordable credit causing a myriad of unwanted effects such as poorer diets, colder homes, rent, council tax and utility arrears, depression and poor health.**

**This Council further believes that unaffordable credit is extracting wealth from the most deprived communities.**

**This Council supports the principle that it is the responsibility of all levels of government to try to ensure affordable credit.**

**This Council therefore welcomes the various Credit Unions in Wiltshire and ask council to assist all it can in promoting them through council publications and website.**

**This Council urges residents who may have experienced difficulties in obtaining credit at reasonable rates to contact their local credit union and also encourages other residents to consider supporting the credit union by opening a savings account.**

**This Council calls on the Government to introduce a cap on the total lending rate that can be charged for providing credit.**

**This Council calls on the Government to give local authorities the power to veto licences for high street credit agencies where they could have negative economic or social impacts on communities.”**

To assist Council in its consideration of this motion, a report by the Service Director, Communities, Libraries, Heritage and Arts was presented.

Once moved and seconded, Cllr Jon Hubbard was invited to speak to the motion. He thanked officers for the useful report. He explained the purpose of his motion was to try and protect the most vulnerable members of society and gave examples of substantial interest rates charged by a number of companies. He also added that the motion if adopted, would also seek to publicise the good work of credit unions.

The Chairman moved that the motion be debated and this was duly seconded by the Vice-Chairman and on being put to the vote, it was

**Resolved:**

**That notice of motion no.19 be debated**

The Chairman called on Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing to open the debate before inviting Group Leaders and then opening the debate to other Councillors. Cllr Thomson responded to the motion and points made. Cllr Thomson whilst supportive of the general principle of the motion, proposed amendments to the wording which was duly seconded. Cllr Hubbard as mover of the original motion confirmed he was happy to incorporate the amendments to his motion subject to one minor change.

**Resolved:**

**That motion no. 19 be adopted as amended, as follows:**

**“This Council notes and welcomes the UK-wide campaign to end ‘ door step money-lenders.**

**This Council believes that the lack of access to affordable credit is socially and economically damaging with unaffordable credit causing a myriad of unwanted effects such as poorer diets, colder homes, rent, council tax and utility arrears, depression and poor health.**

**This Council further believes that unaffordable credit is extracting wealth from the most deprived communities.**

**This Council supports the principle that it is the responsibility of all levels of government to try to ensure affordable credit.**

**This Council therefore welcomes the various Credit Unions in Wiltshire and ask council to assist all it can in promoting them through council publications and website.**

**This Council urges residents who may have experienced difficulties in obtaining credit at reasonable rates to contact their local credit union and also encourages other residents to consider supporting the credit union by opening a savings account.**

**This Council calls on the Government to:**

- a) **consider further measures to protect vulnerable members of the public from door step money-lending to include a cap on the total lending rate that can be charged for providing credit; and to**
- b) **give further support to local authorities to promote access to affordable credit.**

(b) **Notice of Motion No. 20 - Touch 2 ID Scheme - From Councillors Mark Griffiths (Melksham Without North Division) and Jon Hubbard (Melksham South Division)**

The following motion was withdrawn:

'That WC, specifically the Licensing Department when in future writing to or having contact with Licensed establishments use the term "preferred" when referring to Touch 2 ID as a form of age identification'.

It was noted that a report regarding the Touch 2 ID scheme was due to be considered by the Licensing committee at its meeting on 7 September 2011.

126. **Councillors' Questions**

The Chairman reported receipt of questions from Councillors Jeff Osborn, John Knight, Helen Osborn, Ricky Rogers, Jon Hubbard, Chris Caswill, and Brian Dalton, details of which were circulated and attached as Appendix 1 to these minutes together with the responses given.

Questioners agreed to take their questions as read and were given an opportunity to ask a relevant supplementary question to which the relevant Cabinet member responded. Supplementary questions are summarised as follows and should be read in conjunction with the questions and responses:

Cllr Jeff Osborn - Revenue received from Trowbridge car parking charges – Cllr Tonge explained that a report would be prepared for the next Council meeting which would illustrate any impact on the retail trade. He gave examples of various contributory factors to any reduction in usage of car parks as a result of people having less disposable income due to the current economic climate.

Cllr Jeff Osborn - New procedure for disposal of medical 'sharps' – suggested that greater thought be given to publicity to raise awareness of the change to procedure. It was agreed to canvass GP's for information on their arrangements to try and achieve consistency across the County and publicise arrangements using the Wiltshire Magazine to ensure those affected know how they should be disposing of their sharps.

Cllr John Knight – figures in respect of Church Street Car Park, Trowbridge – Written response be provided.

Cllr Helen Osborn - Council responsibilities to schools becoming academies – Asked whether or not academies would be responsible for their own insurance scheme and whether or not it would be to the Council's advantage to run the insurance scheme. It was agreed to provide a written response.

Cllr Ricky Rogers - Cost and rationale for re-design works adjacent to A36 Salisbury – considered that the costs were unacceptable.

Cllr Jon Hubbard – reiterated his questions over the three core concerns raised in the NHS motion 'fragmentation of service, priority for private sector bidders and local governance'. Suggested that the Council in its role of representing residents of the County, should have responded to the three core concerns.

Cllr Jon Hubbard – cost of additional work undertaken by KPMG – asked whether the costs quoted was the total amount for 2010/11 or would there be any additional costs for this period. The Leader explained that she would be able to confirm details at year end upon the closure of accounts.

Cllr Jon Hubbard – sought information on reasons for additional work undertaken by KPMG. The Leader explained that this was mainly due to the consolidation of accounts from the former district councils into one account for the unitary authority and all the complex work which arose from this.

Cllr Jon Hubbard – sought an assurance that the Council would not be incurring any further costs for additional work undertaken by KPMG. The Leader explained that she could not provide such an assurance at this stage until such time as the accounts were closed at year end but that she would keep him informed of the position at that time.

Cllr Jon Hubbard – CRB checks in Wiltshire schools – reiterated his question of asking Cllr Grundy, Cabinet member for Children's Services of when he became aware there was an issue. Cllr Grundy gave such an assurance.

Cllr Hubbard sought an assurance that CRB checks in respect of schools and children's centres were fit for purpose. Cllr Grundy replied that they were as good as can be expected.

Cllr Jon Hubbard – shuttle bus for Asda, Melksham – considered that the outcome on this was not as originally proposed. Cllr Toby Sturgis, Cabinet member for Waste, Property and Development Control Services confirmed that the S.106 Agreement reflected what had been agreed.

Cllr Chris Caswill – Winterbourne View – sought an assurance that satisfactory alternative arrangements had been made for the patients and commented on the consideration of costs element when it came to the provision of care. Cllr John Thomson, Cabinet member for Adult Care, Communities and Housing updated Council on the alternative arrangements made. He explained that



consideration would always be given to the care provided, quality of care and training provided as opposed to just looking at costs.

Cllr Brian Dalton – car parking income – in referring to a meeting held between business leaders and members of Cabinet, asked whether business leaders would be listened to. He added that he was disappointed at the apparent promotion of private and multi-storey car parks. Cllr John Brady confirmed that he did have a meeting with various people including representatives of Salisbury City Council and Salisbury City Centre Management when various proposal had been put forward. He was awaiting confirmation that the City Council was supportive of such proposals.

127. **Minutes of Cabinet and Committees**

The Chairman moved that Council receive and note the under mentioned minutes as listed in the separate Minutes Book and this was duly seconded by the Vice-Chairman.

<u>Meeting</u>	<u>Date</u>
Cabinet	24 May 2011 24 May 2011 14 June 2011
Cabinet Capital Asset Committee	14 June 2011
Organisation & Resources Select Committee	26 May 2011
Children’s Services Select Committee	4 June 2011
Health and Adult Social Care Select Committee	19 May 2011
Environmental Services	10 May 2011
Northern Area Planning Committee	11 May 2011 1 June 2011 22 June 2011
Eastern Area Planning Committee	23 June 2011
Southern Area Planning Committee	26 May 2011 16 June 2011
Western Area Planning Committee	25 May 2011 6 June 2011 15 June 2011 6 July 2011

Standards Committee	18 May 2011
Staffing Policy Committee	18 May 2011
Audit Committee	13 May 2011 29 June 2011
Wiltshire Pension Fund Committee	12 May 2011

The Chairman then invited questions from Councillors on points of information or clarification on the above mentioned minutes and gave the Chairmen of those meetings the opportunity to make any important announcements on the work of their respective Committees.

### Cabinet

#### Polling Station and Parliamentary Boundary Reviews

Cllr John Noeken, Cabinet member for Resources updated Council on these reviews and undertook to circulate details in 'Elected Wire'.

#### Car Parking Redemption Scheme

The Leader announced that in recognition of the current economic climate and the negative impact this was having on our high streets and retailers, Cabinet was looking at a proposal to introduce a County-wide cash back redemption scheme. Working with local independent businesses and retailers, Cabinet would look at modifying the Council's car parking ticket machines to enable this scheme to be implemented across Wiltshire. Full details would be considered by Cabinet at its meeting on 26 July 2011.

#### Online Access to the Wiltshire Core Strategy consultation

Officers were requested to look into apparent difficulties navigating the Wiltshire Council website to access consultation on the Wiltshire Core Strategy.

#### Health & Adult Social Care Select Committee – 19 May (minute no. 199 refers)

Performance of Avon & Wiltshire Mental Health Partnership NHS Trust – Following concerns raised by Cllr Caswill, Cllr Hewitt agreed to look at this again at the committee's next meeting.

#### Organisation and Resources Select Committee

Cllr Keith Humphries undertook to keep Cllr Jeff Osborn informed on how continued work on community safety would be funded once the current agreement came to an end.

#### Audit Committee – 29 June

(minute no. 35 refers)

Cllr While to respond to a question from Cllr Caswill on whether there had been any satisfactory action on letter to managers on responding to audit actions.

**Resolved:**

**That the above mentioned minutes be received and noted.**

128. **Wiltshire Council Constitution**

The Chairman presented a report which sought approval of the following areas of the constitution:

- A revised Scheme of Delegation for Development Control (Part 3C)
- A revised Planning Code of Good Practice for Members of Wiltshire Council (Protocol 4)
- Minor extension to the Terms of Reference of the Strategic Planning Committee (Part 3 – paragraph 2.1)

The above matters stemmed from the outcome of a review of the development control service which had been the subject of consultation and consideration by Cabinet. Council's attention was drawn to comments made by members of the Standards Committee.

- Amending the Financial Regulations (Part 9) and Contract Regulations (Part 11) to allow for the delegation of decisions to a particular threshold involving the transfer of staff in or out of the Council.

The above stemmed from a Cabinet request to avoid delays in the decision making process and make better use of Cabinet time.

The report also updated Council on matters which were left outstanding following the last review of the Constitution, namely the Media Relations Protocol and the Guidance on Amendments to Motions. It was noted that the Focus Group on the Review of the Constitution had been involved in the process to review the above mentioned documents, details of which were presented.

A lengthy discussion ensued on the proposed revised Scheme of Delegation for Development Control. During this discussion, an amendment was proposed to delete the following bullet point of the Scheme:

- 'make changes to conditions approved at committee (in the light of changing circumstances between the meeting and the issue of the

decision) provided this is in line with the principles of the committee's decision. Any such changes will be reported back to a subsequent committee for members' information'

Concern was expressed that such a facility could potentially undermine decisions made by Councillors through the democratic decision making process at planning committees.

Cllr Sturgis, Cabinet member for Waste, Property and Development Control Services who presented and moved the proposals relating to planning, gave examples of situations when the facility described in the above bullet point would be used. He emphasised that this would be used to enable minor issues to be resolved in line with the principles of what a planning committee had agreed. This would prevent delays in issuing decisions and make better use of committee time.

On being put to the vote, the amendment was LOST and a recorded vote having been requested, the voting was recorded as follows:

**For the amendment (19):**

Cllrs Desna Allen, Trevor Carbin, Chris Caswill, Peter Colmer, Brian Dalton, Bill Douglas, Peggy Dow, Jon Hubbard, George Jeans, David Jenkins, Simon Killane, John Knight, Howard Marshall, Francis Morland, Christopher Newbury, Helen Osborn, Jeff Osborn, Judy Rooke, Ian West

**Against the amendment (44):**

Cllrs Richard Beattie, Chuck Berry, John Brady, Richard Britton, Alison Bucknell, Jane Burton, Nigel Carter, Richard Clewer, Christopher Cochrane, Linda Conley, Christine Crisp, Andrew Davis, Peter Davis, Fleur De Rhe Phillipe, Tony Deane, Mary Douglas, Peter Doyle, Peter Fuller, Richard Gamble, Howard Greenman, Mark Griffiths, Lionel Grundy, Robert Hall, Russell Hawker, Mike Hewitt, Charles Howard, Chris Humphries, Keith Humphries, Peter Hutton, Jacqui Lay, Jemima Milton, John Noeken, Jeff Ody, Leo Randall, Jane Scott, Jonathan Seed, Toby Sturgis, John Thomson, Dick Tonge, Bridget Wayman, Fred Westmoreland, Stuart Wheeler, Roy While and Christopher Williams.

**Abstention (1):**

Cllr Jose Green

A discussion ensued on the Planning Code of Good Practice for Members of Wiltshire Council. It was agreed to provide Councillors with clarification on the position of claiming allowances for viewing sites outside of formally arranged site visits. At the request of Cllr George Jeans, it was also agreed to circulate advice to Councillors on declarations of interests in the planning context.

Minor extension to the Terms of Reference of the Strategic Planning Committee which concerned the delegation of the function of revising and or setting planning fees to the Committee - Council considered that this should be dealt with as part of the setting of the Council fees and charges as part of the budget setting process.

Following detailed discussions, a number of changes were agreed to the Scheme of Delegation for Development Control Services. For the sake of clarity, these changes are shown as tracked changes at Appendix 2 to the minutes. A minor change was made to the Planning Code of Good Practice for Members of Wiltshire Council as shown in the resolution (a) (ii) below.

Following detailed discussion, it was

**Resolved:**

**(a) That Council approve the following:**

- i. Part 3C - Scheme of Delegation (Development Control) as revised (which include further revisions made at Council as detailed at Appendix 2);**
- ii. Protocol 4 – Planning Code of Good Practice for Members of Wiltshire Council amended as follows:**

**To delete the following from the end of paragraph 11(d)**

**“Where two members of the public wish to speak in support of an application, only the applicant or agent will be allowed to speak, not both. If there is only one member of the public wishing to speak both the applicant and agent can speak.”**

- iii. to amend Part 9 – Financial Regulations and Part 11 – Contract Regulations to allow for delegation of matters involving the transfer of staff in or out of the Council as detailed at paragraph 16 of the report presented.**
- iv. Note the content and adoption of Part 4.3 – Guidance on Amendments to Motions (as presented).**
- v. That the Monitoring Officer be given delegated authority to further amend the Media Relations Protocol to include specific reference to Area Boards and to approve the document following consultation with members of the Focus Group on the Review of the Constitution and Cllr Chris Williams as PH for Area Boards (communities and housing) via email.**

**(b) That the above decisions be incorporated into the Council's constitution.**

**129. Urgent Executive Decisions Taken by Cabinet**

The Leader presented a report which advised Council of a decision taken by Cabinet under the 'Special Urgency' provision as set out at paragraph 24 of Part 5 of the Constitution. The decision was made by Cabinet at its meeting on 14 June 2011 and concerned the closure of Grafton Primary School, Marlborough.

The report stated that although it had not been possible to include the item in the Cabinet Forward Work Plan or on the agenda for Cabinet on 14 June, the report was made available as soon as it was finalised and was published to the Council's website, and a link sent to all Councillors, on 8 June. The terms of the Special Urgency provision had been complied with. Furthermore, all those affected by the decision had been adequately consulted.

**Resolved:**

**That the report be noted.**

**130. Membership of Committees**

The Chairman gave Group Leaders an opportunity to make any necessary changes to committee membership in accordance with the allocation of seats to political groups previously approved by the Council.

The Leader of the Council in her capacity as leader of the Conservative group requested approval of the following changes:

Environment Select Committee  
Cllr Mollie Groom - removed as a full member  
Cllr Chris Cochrane - appointed as a full member

The Leader also advised that Cllr Keith Humphries, Cabinet member for Public Health and Protection Services' area of responsibility had been extended to include 'Knowledge Management' which was the corporate research part of the Council. The Leader also presented details of changes to Portfolio Holders.

Councillor Jon Hubbard as leader of the Liberal Democrat group requested approval of the following changes:

Southern Area Planning Committee  
Cllr Peter Colmer - removed as a substitute member  
Cllr Steve Petty - appointed as a substitute member

**Resolved:**

**(a) That the above membership changes in respect of the Environment Select Committee and Southern Area Planning Committee be approved.**

**(b) That Council notes the change to Cllr Keith Humphries' areas of responsibility to include 'Knowledge Management'.**

**(c) That Council notes the revised list of Portfolio Holders.**

**131. Change of Date of Council meeting**

Council was asked to approve a change to the date of Council in February 2012 from 21 February to 28 February. This was to allow more time to obtain details from precepting authorities.

Councillors were asked to keep 21 February 2012 in their diaries in case it was required for an additional meeting of Council.

**Resolved:**

**That the budget setting meeting be held on 28 February 2012 and that an additional meeting be scheduled for 21 February 2012 should it be required.**

**132. Wiltshire Police Authority**

The report of the Police Authority was received and noted. No questions on this document had been received from Councillors.

**133. Wiltshire and Swindon Fire Authority**

The minutes of the Wiltshire and Swindon Fire Authority meeting held on 25 May 2011 were received and noted. No questions had been raised by Councillors.

Appendices

Appendix 1 Councillors' Questions and Responses

Appendix 1a Parking Occupancy Report

Appendix 1b Parking Income Report

Appendix 2 Part 3C - Scheme of Delegation (Development Control), as revised, (including further revisions made at Council).

Meeting duration 10.30 am – 4.35pm

(which included an adjournment for lunch between 1.05pm – 1.50pm)

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024, e-mail [yamina.rhouati@wiltshire.gov.uk](mailto:yamina.rhouati@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115



Wiltshire Council

Council

12 July 2011

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**COUNCILLORS' QUESTIONS**

**QUESTIONS FROM COUNCILLOR JEFF OSBORN**  
**TROWBRIDGE GROVE DIVISION**

**TO COUNCILLOR DICK TONGE**  
**CABINET MEMBER FOR HIGHWAYS AND TRANSPORT**

**Question 1**

Please can I be informed as to the revenue obtained from the Bradford Road, Trowbridge and the Church Street, Trowbridge car parks since the new charging regime was introduced?

For the sake of comparison can the revenue for the same period last year please be indicated?

I appreciate that previously there was no charge for the Bradford Road car park.

Also can I please be told the total cost of installing from scratch the electric ticket machine?

**Response**

<b><u>2010/2011</u></b>	<b><u>Apr – June</u></b>
Bradford Rd	£1099.00
Church St	£6189.00

<b><u>2009/2010</u></b>	<b><u>Apr - June</u></b>
Bradford Rd	£Nil
Church St	£7520.00

**Machine Installation Costs**

**Ticket machines,**

£2950.00 Metric

£401.08 SSE Connection

**Signage,**

£50 Groundworks for Signage Poles

£82.50 Signage Poles

£6926.00 Global total (West) Signage Trowbridge not specifically identified separately.

**Notices in the press, etc,**

£2649.98 Global total for press notices, Trowbridge not specifically identified separately.

**TO COUNCILLOR TOBY STURGIS**  
**CABINET MEMBER FOR WASTE, PROPERTY, ENVIRONMENT AND**  
**DEVELOPMENT CONTROL SERVICES**

**Question 2**

A number of my constituents have contacted me regarding the new procedure for disposing of "medical sharps" such as diabetic needles.

Previously you had a yellow plastic container issued by the GP surgery. Once this was full of sharps, you returned it to the surgery for disposal.

Now, you still are issued with the yellow container but once it is full you are given a Wiltshire Councillor telephone number to ring and arrangements are then made to collect the container.

Apparently a person is employed by the Council to drive all over the county collecting these containers. Then they are all taken to Cornwall for disposal.

Please confirm that the above is the current procedure.

When and why did this change?

What are the respective costs involved between the two procedures.

Is there not a security/safety issue in asking people to leave a container of sharps on their doorstep waiting for collection?

Should not a communication exercise be implemented to fully explain to those members of the public precisely what is involved?

Finally, can the personnel at the other end of the said telephone number be made fully aware of the procedure? Some of my constituents reported that they found the said personnel extremely unhelpful and unable to answer pertinent questions.

**Response**

The procedure described by Cllr Jeff Osborn is correct, except that the waste is currently taken to Hestridge in Somerset for waste transfer/disposal.

The council was advised in 2007/08 by local GP surgeries and pharmacies that they had negotiated new General Practitioner contracts and previous well-established system whereby patients took their used "sharps" back to their local pharmacy or GP

would cease with immediate effect, as they had concluded (with no prior consultation with the local authority) that this was a service that we should provide as Clinical waste falls under Schedule 2 of the Controlled Waste Regulations 1992 (clinical waste from households is defined as "a household waste for which a charge for collection may be made". At very short notice the then Wiltshire District Councils worked to extend the small number of other household clinical waste collections it undertook in order to accommodate this new service need. At no point have charges been directed to the user, although the authority has the opportunity to do so. It was felt that, as Kennet District Council had adequately trained members of staff and vehicles already used for this purpose, they provided this service on behalf of the other Wiltshire districts prior to the creation of Wiltshire Council.

The previous arrangements, where diabetic patients returned their used sharps to their local GP or Pharmacy incurred zero cost to the local authority, as we had no involvement in the storage, collection or disposal of the waste. In terms of costs to the Council, we have seen increases in both collection and disposal costs. In respect of collection there is only a marginal difference, as the council's already provided clinical waste collections from some households in Wiltshire. The Council currently employ one driver, a vehicle and a part time officer and these resources remain unchanged from the old procedure to the new. The collection vehicle operates on a scheduled route around the County; the only change is that he makes more calls than was the case before the GP Practices changed their policy. This does incur an extra cost but this is a relatively minor increase because the majority of the mileage is to travel around his countywide route and the resources deployed remain the same. However, disposal costs will have increased as disposal is required to be either via Autoclave or incineration which typically costs in the region of £650 per tonne. It is also the case that the extra administration of this service also incurs additional cost to the authority. The service will shortly be reviewing this service in terms of a "lean systems" review, to see if this can be provided in a more efficient, and customer-focused manner.

We do not instruct customers where to leave the waste. We would prefer customers not to leave them on the doorstep as we recognise that this would not be the safest practice. Wherever possible we try to arrange collection by receiving the waste by hand from the resident or, if they are not at home, we might agree to collect from inside their front porch. If they are not at home on the scheduled collection day then we ask the customer where they intend to leave it for collection. However, the "sharps boxes" themselves are designed to rigorous EU-approved standards to ensure that the contents cannot be tampered with, once placed in the box, so actual risks of "needle-stick" injuries are minimal to anyone coming into contact with the box.

We are always interested to know how we can improve our communications. We are aware that customers receive information from their local chemist and GP Practice, we publish information on the Council's website and if customers phone Customer Services they will try to provide information. If Cllr Osborn has some ideas or suggestions on how we can improve our communications we would be pleased to receive them.

We are concerned by your advice that some of your constituents experienced some difficulty in receiving advice from our staff when they telephoned in to the Council. We will review the information provided to the relevant staff and identify any training needs. It is always our intention to be as helpful as possible and we try to continuously improve the service that we provide. We are very grateful therefore that these matters have been brought to our attention. To assist us in this it would be helpful if Cllr Osborn could contact his constituents to obtain more specific details of the occasions when they contacted the Council and experienced these difficulties.

**QUESTION FROM COUNCILLOR JOHN KNIGHT**  
**TROWBRIDGE CENTRAL DIVISION**

**TO COUNCILLOR DICK TONGE**  
**CABINET MEMBER FOR HIGHWAYS AND TRANSPORT**

**Question 3**

- a. Can the Cabinet member please advise me as to the revenue and number of users achieved by the Council since the implementation of the new off street parking order on 18th April 2012 up until week ending 25th June 2011?
- b. Can the Cabinet member also advise me as to the revenue and number of users achieved by the Council for the corresponding period during 2010?

**Response**

The occupancy figures are shown in **Appendix 1**, attached. Revenue figures will be provided to the end of June as soon as they are consolidated together with the corresponding figures for 2010. It is difficult to supply figures for part months.

**QUESTION FROM COUNCILLOR HELEN OSBORN**  
**TROWBRIDGE LAMBROKE DIVISION**

**TO COUNCILLOR LIONEL GRUNDY OBE**  
**CABINET MEMBER FOR CHILDREN'S SERVICES**

**Question 4**

- a. Can it please be explained to councillors why the Wiltshire schools who opted to become academies remain members of Wiltshire Council's School Forum?
- b. As more Wiltshire Council schools become Academies will the governing bodies of these schools be fully responsible for providing cover for teachers that are on 'long term' sick?

## **Response**

- a. The Wiltshire Schools Forum is currently constituted with the following 'Schools' members:

<b>Schools (13 representatives)</b>	<b>Nominated by:</b>
4 x primary headteachers	PHF
3 x secondary headteachers	WASSH
1 x Special school headteacher	WASSH
1 x Academies Rep.	Academy Schools in Wiltshire
2 x primary governors	(see below)
1 x secondary governor	(see below)
1 x governor for special needs	(see below)

In accordance with good practice guidance, for each category of Schools Forum member there is where possible a nominating body, usually the relevant federation or association of teachers / governors. This arrangement is both fair and has proved durable over its years of operation. Of the head teachers above 2 are from schools which are or propose to become academies. Wiltshire wide it is expected that there may be 13 secondary schools, 1 special school and up to 5 primary schools who may have converted to academy status by the end of this academic year.

The December 2010 DfE guidance document "Schools Forums: Operational and Good Practice Guidance" states the following: "Whatever the membership structure of schools members on a forum, the important issue is that it should reflect most effectively the profile of schools across the authority to ensure that there is not an in-built bias towards any one phase or group"

Within Wiltshire we wish to work with the whole community of Wiltshire schools and continue to do this through Schools Forum and throughout the work of the Department.

As of July 2011 no concerns have been raised at meetings regarding Academy representation on the boards, but a report reviewing the Schools Forum membership and its constitution is already being prepared to be considered at the next meeting in October, in part to address the changing composition and status of many of Wiltshire Schools. This will clarify arrangements in a number of areas and ensure that the Forum complies with best practice. Any changes to the membership of the Schools Forum, its constitution and role, and its sub-groups will be considered at the October meeting.

Currently funding for academies is based on the local authority funding formula, albeit on a lagged basis, and therefore decisions made at Schools Forum do impact on both academies and mainstream schools. Any changes in the funding regime for academies or mainstream schools may lead to a change in the role of the Schools Forum and we would expect that this will be addressed by the DfE in the future consultation on schools funding.

N.B. There are also 4 positions for voting governor representatives on the forum, two for primary school governors, one for a secondary school governor and one for a governor from a special school. There are currently vacancies for the last two positions. The governor representation have previously been filled on the basis of historic arrangements and expressions of interest received, but with the development of the nascent Wiltshire Governor's Association and Wiltshire Special Schools governors Group, it is suggested that these groups become the nominating groups for the four positions in future.

- b. All schools, whether maintained or academy, are responsible for meeting the costs of cover for staff who are absent due to sickness. Schools are able to pay in to an insurance scheme managed by the Council to assist them in meeting these costs. This scheme is being offered to academies as well as maintained schools.

**QUESTION FROM COUNCILLOR RICKY ROGERS**  
**SALISBURY BEMERTON DIVISION**

**TO COUNCILLOR DICK TONGE**  
**CABINET MEMBER FOR HIGHWAYS AND TRANSPORT**

**Question 5**

Re-Design Works Junction of Roman Road/Pembroke Road Adjoining Wilton Road A36 Salisbury

- a. What is the total cost of the scheme to date?
- b. What is the estimated cost of the further proposed road markings?
- c. What criteria was applied for this scheme to become a priority when other local roads are in a disgraceful state?
- d. Why were four out of the five local schools excluded from any consultation on this scheme?
- e. How will the public concerns about this scheme be dealt with?

## **Response**

- a. The construction cost of the scheme was £36,866. The design and supervision fee came to £24,260 although this did include some preliminary design work on another proposed cycle scheme in Salisbury (Around £5,000 of work). Therefore total cost was £61,126 minus the approx. £5k. The proposed waiting restrictions require a Traffic Regulation Order which will cost around £4,500.
- b. The cost of the road markings are included in (a) above.
- c. This scheme was prioritized because it formed part of the wider 'Connect 2' project aimed at providing a continuous cycle route through Salisbury (as part of National Cycle route 24). Pedestrian and cycling links between Bemerton Heath, the City Centre, and the Connect 2 route were felt to be particularly inadequate at this location. As part of the 'Safe Routes to School' initiative, the scheme also addressed pedestrian safety concerns as outlined by the parents and children of Lower Bemerton Primary School in their school travel plan. £150,000 was originally set-aside for cycling improvements on Churchfields Road. However, due to engineering complexity this project was postponed and the funding diverted to other cycling and walking projects around Salisbury (of which this was one).
- d. This location was highlighted by Lower Bemerton Primary School as a key pedestrian severance point on their journey to and from the school. We always try and involve all schools in consultations.
- e. To date the Council has received two complaints that centre on the availability of parking adjacent to the Best One Store and the impact on traffic flow around the pedestrian refuge. In response to this a waiting restrictions proposal has been formulated as mentioned in a. above. It is proposed to advertise the restrictions in October this year.

**QUESTIONS FROM COUNCILLOR JON HUBBARD**  
**MELKSHAM SOUTH DIVISION**

**TO COUNCILLOR JANE SCOTT OBE**  
**LEADER OF THE COUNCIL**

**Question 6**

- a. Does the Leader now recognise that the three core concerns raised in the NHS motion (*fragmentation of service, priority for private sector bidders and local governance*) which I proposed on 17 May have become central issues for the Government's response to the 'pause' in the NHS bill?
- b. Would the Leader not agree, in hindsight, that the Council would have better discharged its responsibilities to Wiltshire residents by conveying concerns on these key issues, rather than remaining silent?
- c. In the circumstances, and considering that the council had several more weeks in which to lodge any comments, was it not an error to say that the timing of the motion was wrong?

**Response**

Given the submission of previous motion on this matter, and the response given at Council on 17 May 2011 (page 21 of the main agenda pack refers), the previous response is reiterated.

Since the initial response on 17 May 2011, it has been agreed that the first Health and Wellbeing Board meeting will be held in September 2011. In addition the staff consultation process has started as part of the Section 75 transfer of the Public Health team from the PCT to Wiltshire Council.

Wiltshire is considered to be a leading authority both within the South West and nationally and remains committed to fulfilling our responsibilities as an early implementer.

**Question 7**

- a. What was the cost in each of the years 2009-10 and 2010-11 of additional work, taken on by the Council's external auditors, KPMG, beyond their originally agreed remit?
- b. What were the reasons for the additional work being contracted to KPMG?
- c. What are the expectations for 2011-12 for additional work to be undertaken by the council's external auditor, in terms of additional costs, and reasons?



## **Response**

- a. For 2009/2010 KPMG charged the Council £27,950 additional fee due to carrying out additional work on the Council's financial statements) to obtain assurance that data was accurately and completely migrated from the previous Wiltshire County Council and District Council's financial systems into SAP. The audit fee for this year though was less overall than the previous Council's collective fees. There was also an additional fee of £3,619 to respond to questions and objections from local electors

The 2010/11 audit is currently in progress so the Council is yet to receive a final invoice for the year. KPMG have communicated that an additional fee is possible due to work to be carried out in respect of following up on Internal Audit but we and they are hopeful this can be managed within the overall fee as other controls have been actioned since 2009/10 thus incurring no additional charge for 2010/11.

- b. KPMG are appointed as the Council's external auditors by the Audit Commission. The Council does not have the authority to appoint it's own external auditors.
- c. At this stage it is not expected that there will be any additional audit work required for 2011/12. However this audit will not be finalised until September 2012.

## **TO COUNCILLOR LIONEL GRUNDY OBE** **CABINET MEMBER FOR CHILDREN'S SERVICES**

### **Question 8**

- a. At what stage did you become aware of the shortcomings in Criminal Records Bureau checks in Wiltshire schools and Surestart Children's Centres, as identified by Internal Audit?
- b. What steps are you, and Council officers, taking to resolve the potentially disastrous confusion about responsibilities and requirements for CRB checks?
- c. What assurance can you give the public that these shortcomings are going to be quickly resolved?

## **Response**

- a. National Guidance around CRB checks has changed frequently over the last few years however the DCSF publication 'Safeguarding Children and Safer Recruitment in Education 2007' remains the key guidance for schools to follow. HR guidance to schools on CRB and safer recruitment topics has been issued on a regular basis since 2006. The Schools HR Online website holds the current guidance and information. HR has also issued regular ISA/CRB Newsletters to inform schools of the changing requirements

The internal audit in 2010 identified the need to improve the requirements of service providers of children's centre services. CRB clearances are obtained for people working with children and vulnerable people every three years. Centres keep a Single Central Record (SCR) to identify who needs to be CRB checked and when. Staff have undertaken safer recruitment training. Robust monitoring of the contract on a quarterly basis ensures contract holders are upholding the highest standards of safeguarding for children and young people. The only published Ofsted inspection of a children's centre completed so far, commended the children's centre on its safeguarding practice. In the update to the action plan in October 2010 no further concerns were raised.

- b. The Protection of Freedoms Bill 2010-11 is currently passing through its reporting stages towards an autumn 2011 Bill. This will make changes to the CRB checks and restrict the scope of the current Vetting and Barring Scheme. This will resolve the changing information on the Independent Safeguarding Act/CRB checks. It is expected that the CRB and ISA will be combined and replaced by a new body called the Disclosure and Barring Service (DBS). Current 'transitional' CRB arrangements will apply until the new Bill goes into law and Schools and Children's Centres are aware of this. Since April 2011 Children's Centres have been commissioned and provided by four independent providers: 4Children, Spurgeons, Barnardo's and The Rise Trust and through the regular monitoring meetings we are assured that safeguarding children is compliancy tested through their contract requirements. As soon as the Protection of Freedoms Bill 2010-11 is law, new guidance will be issued by HR to schools and we will ensure that the independent providers also issue guidance to their Children's Centres.
- c. We have ensured that a Single Central Record (detailing all staff CRB and pre-employment checking information) is in place for each School and Children's Centre. Ofsted, when inspecting, reviews this SCR and safeguarding procedures. For Children's Centres, CRB and safeguarding is integral to their contracts and they conduct audits of safeguarding to show their child protection training is up-to-date and they have protocols in place for sharing information. The Head of Early Years and Childcare is also a member of the Local Safeguarding Children's Board (LSCB).

**TO COUNCILLOR TOBY STURGIS/DICK TONGE**

**CABINET MEMBERS FOR WASTE, PROPERTY, ENVIRONMENT AND DEVELOPMENT CONTROL SERVICES / HIGHWAYS AND TRANSPORT**

**Question 9**

When Melksham's new Asda store was going through the planning process much was made of the free shuttle bus that would be provided as part of the Section 106 agreement that accompanied the development. I understand that Asda have fulfilled their part of the agreement on this, but Wiltshire Council have chosen to use the money provided to subsidise their own paid for services, rather than provide the free

shuttle bus promised to the people of the town. Could you please clarify why the council changed the use of the funding from that which was originally promised to the people, and give some indication of how removing services such as this contribute to the council's alleged commitment to the viability of our market towns?

### **Response**

The Planning Committee resolved that permission should be granted subject to conditions and a legal agreement to secure, amongst other things:

- (i) Sustainable transport measures which will include a £500k contribution based on £100k per annum towards bus transport to Melksham Town Centre from the application site

The s106 agreement does not specify a free bus, and officers in Passenger Transport Unit (PTU) have never been in discussions about a free service being provided. Officers have been negotiating an expansion of the town bus service that links Asda to a wider area of the town, and which also improves the town service for other users. This is a better option than a free bus on grounds of benefit to the wider public and the long term sustainability of the service. Indeed, PTU officers would have argued against a free bus for these reasons if this had been proposed at the time that the agreement was being negotiated.

The improvements that are being made to the town bus will be introduced in full on 1st August, and include;

- a half hourly bus service to Asda from the Market Place and the Forest area (this is already in operation thanks to the agreement of the current bus operator until the full new services are in place)
- an improved hourly service from Dunch Lane, Granville / Portman Rd, Roundponds / Shurnhold and the Rail Station to Asda and the town centre, including cross town journeys giving improved access to the Hospital / Doctors Surgery and other areas of the town without changing buses in the Market Place
- the service to be run by two low floor easy access buses in dedicated Melksham Town Bus livery

**QUESTION FROM COUNCILLOR CHRIS CASWILL**  
**CHIPPENHAM MONKTON DIVISION**

**TO COUNCILLOR JOHN THOMSON**  
**CABINET MEMBER FOR ADULT CARE, COMMUNITIES AND HOUSING**

**Question 10**

The Council's Internal Audit team have recently reported weaknesses in the administration of residents' cash and care records in four visited care homes. What steps are being taken to remedy this situation? And what can be done to ensure that the problem is not more widespread in Wiltshire?

**Response**

This was a medium risk raised by the Audit report. Since then this matter has been discussed with the Order of St John - they have undertaken an internal review. This review has involved the restructuring of their internal finance team, who will undertake unannounced visits to care homes that will include addressing the key areas raised by the Audit report. The Department of Community Services are undertaking a follow-up review of the issues raised within the Audit report and analysing the internal review undertaken by the Order of St John. We will then follow this up with examination of practice in other Care homes across the Council – this will be a standard process as part of our contract management arrangements for Care homes.

**Question 11**

- a. How many, if any, of the patients being treated at Winterbourne View were Wiltshire residents? Have satisfactory alternative arrangements now been made for their ongoing care?
- b. Are any Wiltshire residents being treated at Castlebeck's Rose Villa rehabilitation centre in Bristol, and if so, have any arrangements been made to review that facility?

**Response**

- a. Three of the residents at Winterbourne View are Wiltshire residents. The hospital is now closed and all residents have alternative placements. NHS Wiltshire is the commissioner and they have arranged alternative placements for the 3 Wiltshire residents.
- b. Four Wiltshire residents did reside at Rose Villa at the point the safeguarding alert was raised. A Safeguarding investigation was carried out and NHS Wiltshire are satisfied that measures were put in place that ensured the safety of the residents.

**QUESTION FROM COUNCILLOR BRIAN DALTON**  
**SALISBURY HARNHAM DIVISION**

**TO COUNCILLOR DICK TONGE**  
**CABINET MEMBER FOR HIGHWAYS AND TRANSPORT**

**Question 12**

- a. How much income was taken in Wiltshire council owned car parks in the City of Salisbury for the months of April, May & June for the years 2009, 2010 & 2011? Each car park separately for each of the three yearly-quarters.
- b. The same question for off street; but a total for each quarter will do, but if this can be broken down to each street that would be good.

**Response**

Figures for the months of April, May and June 2011, together with details of the corresponding figures for the previous years mentioned, are attached at **Appendix 2**

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# Occupancy Report

# APPENDIX 1

Region	District	Operator	Category	Description	1	2	3	4	5	6	7	8	9	10	11
					Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09
SA	Salisbury	WCC	Off-Street	Market Square	57.07%	62.18%	61.00%	66.93%	67.16%	61.64%	49.73%	53.41%	53.27%	50.48%	51.00%
SA	Salisbury	WCC	Off-Street	Sainsburys (LS) incl Millstream	38.37%	40.54%	40.67%	41.16%	40.95%	41.59%	43.80%	46.31%	49.54%	38.48%	38.22%
SA	Salisbury	WCC	Off-Street	Central (SS)	50.08%	49.01%	46.41%	45.56%	49.65%	46.05%	49.58%	52.17%	59.34%	42.84%	42.28%
SA	Salisbury	WCC	Off-Street	Maltings	47.75%	49.48%	46.81%	48.07%	51.16%	47.52%	47.84%	53.94%	63.29%	46.52%	44.72%
SA	Salisbury	WCC	Off-Street	Salt Lane	61.83%	60.88%	59.95%	61.04%	61.68%	64.55%	47.26%	65.54%	71.47%	59.66%	55.12%
SA	Salisbury	WCC	Off-Street	Brown Street (West & East)	67.62%	71.14%	70.54%	73.46%	71.81%	70.81%	70.25%	69.47%	70.91%	61.81%	60.50%
SA	Salisbury	WCC	Off-Street	College Street	16.36%	14.20%	14.98%	14.51%	11.63%	12.28%	11.53%	13.52%	13.65%	11.66%	12.43%
SA	Salisbury	WCC	Off-Street	Culver Street	18.39%	27.03%	27.61%	29.33%	27.11%	28.09%	29.44%	34.75%	35.01%	28.25%	28.90%
SA	Salisbury	WCC	Off-Street	Coach Park	73.17%	85.93%	123.70%	127.31%	95.19%	57.31%	59.54%	61.00%	40.56%	34.81%	42.40%
SA	Salisbury	STC	Off-Street	Lush House	77.44%	79.93%	80.88%	82.04%	84.01%	77.31%	76.19%	67.91%	80.80%	64.91%	65.52%
SA	Salisbury	STC	Off-Street	Southampton Road	33.07%	41.74%	40.52%	34.50%	35.22%	46.90%	39.69%	38.17%	31.33%	34.36%	32.94%
NW	Chippenham	WCC	Off-Street	Bath Road								51.04%	53.97%	45.66%	42.81%
NW	Chippenham	WCC	Off-Street	Borough Parade								77.82%	76.76%	70.30%	65.07%
NW	Chippenham	WCC	Off-Street	Brake Mead								3.75%	3.31%	2.06%	3.45%
NW	Chippenham	WCC	Off-Street	Emery Gate								38.57%	46.47%	43.28%	43.85%
NW	Chippenham	WCC	Off-Street	Gladstone Road								36.61%	44.40%	22.06%	19.28%
NW	Chippenham	WCC	Off-Street	Monkton Park Peak	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NW	Chippenham	WCC	Off-Street	Monkton Park Off Peak	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
NW	Chippenham	WCC	Off-Street	Sadlers Mead								28.55%	21.36%	26.52%	28.43%
NW	Chippenham	WCC	Off-Street	Spanbourne Avenur								13.65%	10.20%	10.29%	13.73%
NW	Chippenham	WCC	Off-Street	Wood Lane								34.08%	31.86%	29.55%	29.65%
WW	Trowbridge	WCC	Off-Street	Bradford Rd											
WW	Trowbridge	WCC	Off-Street	Broad St											
WW	Trowbridge	WCC	Off-Street	Church St											
WW	Trowbridge	WCC	Off-Street	Court St											
WW	Trowbridge	WCC	Off-Street	Lovemed											
WW	Trowbridge	WCC	Off-Street	Southwick Country Park											
WW	Trowbridge	WCC	Off-Street	St Stephens Place											
KE	Deves	WCC	Off-Street	Central	67.34%	69.82%	69.41%	70.58%	72.42%	70.57%	72.97%	71.42%	81.25%	69.42%	63.30%
KE	Deves	WCC	Off-Street	Couch Lane	4.17%	6.95%	7.08%	8.23%	9.69%	14.76%	21.05%	12.18%	11.14%	11.39%	12.34%
KE	Deves	WCC	Off-Street	Northgate										1.64%	9.56%
KE	Deves	WCC	Off-Street	Sainsbury	55.99%	63.54%	62.47%	58.26%	65.32%	60.02%	62.11%	61.20%	66.93%	58.13%	55.37%
KE	Deves	WCC	Off-Street	Sheep Street	46.53%	46.49%	43.91%	45.88%	23.97%	48.22%	53.72%	48.84%	46.25%	44.18%	37.45%
KE	Deves	WCC	Off-Street	Station Road	43.00%	40.20%	45.04%	40.97%	32.13%	39.10%	40.51%	45.65%	38.76%	37.43%	33.00%
KE	Deves	WCC	Off-Street	Vales Lane	37.88%	40.95%	38.36%	42.09%	41.57%	40.26%	44.36%	45.64%	56.73%	42.76%	39.09%
KE	Deves	WCC	Off-Street	West Central	71.62%	77.59%	69.17%	70.13%	77.26%	67.14%	66.52%	69.79%	76.13%	62.61%	58.83%
KE	Deves	WCC	Off-Street	Wharf	22.96%	27.45%	28.11%	29.70%	30.40%	23.15%	19.77%	24.12%	26.69%	19.58%	18.82%
NW	WB and Cricklade	WCC	Off-Street	Boroughs Field									53.71%	56.07%	54.75%
NW	WB and Cricklade	WCC	Off-Street	Wood Street									9.33%	13.97%	9.96%
SA	Amesbury	WCC	Off-Street	Central											
SA	Amesbury	WCC	Off-Street	Church Street											
WW	Melksham	WCC	Off-Street	Bath Road											
WW	Melksham	WCC	Off-Street	Church Street											
WW	Melksham	WCC	Off-Street	King Street											
WW	Melksham	WCC	Off-Street	Lowbourne											
WW	Melksham	WCC	Off-Street	Union Street											
NW	Calne	WCC	Off-Street	Church Street								53.79%	45.11%	47.07%	44.74%
WW	Warminster	WCC	Off-Street	Central Zone A											
WW	Warminster	WCC	Off-Street	Central Zone B											
WW	Warminster	WCC	Off-Street	Chinns											
WW	Warminster	WCC	Off-Street	Emwell											
WW	Warminster	WCC	Off-Street	Furlong											
WW	Warminster	WCC	Off-Street	Smallbrook Lane											
WW	Warminster	WCC	Off-Street	Western Zone A											
WW	Warminster	WCC	Off-Street	Western Zone B											
WW	Warminster	WCC	Off-Street	Weymouth Street											
KE	Marlborough	WCC	Off-Street	Georges Lane (Cars)	45.31%	45.92%	42.90%	48.47%	49.97%	44.44%	50.12%	37.98%	55.17%	40.58%	38.51%
KE	Marlborough	WCC	Off-Street	Hilliers Yard	61.62%	61.32%	59.93%	63.76%	64.73%	57.62%	61.36%	60.88%	76.53%	56.07%	50.06%
KE	Marlborough	WCC	Off-Street	Hyde Lane	55.04%	56.09%	54.99%	57.94%	60.44%	57.31%	54.72%	57.45%	64.26%	54.04%	49.17%
KE	Marlborough	WCC	Off-Street	Kennet Place	55.04%	56.09%	54.99%	57.94%	60.44%	57.31%	54.72%	57.45%	64.26%	54.04%	49.17%
KE	Marlborough	WCC	Off-Street	Polly Gardens	32.14%	32.91%	27.91%	34.68%	34.64%	29.28%	34.78%	36.28%	50.99%	32.26%	25.07%
KE	Marlborough	WCC	Off-Street	Savenake Hospital	31.99%	30.78%	33.16%	34.44%	31.04%	38.27%	42.07%	43.55%	36.51%	38.95%	28.51%
NW	Malmesbury	WCC	Off-Street	Station Road								67.36%	58.76%	68.85%	57.94%
NW	Corsham	WCC	Off-Street	High Street								50.03%	36.61%	57.23%	56.73%
NW	Corsham	WCC	Off-Street	Newlands Road								84.97%	79.94%	82.49%	76.67%
NW	Corsham	WCC	Off-Street	Post Office Lane								25.97%	26.68%	24.59%	20.43%
WW	Bradford on Avon	WCC	Off-Street	Avoncliff											
WW	Bradford on Avon	WCC	Off-Street	Barton Farm											
WW	Bradford on Avon	WCC	Off-Street	Bridge Street											
WW	Bradford on Avon	WCC	Off-Street	Budbury Place											
WW	Bradford on Avon	WCC	Off-Street	Newton											
WW	Bradford on Avon	WCC	Off-Street	St Margrets											
WW	Bradford on Avon	WCC	Off-Street	St Margret's Hill											
WW	Bradford on Avon	WCC	Off-Street	Station Zone A											
WW	Bradford on Avon	WCC	Off-Street	Station Zone B											
WW	Westbury	WCC	Off-Street	High Street Zone A											
WW	Westbury	WCC	Off-Street	High Street Zone B											
WW	Westbury	WCC	Off-Street	Warminster Road Zone A											
WW	Westbury	WCC	Off-Street	Warminster Road Zone B											
WW	Westbury	WCC	Off-Street	Westbury Leigh											
WW	Westbury	WCC	Off-Street	Westfield House											
SA	Salisbury	WCC	On-Street	Brown Street	30.72%	36.56%	29.42%	30.64%	29.75%	34.89%	22.08%	20.83%	19.56%	23.86%	18.76%
SA	Salisbury	WCC	On-Street	Castle Street	33.38%	32.92%	33.60%	35.13%	32.03%	34.75%	35.88%	36.63%	36.97%	34.27%	32.82%
SA	Salisbury	WCC	On-Street	Catherine Street	52.58%	48.36%	52.44%	51.37%	49.93%	52.32%	51.50%	46.76%	51.86%	49.18%	50.18%
SA	Salisbury	WCC	On-Street	Chipper Lane	43.67%	42.69%	41.73%	45.61%	43.13%	44.92%	45.38%	43.57%	43.66%	38.62%	40.47%
SA	Salisbury	WCC	On-Street	Endless Street	20.19%	19.36%	18.69%	19.40%	18.79%	19.30%	19.82%	19.07%	20.46%	18.93%	18.29%
SA	Salisbury	WCC	On-Street	Milford Street	34.94%	34.01%	34.12%	33.93%	32.95%	20.36%	29.04%	34.68%	37.57%	31.05%	27.36%
SA	Salisbury	WCC	On-Street	Cranebridge Road	25.97%	26.95%	28.63%	27.95%	30.02%	28.08%	27.10%	23.62%	32.45%	22.56%	25.80%
SA	Salisbury	WCC	On-Street	Ivy Street	26.90%	28.25%	27.11%	35.22%	32.08%	34.76%	35.95%	37.38%	34.33%	31.24%	27.83%
SA	Salisbury	WCC	On-Street	Salt Lane	23.06%	28.25%	23.89%	27.97%	26.48%	29.38%	30.75%	29.49%	3		

# Occupancy Report

# APPENDIX 1

Region	District	Operator	Category	Description	12	13	14	15	16	17	18	19	20	21	22
					Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10
SA	Salisbury	WCC	Off-Street	Market Square	53.35%	57.94%	58.17%	61.87%	64.98%	66.80%	70.45%	64.12%	53.93%	49.41%	45.97%
SA	Salisbury	WCC	Off-Street	Sainsburys (LS) incl Millstream	47.91%	44.07%	45.80%	45.51%	45.37%	42.17%	45.78%	54.21%	48.54%	51.75%	42.13%
SA	Salisbury	WCC	Off-Street	Central (SS)	47.76%	48.60%	49.17%	46.22%	50.27%	50.15%	53.19%	57.45%	54.96%	61.32%	43.58%
SA	Salisbury	WCC	Off-Street	Maltings	46.42%	47.99%	49.46%	47.81%	50.02%	50.20%	50.02%	56.65%	55.74%	63.10%	44.84%
SA	Salisbury	WCC	Off-Street	Salt Lane	62.89%	61.93%	62.99%	63.39%	71.60%	59.99%	61.67%	73.35%	74.88%	68.75%	56.40%
SA	Salisbury	WCC	Off-Street	Brown Street (West & East)	68.76%	70.16%	70.89%	69.37%	82.82%	75.33%	74.55%	81.96%	80.89%	79.55%	61.10%
SA	Salisbury	WCC	Off-Street	College Street	17.03%	15.92%	16.83%	16.75%	18.41%	13.86%	22.66%	26.15%	25.64%	22.09%	21.29%
SA	Salisbury	WCC	Off-Street	Culver Street	33.13%	29.65%	31.37%	32.57%	35.10%	32.04%	32.41%	36.34%	35.29%	36.73%	33.29%
SA	Salisbury	WCC	Off-Street	Coach Park	65.96%	68.65%	101.83%	100.67%	138.24%	112.50%	96.35%	83.80%	52.20%	45.56%	31.73%
SA	Salisbury	STC	Off-Street	Lush House	76.24%	80.76%	80.09%	76.73%	86.68%	86.79%	79.20%	77.63%	70.75%	81.40%	58.60%
SA	Salisbury	STC	Off-Street	Southampton Road	47.95%	38.94%	44.35%	51.41%	37.13%	33.83%	51.73%	48.81%	49.87%	33.93%	38.52%
NW	Chippenham	WCC	Off-Street	Bath Road	48.17%	47.20%	48.48%	45.85%	46.80%	43.98%	46.77%	48.22%	49.83%	56.40%	43.13%
NW	Chippenham	WCC	Off-Street	Borough Parade	73.50%	78.65%	76.73%	76.53%	77.42%	74.43%	76.07%	76.74%	78.55%	82.75%	65.01%
NW	Chippenham	WCC	Off-Street	Brake Mead	4.30%	7.84%	7.73%	6.33%	8.35%	12.15%	8.08%	6.36%	2.07%	2.00%	3.05%
NW	Chippenham	WCC	Off-Street	Emery Gate	47.20%	49.52%	50.82%	48.85%	51.84%	52.35%	48.75%	52.25%	53.61%	65.38%	47.05%
NW	Chippenham	WCC	Off-Street	Gladstone Road	20.63%	21.84%	25.18%	21.15%	21.03%	21.77%	20.20%	25.44%	26.74%	40.91%	19.98%
NW	Chippenham	WCC	Off-Street	Monkton Park Peak	0.00%	0.00%	0.00%	0.91%	1.86%	1.01%	1.74%	1.24%	1.32%	1.28%	1.48%
NW	Chippenham	WCC	Off-Street	Monkton Park Off Peak	0.00%	0.00%	0.00%	2.12%	2.01%	1.83%	2.06%	2.98%	2.38%	2.93%	1.76%
NW	Chippenham	WCC	Off-Street	Sadlers Mead	31.50%	28.99%	30.33%	29.53%	28.88%	25.75%	30.02%	29.67%	32.21%	24.65%	28.40%
NW	Chippenham	WCC	Off-Street	Spanbourne Avenue	12.34%	14.57%	13.43%	11.32%	13.15%	11.29%	4.98%	8.18%	9.58%	11.42%	7.23%
NW	Chippenham	WCC	Off-Street	Wood Lane	35.10%	32.40%	36.31%	32.15%	30.49%	26.50%	27.74%	28.97%	31.58%	39.70%	29.18%
WW	Trowbridge	WCC	Off-Street	Bradford Rd											
WW	Trowbridge	WCC	Off-Street	Broad St											
WW	Trowbridge	WCC	Off-Street	Church St											
WW	Trowbridge	WCC	Off-Street	Court St											
WW	Trowbridge	WCC	Off-Street	Lovesmead											
WW	Trowbridge	WCC	Off-Street	Southwick Country Park											
WW	Trowbridge	WCC	Off-Street	St Stephens Place											
KE	Devises	WCC	Off-Street	Central	67.66%	70.47%	35.93%	65.63%	68.90%	66.79%	58.08%	69.06%	69.00%	77.41%	59.31%
KE	Devises	WCC	Off-Street	Couch Lane	20.86%	21.67%	8.17%	16.57%	18.15%	18.22%	15.92%	13.08%	7.57%	7.82%	5.97%
KE	Devises	WCC	Off-Street	Northgate	7.88%	13.24%	6.50%	11.82%	12.52%	10.52%	10.72%	19.00%	21.95%	24.58%	21.91%
KE	Devises	WCC	Off-Street	Sainsbury	58.96%	64.07%	32.05%	58.40%	61.34%	57.43%	33.51%	50.05%	57.05%	62.07%	50.74%
KE	Devises	WCC	Off-Street	Sheep Street	40.16%	42.81%	21.41%	39.66%	41.55%	38.52%	38.54%	42.10%	44.07%	48.79%	38.96%
KE	Devises	WCC	Off-Street	Station Road	39.03%	35.00%	18.99%	35.30%	36.14%	29.62%	36.02%	34.04%	39.82%	33.25%	22.50%
KE	Devises	WCC	Off-Street	Vales Lane	39.54%	44.88%	21.39%	39.53%	44.28%	39.73%	40.51%	45.78%	45.02%	59.02%	34.15%
KE	Devises	WCC	Off-Street	West Central	65.84%	70.33%	35.25%	66.68%	74.96%	71.68%	57.02%	73.19%	70.57%	74.86%	59.74%
KE	Devises	WCC	Off-Street	Wharf	23.64%	28.66%	13.32%	25.59%	29.27%	31.64%	26.78%	24.13%	21.88%	24.17%	16.86%
NW	WB and Cricklade	WCC	Off-Street	Boroughs Field	56.93%	59.26%	61.22%	57.38%	58.49%	54.20%	48.87%	51.62%	55.07%	58.31%	46.39%
NW	WB and Cricklade	WCC	Off-Street	Wood Street	11.26%	14.60%	11.83%	10.69%	13.19%	10.91%	10.90%	9.80%	11.92%	12.71%	8.71%
SA	Amesbury	WCC	Off-Street	Central											
SA	Amesbury	WCC	Off-Street	Church Street											
WW	Melksham	WCC	Off-Street	Bath Road											
WW	Melksham	WCC	Off-Street	Church Street											
WW	Melksham	WCC	Off-Street	King Street											
WW	Melksham	WCC	Off-Street	Lowbourn											
WW	Melksham	WCC	Off-Street	Union Street											
NW	Calne	WCC	Off-Street	Church Street	49.10%	52.51%	52.45%	51.53%	51.73%	51.61%	52.60%	53.68%	56.75%	53.45%	42.75%
WW	Warminster	WCC	Off-Street	Central Zone A											
WW	Warminster	WCC	Off-Street	Central Zone B											
WW	Warminster	WCC	Off-Street	Chinns											
WW	Warminster	WCC	Off-Street	Emwell											
WW	Warminster	WCC	Off-Street	Furlong											
WW	Warminster	WCC	Off-Street	Smallbrook Lane											
WW	Warminster	WCC	Off-Street	Western Zone A											
WW	Warminster	WCC	Off-Street	Western Zone B											
WW	Warminster	WCC	Off-Street	Weymouth Street											
KE	Marlborough	WCC	Off-Street	Georges Lane (Cars)	45.26%	46.97%	25.88%	43.67%	47.99%	47.14%	45.66%	50.92%	46.20%	49.72%	35.06%
KE	Marlborough	WCC	Off-Street	Hilliers Yard	56.84%	63.12%	37.08%	58.02%	63.75%	61.41%	57.37%	61.72%	59.83%	71.27%	48.91%
KE	Marlborough	WCC	Off-Street	Hyde Lane	56.12%	58.96%	36.22%	57.90%	61.14%	58.78%	54.79%	57.69%	56.16%	61.14%	43.26%
KE	Marlborough	WCC	Off-Street	Kennet Place	56.12%	58.96%	36.22%	57.90%	61.14%	58.78%	54.79%	57.69%	56.16%	61.14%	43.26%
KE	Marlborough	WCC	Off-Street	Polly Gardens	29.19%	30.68%	14.55%	21.94%	30.76%	28.12%	28.34%	34.00%	29.46%	43.40%	24.49%
KE	Marlborough	WCC	Off-Street	Savenake Hospital	48.59%	48.18%	43.10%	38.50%	37.27%	31.47%	51.49%	47.97%	53.14%	49.37%	34.78%
NW	Malmesbury	WCC	Off-Street	Station Road	70.61%	88.01%	85.86%	93.29%	87.39%	84.60%	63.55%	70.90%	63.40%	60.20%	53.66%
NW	Corsham	WCC	Off-Street	High Street	62.80%	62.76%	61.56%	74.78%	79.82%	66.21%	80.49%	82.10%	83.33%	83.29%	57.18%
NW	Corsham	WCC	Off-Street	Newlands Road	85.20%	89.01%	86.81%	86.07%	85.27%	83.19%	85.27%	84.70%	82.16%	84.49%	71.14%
NW	Corsham	WCC	Off-Street	Post Office Lane	24.56%	24.67%	23.70%	24.97%	25.01%	23.16%	25.97%	27.02%	21.26%	30.61%	21.29%
WW	Bradford on Avon	WCC	Off-Street	Avoncliff											
WW	Bradford on Avon	WCC	Off-Street	Barton Farm											
WW	Bradford on Avon	WCC	Off-Street	Bridge Street											
WW	Bradford on Avon	WCC	Off-Street	Budbury Place											
WW	Bradford on Avon	WCC	Off-Street	Newton											
WW	Bradford on Avon	WCC	Off-Street	St Margrets											
WW	Bradford on Avon	WCC	Off-Street	St Margaret's Hill											
WW	Bradford on Avon	WCC	Off-Street	Station Zone A											
WW	Bradford on Avon	WCC	Off-Street	Station Zone B											
WW	Westbury	WCC	Off-Street	High Street Zone A											
WW	Westbury	WCC	Off-Street	High Street Zone B											
WW	Westbury	WCC	Off-Street	Warminster Road Zone A											
WW	Westbury	WCC	Off-Street	Warminster Road Zone B											
WW	Westbury	WCC	Off-Street	Westbury Leigh											
WW	Westbury	WCC	Off-Street	Westfield House											
SA	Salisbury	WCC	On-Street	Brown Street	20.61%	26.85%	28.52%	32.02%	33.22%	30.79%	32.53%	36.23%	31.99%	34.99%	21.40%
SA	Salisbury	WCC	On-Street	Castle Street	36.30%	32.54%	31.39%	32.78%	37.03%	30.84%	37.87%	40.98%	31.05%	33.11%	29.19%
SA	Salisbury	WCC	On-Street	Catherine Street	51.09%	48.45%	46.49%	53.28%	54.51%	60.60%	58.36%	61.93%	52.72%	56.14%	49.83%
SA	Salisbury	WCC	On-Street	Chipper Lane	38.56%	37.44%	36.60%	42.24%	41.99%	37.62%	40.70%	37.92%	31.21%	26.93%	26.07%
SA	Salisbury	WCC	On-Street	Endless Street	15.69%	18.05%	19.00%	20.15%	20.49%	18.					



# Occupancy Report

# APPENDIX 1

						23	24	25	26	27	28	29	30	31	32	33
Region	District	Operator	Category	Description	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	
SA	Salisbury	WCC	Off-Street	Market Square	54.76%	48.33%	59.96%	56.52%	61.60%	65.42%	59.52%	54.69%	47.28%	38.83%	49.14%	
SA	Salisbury	WCC	Off-Street	Sainsburys (LS) incl Millstream	44.51%	50.48%	44.13%	42.58%	39.82%	46.98%	34.16%	34.00%	36.79%	35.82%	40.14%	
SA	Salisbury	WCC	Off-Street	Central (SS)	48.75%	53.15%	47.92%	47.06%	44.64%	46.58%	47.09%	45.59%	50.37%	48.26%	54.60%	
SA	Salisbury	WCC	Off-Street	Maltings	49.14%	47.79%	46.58%	47.14%	47.10%	46.22%	46.69%	43.35%	47.07%	45.59%	57.85%	
SA	Salisbury	WCC	Off-Street	Salt Lane	62.89%	68.36%	39.35%	67.54%	60.48%	60.84%	56.98%	56.60%	58.61%	50.12%	53.80%	
SA	Salisbury	WCC	Off-Street	Brown Street (West & East)	66.64%	80.37%	65.68%	62.39%	69.07%	69.72%	72.48%	65.93%	66.08%	59.53%	73.24%	
SA	Salisbury	WCC	Off-Street	College Street	26.70%	25.83%	22.79%	19.78%	12.66%	18.48%	13.89%	17.04%	17.35%	19.80%	17.59%	
SA	Salisbury	WCC	Off-Street	Culver Street	36.29%	37.17%	33.59%	32.90%	32.78%	31.99%	29.24%	30.74%	31.54%	31.93%	31.22%	
SA	Salisbury	WCC	Off-Street	Coach Park	62.29%	71.57%	62.98%	99.62%	104.62%	149.44%	112.69%	85.77%	70.48%	52.79%	36.85%	
SA	Salisbury	STC	Off-Street	Lush House	68.69%	87.13%	81.20%	79.30%	81.71%	86.21%	80.38%	73.90%	68.45%	69.03%	74.50%	
SA	Salisbury	STC	Off-Street	Southampton Road	44.86%	52.16%	47.65%	51.42%	47.92%	39.13%	37.59%	45.99%	38.28%	0.00%	24.77%	
NW	Chippenham	WCC	Off-Street	Bath Road	45.53%	47.05%	48.68%	53.97%	47.76%	48.11%	38.51%	42.86%	45.32%	44.32%	48.67%	
NW	Chippenham	WCC	Off-Street	Borough Parade	72.29%	75.29%	80.38%	79.75%	77.90%	79.18%	69.21%	75.97%	76.95%	76.41%	76.50%	
NW	Chippenham	WCC	Off-Street	Brake Mead	2.99%	3.37%	9.17%	6.86%	7.45%	9.26%	7.56%	5.07%	6.99%	2.17%	0.95%	
NW	Chippenham	WCC	Off-Street	Emery Gate	50.10%	50.16%	51.76%	53.56%	52.11%	54.28%	51.92%	51.55%	53.63%	53.92%	64.13%	
NW	Chippenham	WCC	Off-Street	Gladstone Road	21.36%	20.02%	26.60%	28.71%	22.89%	29.81%	18.48%	21.82%	25.95%	22.91%	32.69%	
NW	Chippenham	WCC	Off-Street	Monkton Park Peak	1.83%	1.98%	1.36%	1.75%	1.21%	1.57%	1.21%	1.04%	1.35%	0.96%	0.80%	
NW	Chippenham	WCC	Off-Street	Monkton Park Off Peak	1.86%	2.52%	1.84%	3.36%	2.63%	2.81%	1.46%	1.86%	3.23%	3.08%	1.41%	
NW	Chippenham	WCC	Off-Street	Sadlers Mead	32.60%	34.38%	29.93%	30.49%	26.39%	26.29%	24.41%	24.20%	27.98%	27.77%	19.12%	
NW	Chippenham	WCC	Off-Street	Spanbourne Avenue	10.97%	7.60%	11.38%	7.75%	6.22%	12.12%	18.80%	6.06%	8.38%	6.99%	7.03%	
NW	Chippenham	WCC	Off-Street	Wood Lane	30.17%	35.35%	36.83%	37.46%	34.18%	31.32%	29.17%	34.71%	36.85%	31.26%	36.01%	
WW	Trowbridge	WCC	Off-Street	Bradford Rd												
WW	Trowbridge	WCC	Off-Street	Broad St												
WW	Trowbridge	WCC	Off-Street	Church St												
WW	Trowbridge	WCC	Off-Street	Court St												
WW	Trowbridge	WCC	Off-Street	Lovesmead												
WW	Trowbridge	WCC	Off-Street	Southwick Country Park												
WW	Trowbridge	WCC	Off-Street	St Stephens Place												
KE	Devises	WCC	Off-Street	Central	65.53%	65.54%	42.39%	63.79%	60.36%	65.27%	64.86%	62.17%	63.59%	63.25%	70.58%	
KE	Devises	WCC	Off-Street	Couch Lane	7.50%	11.08%	4.42%	9.52%	10.27%	10.51%	10.46%	10.09%	10.15%	11.86%	4.12%	
KE	Devises	WCC	Off-Street	Northgate	24.38%	22.12%	11.62%	20.37%	19.16%	25.86%	24.22%	20.54%	23.77%	24.15%	27.82%	
KE	Devises	WCC	Off-Street	Sainsbury	51.37%	55.91%	29.94%	56.17%	54.53%	50.27%	59.30%	52.28%	55.39%	53.92%	52.70%	
KE	Devises	WCC	Off-Street	Sheep Street	37.54%	41.48%	25.98%	43.50%	38.29%	36.80%	40.08%	42.05%	40.43%	41.69%	41.77%	
KE	Devises	WCC	Off-Street	Station Road	30.67%	39.38%	22.68%	35.99%	36.12%	31.21%	28.38%	30.76%	29.06%	35.27%	24.67%	
KE	Devises	WCC	Off-Street	Vales Lane	41.17%	44.62%	23.50%	45.42%	41.71%	13.83%	40.25%	38.42%	40.43%	42.66%	46.36%	
KE	Devises	WCC	Off-Street	West Central	71.28%	71.82%	34.79%	71.52%	63.24%	72.57%	73.30%	69.21%	71.32%	70.64%	71.90%	
KE	Devises	WCC	Off-Street	Wharf	20.82%	23.05%	13.46%	25.48%	23.90%	27.60%	28.40%	25.15%	22.43%	20.11%	20.09%	
NW	WB and Cricklade	WCC	Off-Street	Boroughs Field	53.25%	54.43%	53.65%	51.94%	47.36%	55.04%	51.73%	51.56%	51.62%	52.58%	52.95%	
NW	WB and Cricklade	WCC	Off-Street	Wood Street	11.42%	11.49%	10.36%	10.99%	12.28%	10.74%	7.16%	8.88%	9.92%	8.47%	7.77%	
SA	Amesbury	WCC	Off-Street	Central												
SA	Amesbury	WCC	Off-Street	Church Street												
WW	Melksham	WCC	Off-Street	Bath Road												
WW	Melksham	WCC	Off-Street	Church Street												
WW	Melksham	WCC	Off-Street	King Street												
WW	Melksham	WCC	Off-Street	Lowbourne												
WW	Melksham	WCC	Off-Street	Union Street												
NW	Calne	WCC	Off-Street	Church Street	53.45%	54.52%	51.56%	53.54%	53.03%	51.42%	43.08%	45.45%	44.49%	48.75%	38.34%	
WW	Warminster	WCC	Off-Street	Central Zone A												
WW	Warminster	WCC	Off-Street	Central Zone B												
WW	Warminster	WCC	Off-Street	Chinns												
WW	Warminster	WCC	Off-Street	Emwell												
WW	Warminster	WCC	Off-Street	Furlong												
WW	Warminster	WCC	Off-Street	Smallbrook Lane												
WW	Warminster	WCC	Off-Street	Western Zone A												
WW	Warminster	WCC	Off-Street	Western Zone B												
WW	Warminster	WCC	Off-Street	Weymouth Street												
KE	Marlborough	WCC	Off-Street	Georges Lane (Cars)	42.06%	42.76%	42.60%	41.90%	41.30%	45.94%	38.67%	35.46%	42.67%	38.97%	37.08%	
KE	Marlborough	WCC	Off-Street	Hilliers Yard	55.49%	57.88%	60.75%	58.59%	57.17%	59.16%	56.36%	50.91%	55.21%	53.08%	38.16%	
KE	Marlborough	WCC	Off-Street	Hyde Lane	54.44%	55.28%	60.00%	63.20%	60.57%	62.25%	57.63%	57.07%	57.83%	58.34%	56.75%	
KE	Marlborough	WCC	Off-Street	Kennet Place	54.44%	55.28%	60.00%	63.20%	60.57%	62.25%	57.63%	57.07%	57.83%	58.34%	56.75%	
KE	Marlborough	WCC	Off-Street	Polly Gardens	27.66%	27.61%	29.21%	27.39%	28.33%	28.52%	17.97%	23.31%	26.51%	25.19%	30.60%	
KE	Marlborough	WCC	Off-Street	Savenake Hospital	40.44%	47.53%	41.95%	41.32%	45.27%	39.85%	38.53%	43.33%	42.84%	46.00%	42.08%	
NW	Malmesbury	WCC	Off-Street	Station Road	67.39%	74.75%	83.07%	81.68%	85.12%	76.28%	72.58%	57.55%	48.89%	54.80%	49.25%	
NW	Corsham	WCC	Off-Street	High Street	81.87%	85.83%	85.46%	89.30%	89.21%	90.85%	82.98%	91.87%	89.18%	88.48%	75.28%	
NW	Corsham	WCC	Off-Street	Newlands Road	80.22%	83.25%	84.88%	81.77%	79.05%	72.12%	79.64%	76.16%	79.75%	77.61%	75.48%	
NW	Corsham	WCC	Off-Street	Post Office Lane	25.11%	27.51%	25.01%	24.35%	25.14%	26.63%	24.64%	26.26%	25.60%	25.48%	25.78%	
WW	Bradford on Avon	WCC	Off-Street	Avoncliff												
WW	Bradford on Avon	WCC	Off-Street	Barton Farm												
WW	Bradford on Avon	WCC	Off-Street	Bridge Street												
WW	Bradford on Avon	WCC	Off-Street	Budbury Place												
WW	Bradford on Avon	WCC	Off-Street	Newton												
WW	Bradford on Avon	WCC	Off-Street	St Margrets												
WW	Bradford on Avon	WCC	Off-Street	St Margaret's Hill												
WW	Bradford on Avon	WCC	Off-Street	Station Zone A												
WW	Bradford on Avon	WCC	Off-Street	Station Zone B												
WW	Westbury	WCC	Off-Street	High Street Zone A												
WW	Westbury	WCC	Off-Street	High Street Zone B												
WW	Westbury	WCC	Off-Street	Warminster Road Zone A												
WW	Westbury	WCC	Off-Street	Warminster Road Zone B												
WW	Westbury	WCC	Off-Street	Westbury Leigh												
WW	Westbury	WCC	Off-Street	Westfield House												
SA	Salisbury	WCC	On-Street	Brown Street	31.19%	36.24%	30.99%	32.08%	32.70%	35.74%	35.69%	36.62%	36.04%	49.44%	35.41%	
SA	Salisbury	WCC	On-Street	Castle Street	29.79%	13.96%	18.29%	20.92%	28.48%	33.23%	32.75%	33.27%	31.88%	34.64%	30.28%	
SA	Salisbury	WCC	On-Street	Catherine Street	53.26%	64.34%	32.96%	50.60%	55.19%	55.24%	52.46%	55.38%	55.49%	53.94%	57.04%	
SA	Salisbury	WCC	On-Street	Chipper Lane	25.93%	43.48%	36.81%	33.47%	32.28%	32.17%	38.42%	40.95%	39.23%	32.92%	38.79%	
SA	Salisbury	WCC	On-Street	Endless Street	20.46%	26.21%	16.16%	18.32%	20.09%	21.31%	1					

# Occupancy Report

## APPENDIX 1

Region	District	Operator	Category	Description	Jan-11	Feb-11	Mar-11	Apr-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11
SA	Salisbury	WCC	Off-Street	Market Square	47.95%	47.46%	27.76%	63.26%	49.11%	46.07%	55.11%					
SA	Salisbury	WCC	Off-Street	Sainsburys (LS) incl Millstream	32.36%	35.68%	37.61%	44.13%	29.30%	42.77%	37.29%					
SA	Salisbury	WCC	Off-Street	Central (SS)	40.71%	43.73%	44.09%	56.05%	22.08%	22.86%	22.22%					
SA	Salisbury	WCC	Off-Street	Maltings	42.16%	42.33%	38.63%	50.87%	38.29%	32.34%	33.18%					
SA	Salisbury	WCC	Off-Street	Salt Lane	46.50%	48.43%	41.53%	55.48%	41.45%	58.86%	53.88%					
SA	Salisbury	WCC	Off-Street	Brown Street (West & East)	63.09%	64.76%	62.62%	77.60%	67.19%	82.11%	80.63%					
SA	Salisbury	WCC	Off-Street	College Street	19.72%	18.39%	16.31%	15.48%	10.75%	14.81%	14.95%					
SA	Salisbury	WCC	Off-Street	Culver Street	30.49%	31.80%	26.92%	35.07%	13.21%	13.67%	13.99%					
SA	Salisbury	WCC	Off-Street	Coach Park	29.52%	39.17%	57.87%	0.63%	62.92%	97.12%	112.79%					
SA	Salisbury	STC	Off-Street	Lush House	61.28%	65.04%	66.03%	84.35%	73.29%	67.17%	72.33%					
SA	Salisbury	STC	Off-Street	Southampton Road	34.65%	34.57%	35.77%	42.97%	6.22%	0.25%	2.93%					
NW	Chippenham	WCC	Off-Street	Bath Road	40.22%	40.65%	43.16%	68.82%	38.97%	39.99%	38.25%					
NW	Chippenham	WCC	Off-Street	Borough Parade	68.70%	73.28%	72.21%	121.83%	77.39%	68.93%	67.09%					
NW	Chippenham	WCC	Off-Street	Brake Mead	1.93%	2.99%	3.64%	8.79%	14.34%	5.15%	7.31%					
NW	Chippenham	WCC	Off-Street	Emery Gate	48.65%	50.80%	48.33%	81.88%	49.84%	41.44%	40.33%					
NW	Chippenham	WCC	Off-Street	Gladstone Road	17.68%	18.14%	19.22%	42.57%	22.69%	15.49%	4.45%					
NW	Chippenham	WCC	Off-Street	Monkton Park Peak	1.24%	1.42%	1.84%	2.53%	0.86%	1.31%	1.62%	0.00%	0.00%	0.00%	0.00%	0.00%
NW	Chippenham	WCC	Off-Street	Monkton Park Off Peak	2.14%	2.67%	3.08%	3.76%	4.74%	15.46%	16.38%	0.00%	0.00%	0.00%	0.00%	0.00%
NW	Chippenham	WCC	Off-Street	Sadlers Mead	28.08%	29.53%	29.47%	44.27%	23.53%	28.61%	24.46%					
NW	Chippenham	WCC	Off-Street	Spanbourne Avenue	4.97%	13.08%	5.46%	11.41%	5.86%	5.53%	5.28%					
NW	Chippenham	WCC	Off-Street	Wood Lane	29.49%	31.13%	29.41%	55.22%	27.33%	29.27%	25.86%					
WW	Trowbridge	WCC	Off-Street	Bradford Rd												
WW	Trowbridge	WCC	Off-Street	Broad St												
WW	Trowbridge	WCC	Off-Street	Church St												
WW	Trowbridge	WCC	Off-Street	Court St												
WW	Trowbridge	WCC	Off-Street	Lovestead												
WW	Trowbridge	WCC	Off-Street	Southwick Country Park												
WW	Trowbridge	WCC	Off-Street	St Stephens Place												
KE	Devises	WCC	Off-Street	Central	57.93%	60.92%	54.43%	85.75%	37.23%	61.91%	60.78%					
KE	Devises	WCC	Off-Street	Couch Lane	6.18%	9.01%	9.03%	1.28%	2.39%	9.97%	10.15%					
KE	Devises	WCC	Off-Street	Northgate	27.32%	32.06%	28.03%	45.56%	25.29%	36.85%	34.15%					
KE	Devises	WCC	Off-Street	Sainsbury	46.55%	53.13%	45.53%	25.79%	11.30%	55.53%	41.23%					
KE	Devises	WCC	Off-Street	Sheep Street	16.15%	40.94%	37.50%	55.84%	23.76%	40.36%	34.01%					
KE	Devises	WCC	Off-Street	Station Road	24.78%	26.45%	29.81%	35.22%	10.23%	16.13%	11.01%					
KE	Devises	WCC	Off-Street	Vales Lane	39.04%	40.76%	34.40%	56.30%	26.63%	41.50%	38.92%					
KE	Devises	WCC	Off-Street	West Central	63.18%	69.53%	64.11%	100.15%	44.12%	67.41%	61.11%					
KE	Devises	WCC	Off-Street	Wharf	14.74%	18.95%	18.95%	34.36%	18.20%	21.15%	20.58%					
NW	WB and Cricklade	WCC	Off-Street	Boroughs Field	49.50%	51.65%	50.81%	82.43%	54.56%	48.97%	48.86%					
NW	WB and Cricklade	WCC	Off-Street	Wood Street	8.73%	10.42%	10.40%	14.85%	7.19%	10.04%	10.06%					
SA	Amesbury	WCC	Off-Street	Central					15.88%	13.24%	14.53%					
SA	Amesbury	WCC	Off-Street	Church Street					25.00%	29.68%	28.44%					
WW	Melksham	WCC	Off-Street	Bath Road							0.43%					
WW	Melksham	WCC	Off-Street	Church Street							0.13%					
WW	Melksham	WCC	Off-Street	King Street							0.61%					
WW	Melksham	WCC	Off-Street	Lowbourne							0.29%					
WW	Melksham	WCC	Off-Street	Union Street							0.58%					
NW	Calne	WCC	Off-Street	Church Street	40.55%	41.05%	41.90%	62.97%	11.93%	13.37%	2.71%					
WW	Warminster	WCC	Off-Street	Central Zone A								0.00%				
WW	Warminster	WCC	Off-Street	Central Zone B												
WW	Warminster	WCC	Off-Street	Chinns												
WW	Warminster	WCC	Off-Street	Emwell												
WW	Warminster	WCC	Off-Street	Furlong												
WW	Warminster	WCC	Off-Street	Smallbrook Lane												
WW	Warminster	WCC	Off-Street	Western Zone A												
WW	Warminster	WCC	Off-Street	Western Zone B												
WW	Warminster	WCC	Off-Street	Weymouth Street												
KE	Marlborough	WCC	Off-Street	Georges Lane (Cars)	36.89%	40.98%	42.16%	70.56%	41.85%	40.16%	37.96%					
KE	Marlborough	WCC	Off-Street	Hilliers Yard	31.10%	48.05%	47.22%	79.04%	66.91%	51.66%	50.37%					
KE	Marlborough	WCC	Off-Street	Hyde Lane	54.79%	58.77%	56.57%	88.66%	59.25%	58.27%	57.41%					
KE	Marlborough	WCC	Off-Street	Kennet Place	54.79%	58.77%	56.57%	88.66%	59.25%	58.27%	57.41%					
KE	Marlborough	WCC	Off-Street	Polly Gardens	23.81%	26.80%	26.65%	45.08%	32.90%	24.81%	24.83%					
KE	Marlborough	WCC	Off-Street	Savenake Hospital	48.10%	50.10%	49.36%	67.54%	43.30%	34.89%	45.98%					
NW	Malmesbury	WCC	Off-Street	Station Road	57.97%	54.37%	54.71%	95.75%	29.49%	20.45%	18.07%					
NW	Corsham	WCC	Off-Street	High Street	77.61%	81.70%	85.06%	131.84%	78.35%	79.60%	73.76%					
NW	Corsham	WCC	Off-Street	Newlands Road	72.34%	74.91%	75.80%	119.32%	63.98%	41.83%	43.72%					
NW	Corsham	WCC	Off-Street	Post Office Lane	21.51%	22.82%	23.40%	39.44%	24.70%	23.33%						
WW	Bradford on Avon	WCC	Off-Street	Avoncliff												
WW	Bradford on Avon	WCC	Off-Street	Barton Farm							1.07%					
WW	Bradford on Avon	WCC	Off-Street	Bridge Street							0.24%					
WW	Bradford on Avon	WCC	Off-Street	Budbury Place												
WW	Bradford on Avon	WCC	Off-Street	Newton												
WW	Bradford on Avon	WCC	Off-Street	St Margrets							0.06%					
WW	Bradford on Avon	WCC	Off-Street	St Margaret's Hill												
WW	Bradford on Avon	WCC	Off-Street	Station Zone A							0.49%					
WW	Bradford on Avon	WCC	Off-Street	Station Zone B							2.17%					
WW	Westbury	WCC	Off-Street	High Street Zone A												
WW	Westbury	WCC	Off-Street	High Street Zone B												
WW	Westbury	WCC	Off-Street	Warminster Road Zone A												
WW	Westbury	WCC	Off-Street	Warminster Road Zone B												
WW	Westbury	WCC	Off-Street	Westbury Leigh												
WW	Westbury	WCC	Off-Street	Westfield House						0.26%	0.06%					
SA	Salisbury	WCC	On-Street	Brown Street	31.96%	39.39%	33.45%	45.52%	34.00%	27.46%	38.55%					
SA	Salisbury	WCC	On-Street	Castle Street	27.05%	34.51%	34.26%	45.51%	29.26%	26.46%	32.81%					
SA	Salisbury	WCC	On-Street	Catherine Street	52.38%	52.80%	50.71%	63.29%	43.29%	49.54%	51.69%					
SA	Salisbury	WCC	On-Street	Chipper Lane	17.04%	7.67%	8.45%	18.18%	26.86%	22.23%	38.29%					
SA	Salisbury	WCC	On-Street	Endless Street	18.74%	21.74%	20.90%	23.84%	15.83%	14.35%	20.90%					
SA	Salisbury	WCC	On-Street	Milford Street	34.17%	34.49%	35.57%	45.40%	27.29%	32.78%	36.56%					
SA	Salisbury	WCC	On-Street	Cranebridge Road	21.45%	23.05%	28.02%	41.12%	37.08%	21.84%	17.62%					
SA	Salisbury	WCC	On-Street	Ivy Street	28.04%	26.85%	57.34%	39.81%	23.24%	17.03%	32.18%					
SA	Salisbury	WCC	On-Street	Salt Lane	20.09%	25.91%	34.76%	34.97%	26.19%	29.53%	14.28%					
SA	Salisbury															

Changes due to Price Rise

Region	District	Operator	Category	Description	Month of Interest		Apr-11
					July 2010 Price Change	April 2011 Price Change	Direction of Travel Month on Month
SA	Salisbury	WCC	Off-Street	Market Square	-7.72%	-5.67%	D
SA	Salisbury	WCC	Off-Street	Sainsburys (LS) incl Millstream	-6.47%	-6.04%	D
SA	Salisbury	WCC	Off-Street	Central (SS)	-1.82%	-6.04%	D
SA	Salisbury	WCC	Off-Street	Maltings	-3.82%	-14.26%	D
SA	Salisbury	WCC	Off-Street	Salt Lane	-9.53%	-8.45%	D
SA	Salisbury	WCC	Off-Street	Brown Street (West & East)	-3.53%	6.56%	D
SA	Salisbury	WCC	Off-Street	College Street	-0.05%	-3.94%	D
SA	Salisbury	WCC	Off-Street	Culver Street	-0.56%	-6.04%	D
SA	Salisbury	WCC	Off-Street	Coach Park	-14.24%	17.03%	I
SA	Salisbury	STC	Off-Street	Lush House	-4.48%	-5.26%	D
SA	Salisbury	STC	Off-Street	Southampton Road	-4.73%	-37.50%	D
NW	Chippenham	WCC	Off-Street	Bath Road	-2.00%	-8.33%	D
NW	Chippenham	WCC	Off-Street	Borough Parade	3.43%	-5.60%	D
NW	Chippenham	WCC	Off-Street	Emery Gate	6.03%	-8.01%	D
NW	Chippenham	WCC	Off-Street	Gladstone Road	-0.41%	-10.99%	D
NW	Chippenham	WCC	Off-Street	Monkton Park Peak	-0.07%	-0.17%	D
NW	Chippenham	WCC	Off-Street	Monkton Park Off Peak	0.19%	9.77%	I
NW	Chippenham	WCC	Off-Street	Sadlers Mead	-0.82%	-3.12%	D
NW	Chippenham	WCC	Off-Street	Spanbourne Avenue	-1.03%	-4.56%	D
NW	Chippenham	WCC	Off-Street	Wood Lane	2.00%	-5.64%	D
KE	Devizes	WCC	Off-Street	Central	-1.21%	-12.45%	D
KE	Devizes	WCC	Off-Street	Couch Lane	-3.42%	-3.27%	I
KE	Devizes	WCC	Off-Street	Northgate	12.96%	12.50%	D
KE	Devizes	WCC	Off-Street	Sainsbury	-6.18%	-5.61%	D
KE	Devizes	WCC	Off-Street	Sheep Street	-1.74%	-7.88%	D
KE	Devizes	WCC	Off-Street	Station Road	-6.01%	-21.49%	D
KE	Devizes	WCC	Off-Street	Vales Lane	-2.24%	12.43%	D
KE	Devizes	WCC	Off-Street	West Central	5.94%	-10.71%	D
KE	Devizes	WCC	Off-Street	Wharf	-0.75%	-3.65%	D
NW	WB and Cricklade	WCC	Off-Street	Boroughs Field	0.75%	-3.68%	D
NW	WB and Cricklade	WCC	Off-Street	Wood Street	0.75%	-3.68%	D
	Amesbury			Central			D
				Church Street			D
NW	Calne	WCC	Off-Street	Church Street	-5.45%	-40.09%	D
KE	Marlborough	WCC	Off-Street	Georges Lane (Cars)	-1.30%	-3.90%	D
KE	Marlborough	WCC	Off-Street	Hilliers Yard	-7.55%	-1.02%	D
KE	Marlborough	WCC	Off-Street	Hyde Lane	4.68%	0.86%	D
KE	Marlborough	WCC	Off-Street	Kennet Place	1.62%	-13.10%	D
KE	Marlborough	WCC	Off-Street	Polly Gardens	-3.15%	-2.23%	D
KE	Marlborough	WCC	Off-Street	Savenake Hospital	6.42%	-0.70%	D
NW	Malmesbury	WCC	Off-Street	Station Road	-11.10%	-46.95%	D
NW	Corsham	WCC	Off-Street	High Street	18.16%	-0.15%	D
NW	Corsham	WCC	Off-Street	Newlands Road	-2.51%	-32.15%	D
NW	Corsham	WCC	Off-Street	Post Office Lane	1.30%	-1.27%	D
SA	Salisbury	WCC	On-Street	Brown Street	8.69%	1.75%	D
SA	Salisbury	WCC	On-Street	Castle Street	1.77%	-2.94%	D
SA	Salisbury	WCC	On-Street	Catherine Street	2.79%	-4.66%	D
SA	Salisbury	WCC	On-Street	Chipper Lane	-11.23%	-6.45%	I
SA	Salisbury	WCC	On-Street	Endless Street	0.78%	-2.96%	D
SA	Salisbury	WCC	On-Street	Milford Street	3.08%	-1.22%	D
SA	Salisbury	WCC	On-Street	Cranebridge Road	3.46%	-2.37%	D
SA	Salisbury	WCC	On-Street	Ivy Street	3.28%	-7.58%	D
SA	Salisbury	WCC	On-Street	Salt Lane	4.99%	1.16%	D
SA	Salisbury	WCC	On-Street	Scots Lane	1.61%	-8.21%	D
SA	Salisbury	WCC	On-Street	Blue Boar Road	1.29%	-10.13%	D
SA	Salisbury	WCC	On-Street	Fisherton Street	-3.93%	-7.23%	D
SA	Salisbury	WCC	On-Street	Winchester Street	2.72%	-15.90%	D
KE	Marlborough	WCC	On-Street	High Street	1.37%	-0.36%	D
NW	Malmesbury	WCC	On-Street	Cross Hayes	-11.10%	-46.95%	D
	Calne				-5.45%	-40.09%	
	Corsham				5.65%	-13.86%	
	Chippenham				0.96%	-3.97%	
	Malmesbury Off Street				-11.10%	-46.95%	
	Malmesbury Off and On Street				-11.10%	-46.95%	
	WB and Cricklade				0.75%	-3.68%	
	North Off Street				0.96%	-3.97%	
	North Off and On Street				0.96%	-3.97%	
	Devizes				-1.45%	-6.97%	
	Marlborough Off Street				0.12%	-9.47%	
	Marlborough Off and On Street				0.74%	-4.91%	
	East Off Street				-0.67%	-8.22%	
	East Off and On Street				-0.35%	-5.94%	
	Salisbury Off Street				-5.51%	-9.18%	
	Salisbury On Street				0.90%	-5.52%	
	Salisbury Off and On Street				-2.31%	-7.35%	
	Wiltshire Off Street				-2.21%	-12.74%	
	Wiltshire On Street				4.99%	-0.27%	
	Wiltshire Off and On Street				1.39%	-6.50%	

Region	District	Operator	Category	Description	Mar-11	Apr-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12
SA	Salisbury	WCC	Off-Street	Market Square	D	I	D	D	I									
SA	Salisbury	WCC	Off-Street	Sainsburys (LS) incl Millstream	I	I	D	I	D									
SA	Salisbury	WCC	Off-Street	Central (SS)	I	I	D	I	D									
SA	Salisbury	WCC	Off-Street	Maltings	D	I	D	D	I									
SA	Salisbury	WCC	Off-Street	Salt Lane	D	I	D	I	D									
SA	Salisbury	WCC	Off-Street	Brown Street (West & East)	D	I	D	I	D									
SA	Salisbury	WCC	Off-Street	College Street	D	D	D	I	I									
SA	Salisbury	WCC	Off-Street	Culver Street	D	I	D	I	I									
SA	Salisbury	WCC	Off-Street	Coach Park	I	D	I	I	I									
SA	Salisbury	STC	Off-Street	Lush House	I	I	D	D	I									
SA	Salisbury	STC	Off-Street	Southampton Road	I	I	D	D	I									
NW	Chippenham	WCC	Off-Street	Bath Road	I	I	D	I	D									
NW	Chippenham	WCC	Off-Street	Borough Parade	D	I	D	D	D									
NW	Chippenham	WCC	Off-Street	Brake Mead	I	I	I	D	I									
NW	Chippenham	WCC	Off-Street	Emery Gate	D	I	D	D	D									
NW	Chippenham	WCC	Off-Street	Gladstone Road	I	I	D	D	D									
NW	Chippenham	WCC	Off-Street	Monkton Park Peak	I	I	D	I	I	D	I	I	I	I	I	I	I	I
NW	Chippenham	WCC	Off-Street	Monkton Park Off Peak	I	I	I	I	I	D	I	I	I	I	I	I	I	I
NW	Chippenham	WCC	Off-Street	Sadlers Mead	D	I	D	I	D									
NW	Chippenham	WCC	Off-Street	Spanbourne Avenue	D	I	D	D	D									
NW	Chippenham	WCC	Off-Street	Wood Lane	D	I	D	I	D									
WW	Trowbridge	WCC	Off-Street	Bradford Rd														
WW	Trowbridge	WCC	Off-Street	Broad St														
WW	Trowbridge	WCC	Off-Street	Church St														
WW	Trowbridge	WCC	Off-Street	Court St														
WW	Trowbridge	WCC	Off-Street	Lovemead														
WW	Trowbridge	WCC	Off-Street	Southwick Country Park														
WW	Trowbridge	WCC	Off-Street	St Stephens Place														
KE	Devises	WCC	Off-Street	Central	D	I	D	I	D									
KE	Devises	WCC	Off-Street	Couch Lane	I	D	I	I	I									
KE	Devises	WCC	Off-Street	Northgate	D	I	D	I	D									
KE	Devises	WCC	Off-Street	Sainsbury	D	D	D	I	D									
KE	Devises	WCC	Off-Street	Sheep Street	D	I	D	I	D									
KE	Devises	WCC	Off-Street	Station Road	I	I	D	I	D									
KE	Devises	WCC	Off-Street	Vales Lane	D	I	D	I	D									
KE	Devises	WCC	Off-Street	West Central	D	I	D	I	D									
KE	Devises	WCC	Off-Street	Wharf	D	I	D	I	D									
NW	W and Cricklade	WCC	Off-Street	Boroughs Field	D	I	D	D	D									
NW	W and Cricklade	WCC	Off-Street	Wood Street	D	I	D	I	I									
SA	Amesbury	WCC	Off-Street	Central			D	D	I									
SA	Amesbury	WCC	Off-Street	Church Street			D	I	D									
WW	Melksham	WCC	Off-Street	Bath Road					D									
WW	Melksham	WCC	Off-Street	Church Street					D									
WW	Melksham	WCC	Off-Street	King Street					D									
WW	Melksham	WCC	Off-Street	Lowbourne					D									
WW	Melksham	WCC	Off-Street	Union Street					D									
NW	Calne	WCC	Off-Street	Church Street	I	I	D	I	D									
WW	Warminster	WCC	Off-Street	Central Zone A														
WW	Warminster	WCC	Off-Street	Central Zone B						D								
WW	Warminster	WCC	Off-Street	Chinns														
WW	Warminster	WCC	Off-Street	Emwell														
WW	Warminster	WCC	Off-Street	Furlong														
WW	Warminster	WCC	Off-Street	Smallbrook Lane														
WW	Warminster	WCC	Off-Street	Western Zone A														
WW	Warminster	WCC	Off-Street	Western Zone B														
WW	Warminster	WCC	Off-Street	Weymouth Street														
KE	Marlborough	WCC	Off-Street	Georges Lane (Cars)	I	I	D	D										
KE	Marlborough	WCC	Off-Street	Hilliers Yard	D	I	D	D										
KE	Marlborough	WCC	Off-Street	Hyde Lane	D	I	D	D										
KE	Marlborough	WCC	Off-Street	Kenet Place	D	I	D	D										
KE	Marlborough	WCC	Off-Street	Polly Gardens	D	I	D	D										
KE	Marlborough	WCC	Off-Street	Savenake Hospital	D	I	D	D										
NW	Malmesbury	WCC	Off-Street	Station Road	I	I	D	D										
NW	Corsham	WCC	Off-Street	High Street	I	I	D	I										
NW	Corsham	WCC	Off-Street	Newlands Road	I	I	D	D										
NW	Corsham	WCC	Off-Street	Post Office Lane	I	I	D	D										
WW	Bradford on Avon	WCC	Off-Street	Avoncliff														
WW	Bradford on Avon	WCC	Off-Street	Barton Farm														
WW	Bradford on Avon	WCC	Off-Street	Bridge Street														
WW	Bradford on Avon	WCC	Off-Street	Budbury Place														
WW	Bradford on Avon	WCC	Off-Street	Newton														
WW	Bradford on Avon	WCC	Off-Street	St Margrets														
WW	Bradford on Avon	WCC	Off-Street	St Margret's Hill														
WW	Bradford on Avon	WCC	Off-Street	Station Zone A														

Region	District	Operator	Category	Description	Mar-11	Apr-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12
WW	Bradford on Avon	WCC	Off-Street	Station Zone B														
WW	Westbury	WCC	Off-Street	High Street Zone A														
WW	Westbury	WCC	Off-Street	High Street Zone B														
WW	Westbury	WCC	Off-Street	Warminster Road Zone A														
WW	Westbury	WCC	Off-Street	Warminster Road Zone B														
WW	Westbury	WCC	Off-Street	Westbury Leigh														
WW	Westbury	WCC	Off-Street	Westfield House														D
SA	Salisbury	WCC	On-Street	Brown Street	D	I		D	D									D
SA	Salisbury	WCC	On-Street	Castle Street	D	I		D	D									D
SA	Salisbury	WCC	On-Street	Catherine Street	D	I		D	I									I
SA	Salisbury	WCC	On-Street	Chipper Lane	I	I	I	I	D									D
SA	Salisbury	WCC	On-Street	Endless Street	D	I		D	D									D
SA	Salisbury	WCC	On-Street	Milford Street	I	I		D	I									I
SA	Salisbury	WCC	On-Street	Cranebridge Road	I	I		D	D									D
SA	Salisbury	WCC	On-Street	Ivy Street	I	D		D	D									D
SA	Salisbury	WCC	On-Street	Salt Lane	I	I		D	I									I
SA	Salisbury	WCC	On-Street	Scots Lane	I	I		D	D									D
SA	Salisbury	WCC	On-Street	Blue Boar Road	D	I		D	D									D
SA	Salisbury	WCC	On-Street	Fisherton Street	D	I		D	I									I
SA	Salisbury	WCC	On-Street	Winchester Street	D	I		D	D									D
KE	Marlborough	WCC	On-Street	High Street	D	I		D	D									D
NW	Malmesbury	WCC	On-Street	Cross Hayes	I	I		D	D									D

Total Occupancy Off Street  
Total Occupancy On Street  
Total Occupancy

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## APPENDIX 2

### Salisbury Parking Figures (April, May, Jun) Qrt 1 - LAST 3 Years Comparison

#### Off Street Car Parks

Off Street	Car Parks	2009/10	2010/11	2011/12
ORD C178	Brown Street (East)	4,873	7368	7,939
ORD C179	Brown Street (West)	42,277	60592	72,255
ORD C180	Central Salisbury	275,627	247334	222,286
ORD C181	College Street Salis	11,822	8773	12,995
ORD C182	Culver Street Salisb	55,172	40058	44,451
ORD C186	Maltings Salisbury	234,927	169663	168,868
ORD C187	Market Square Salisb	21,665	42475	43,506
ORD C188	Millstream Salisbury	7,579	10590	15,811
ORD C189	New Canal Salisbury	1,042	838	1,003
ORD C190	Salt Lane Salisbury	79,601	58530	52,900
	<b>Total</b>	<b>£734,585</b>	<b>£646,221</b>	<b>£642,014</b>

#### On Street Parking

On Street	Locations	2009/10	2010/11	2011/12
ORD C192	Blue Boar Row Salisb	3,537	3,202	3,870
ORD C193	Brown Street Salisbu	5,894	5,474	7,830
ORD C194	Castle Street Salisb	5,865	3,363	6,670
ORD C195	Catherine Street Sal	5,170	4,795	5,216
ORD C196	Chipper Lane Salisbu	5,550	4,733	4,993
ORD C197	Crane Street Salisbu	1,556	1,348	1,554
ORD C198	Endless Street Salis	5,313	4,571	5,882
ORD C199	Fisherton Street Sal	4,224	3,768	4,204
ORD C200	Ivy Street Salisbury	2,083	2,131	2,794
ORD C201	Milford Street Salis	8,576	9,559	12,815
ORD C202	Salt Lane Salisbury	85	920	2,180
ORD C203	Scotts Lane Salisbur	3,161	2,604	4,099
ORD C204	Winchester Street Sa	1,954	2,038	1,995
	<b>Total</b>	<b>£52,968</b>	<b>£48,506</b>	<b>£64,101</b>

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## Appendix 2

### DEVELOPMENT CONTROL SCHEME OF DELEGATION

The Director of Development (and any officers designated by that officer) is authorized to: -

- determine any planning application and discharge conditions under delegated powers (including tree/hedgerow work applications);
- deal with all enforcement matters (including deciding on the expediency of taking/not taking action and issuing enforcement notices, including listed building enforcement and urgent works notices and taking any further action, including prosecution and direct action in respect of any breach of control);
- deal with all types of appeal and their format;
- where an appeal has been lodged against a planning decision and Counsel advises that specific refusal reasons are unreasonable and/or likely to undermine or weaken the council's case and time constraints prevent the matter being brought back to committee, officers, in consultation with the committee Chairman and Local Division Member are authorised to inform the appellant and the Planning Inspectorate that the council will not seek to defend such reason(s) at appeal, **provided any such action does not overturn the substantive decision of the Planning Committee;**

- make and confirm Tree Preservation Orders; Tree Replacement Notices and serve notices requiring action in relation to dangerous trees, and to initiate any associated direct action required to deal with dangerous trees; deciding whether to prosecute for breaches of the Planning Acts in relation to tree and hedgerow matters;
- determining any applications made under the High Hedges provisions of the anti-social behaviour legislation; including any necessary enforcement action;
- deal with decisions, correspondence and consultations under relevant local government, social, planning, listed building, conservation, building and environmental and other legislation. This includes proposals to change legislation or national guidance and consultation by other planning authorities;
- determine the requirements for, and amend when necessary the local validation list for planning applications;
- make and confirm Article 4 directions restricting or removing permitted development rights;
- nominate officers to represent the council on forums and working parties;
- authorise officers to enter land and buildings in the course of their duties in accordance with the provisions of the Town & Country Planning Act 1990;
- enter into, modify or discharge planning or legal agreements securing controls over development (e.g. Section 106 of the Town & Country Planning Act 1990);

- make changes to conditions approved at committee (in the light of changing circumstances between the meeting and the issue of the decision) provided this is in line with the principles of the committee's decision. Any such changes will be reported back to a subsequent committee for member's information;
- ~~set fees for planning advice and applications where legislation allows such fees to be set 'locally';~~
- ~~annually recommend to the budget process set all planning fees and charges for copying, planning history searches, high hedge applications and discretionary fees for Local Land Charges;~~
- refuse applications following a resolution to grant permission or consent if the required legal agreements are not completed by the applicant within the timeframe set out in the officer's report and present an information report for acceptance by the relevant Planning Committee on a quarterly basis;
- institute and defend judicial reviews and statutory challenges in consultation with the head of legal services.
- Make and serve Building Preservation Notices.

This is provided that none of the following conditions apply.

**Applications submitted by Wiltshire Council will not be dealt with under delegated powers where an objection has been received raising material planning considerations.**

Reference to Committee by Wiltshire Council Division Member

Division Members can requests in writing/email that a planning application within their Division proceed to determination by way of an area committee. (Any requests must be received within 21 days of the circulation of the weekly list of 'applications received' in which it appears, and set out the material planning consideration(s) which warrant the application going before committee). Officers will confirm what action is being taken following receipt of the request.

Where it has not been possible or appropriate to call an application in within this time, officers will accept call in requests in the following circumstances: -

1. An application has not been determined and it can still go to committee and be determined within the target date.
2. The application is already going to go out of time (because of negotiations/amended plans etc.) and taking it to committee will make no difference to performance.

Where neither of the above apply, and the Division Member thinks there is a strong case to delay the determination of the application and take it to committee, they can discuss the case with the relevant Area Development Manager who will then make an informed decision whether or not to exercise delegated powers.

- a. It is perfectly acceptable for councillors to nominate a substitute(s) to undertake their planning responsibilities, including application 'call in', if they have a conflict of interest or during periods of absence such as holidays or illness.
- b. Applications for tree work, prior approvals, Certificates of Lawfulness; notifications and variations/discharge of legal agreements - where the latter would bring them in line with a planning decision already made by the council, will not be eligible for call-in and will be dealt with under delegated powers.
- c. If private applications are made by an elected member or a senior officer of the council or their close relations, ~~where representations objecting to the application have been received, permission can only be given by committee. or by a planning officer and objections are received raising material planning considerations the application will be determined by committee.~~

The following applications shall be dealt with by the Strategic Planning Committee:

- **Large-scale major developments which, by their nature (e.g. scale, location etc.) have wider strategic implications and raise issues of more than local importance. This will include applications of a similar nature by Wiltshire Council to develop any land of Wiltshire Council, or for development of any land by Wiltshire Council or by Wiltshire Council jointly with any other person which have similar implications or raise similar issues.**
- **Planning applications for mineral extraction or waste disposal, other than small scale works which are ancillary to an existing mineral working or waste disposal facility;**
- **Applications, which if approved, would represent a significant departure from the policies of the statutory development plan, where they are recommended for approval;**
- **Applications called in by a Division Member that cross the boundary of two area committees;**
- **Any application that the Director of Development deems raises issues that should be considered by the Strategic Planning Committee.**

**There will be occasions where it would be possible to deal with certain applications under delegated powers but where the Director of Development considers it inappropriate to do**

so, having considered any public representation and consultee responses. In these cases the applications will be determined by an appropriate planning committee.

## **Definitions**

**Planning application** means any application submitted to the council for determination and included within the Governments' PS1 and PS2 returns. (This is a statistical questionnaire dealing with performance which local authorities have to submit regularly to the government and which divides planning application into distinct categories; householder, minor, major etc.)

**'Large scale major development'** means any application for 200 or more houses; residential development of 4ha or more or other development of more than 10,000 square metres or more than 2 ha, as defined by the Government in the PS1/2 return.

**Householder development** and the other descriptions of development referred to above shall have the meaning ascribed to them in the Government's PS1/2 return.

**Enforcement notices** includes all other formal notices under the Planning Acts used to investigate and remedy alleged breaches of planning control or improve the appearance of an area, including Breach of condition notices and Section 215 notices.

A private application is one which has no connection with a member or officer's council duties. For example, if an officer submitted a Regulation 3 application on behalf of Wiltshire Council it would not be a private application.

~~A 'senior officer' within the Development Service will mean a Team Leader, Area Development Manager or the Service Director. In respect of other council services, a~~

A 'senior officer' will mean any Service Director, Corporate Director or the Chief Executive.

A close relation is defined as spouse, partner, sibling, parent or offspring.



**Wiltshire Council**

**Council**

**8 November 2011**

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## **Petitions Update**

### **Petitions Received**

As of 27 October 2011, nine petitions have been received by Wiltshire Council, since the last Council meeting on 12 July 2011. Further details are shown at Appendix 1 to this report.

Petitions for presentation to this Council meeting are referred to at item 6 of the agenda.

### **Proposal**

**That Council notes the petitions received and the actions being taken, as set out in the Appendix to this report.**

**John Quinton  
Head of Democratic Services**

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Date received	subject	No. of signatories	Action taken
20 July 2011	Opposition to Waste Transfer Station on the Castledown Business Park in Ludgershall	1036	Received by Tidworth Area board on the 18 July – Acknowledged by Democratic Services on the 21 July 2011.  Cllr Christopher Williams presented petition from the NO2WASTE group and students from Wellington Academy to Cabinet 13 September 2011. Assurance given that concerns raised would be taken into account and carry proper weight as part of the feedback to the recent consultation exercise.
17 August 2011	Speed Humps at Greenland Mills Bradford on Avon	47	Acknowledged by Democratic Services and referred to Bradford on Avon Area Board 17 August, 2011. To be considered at CATG meeting 7.10.2011.
17 August 2011	Fence at Trowbridge Town Football Club	287	No lead petitioner or contact details provided.  Planning officers asked to investigate. No further action required.
19 August 2011	Weight Restrictions C419 Latton	140	Referred back to Transport Planning for inclusion in the consultation process – also sent to Cricklade and Wootton Bassett Area Board Democratic Services Officer for information – not acknowledged as there was no covering letter. No further action required.

23 August 2011	Removal of Bus Service – Avon Road, Trent Crescent, Thames Crescent, tamar Road and Severn Road - Melksham	90	Acknowledged and referred to Melksham Area Board 24 <sup>th</sup> August 2011.  A new bus (no 14) has been introduced on this route  No further action required.
E petition – 29.8.2011 – 17.9.2011	Objection to extension of indoor facilities at Calne Sports centre	7	Acknowledged and referred to Calne Area board 18.10.2011
30 August 2011	Pedestrian Crossing at Quemerford	934	Received at Calne Area Board – to be considered by the Calne Area Transport Group
18 October 2011	Objection to tree felling – Market Place Salisbury	11,485	Details of petition and officer's report included in Council Summons
19 October 2011	Availability of Pay Points in melksham	105	Details of petition and officer's report included in Council Summons

Note: This does not include petitions received in respect of regulatory matters ie planning and licensing which are dealt with under different procedures.

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## Petition – Council Tax Payments via Paypoint

Cllr Jon Hubbard (Melksham South Division) will present a petition with 105 signatories which states:

**‘We the undersigned wish the Council to enable us to be able to pay our council tax by Pay Point at any shop with this facility. At present we pay our council tax at a pay zone point which only exists at the Post Office which always means long queues and delays and a journey of several miles’.**

The following information has been prepared by officers to assist Council in its consideration of the petition:

### Introduction

The council operate a number of payment methods which enable the majority of council tax payers a variety of choices that are administratively straight forward and relatively cheap per transaction.

With over 200,000 properties registered for council tax and over 120,000 homes paying by direct debit, the bulk of the monthly transactions are managed using this most cost effective method at around 5 pence cost per transaction, levied by the banks upon the council. It is this method which the Council has, for the last fifteen years, promoted. Every other transaction type is considerably more expensive and requires more administration to ensure it reaches the correct destination. The Council received £244 million in council tax alone in 2010-11 and with so many transactions being processed, consideration has to be given to ensure there is sufficient choice but also to minimise both administration and transaction costs.

### Current Payment Methods

<b>Current Payment Method</b>	<b>For those with a bank account, credit or debit card</b>	<b>For those without a bank account</b>
Direct Debit	The paperless direct debit facility now in use means that payment can be arranged over the phone	
Via telephone, using a credit or debit card on an automated line	Customer services and revenues officers can accept payments during working hours or be directed to the automated	

	payment line 24/7	
By post	Cheques can be posted to any council hub where they will be processed and banked usually within 48 hours	
Via the internet	By accessing the council's website	
By Bank Standing Order, or online banking	Where the customer can arrange payment either electronically or by completing a standing order form at their bank	
Via the Post Office		Payments can be made in cash (or cheque) at any post office as long as the payer holds an appropriate payment card issued by the council.
Via Payzone ( a variety of shops as well as Post Offices display the Payzone sign enabling a variety of transactions to be made)		Payments can be made in cash (or cheque) at any Payzone outlet as long as the payer holds an appropriate payment card issued by the council.
In person, in cash* ( the amount of cash received in hub offices varies greatly)		Cash will be accepted in any main council hub where it will be processed and banked usually within 48 hours

Payments can be made via the internet or via the telephone but again these methods require processing and staff to manage them; as a result costs per transaction can vary depending on how long each call lasts.

The Council accepts payment by cheque which by the time it is handled and delivered securely to the bank costs between £1 and £2 per payment, typically the most expensive payment type other than cash which historically has been discouraged in most of the former districts\*.

Bank standing orders at 27 pence per transaction remain another cheap alternative for those uncomfortable with direct debit. Internet banking allows customers to manage their payment to the council however both methods do require the customer to set-up the facility.

Another popular choice is the post office payment card which can be used in any post office in the country or any shop displaying the Payzone facility. The card identifies the transaction as council tax or housing rents due to Wiltshire Council.

The payment is then carried electronically into the council's bank account three days after the payment is made. The cost to the council is £1.00 for each card issued, plus post and packaging and a further 49 pence per transactions at the post office or 41 pence in a Payzone. This cost is based on a large number of transactions per

annum (around 235,000) and is carefully negotiated to keep it as low as possible. The card is only replaced if lost and the majority have been in circulation for many years. This choice is popular for those whose payments may vary during the year or who have arrears to pay and use the card in conjunction with a written payment plan. The card can also be used by a representative or family member. The use of post offices also encourages our customers to frequent the local post offices or Payzone outlets which have always been seen as an important facility for our rural communities and worthy of our support. The success of the scheme has however depended upon a comprehensive network of post offices and it is accepted that this network has been eroded, despite council support.

### **Other payment options and enhancements**

If the council were to consider including Paypoint then in addition to the post office card payment system there are a number of costs that have to be considered and these include the setting up of the bank accounts with the agencies behind Pay Point who are either the Co-Op Bank or a company called All-Pay. Further costs would include the reissue of cards, were we to adapt the current scheme to include Paypoint and consideration would have to be given to their future production costs. In the past it was the post office who had the majority of branches where payment could be made, whilst Paypoint's coverage had been inconsistent. Whilst this position has been rectified by Paypoint over the last few years, there has been no appetite on the part of the former districts to promote payment cards whilst it remains ten times more expensive, per transaction, than direct debit. To improve direct debit take-up the revenues department has recently introduced paperless direct debit which enable direct debits to be arranged over the phone. The cost of setting up the facility involves considerably less cost than preparing a payment card however another scheme is being introduced enabling the council to produce payment cards, in-house. This will significantly lower production costs.

Dealing specifically with payment cards, in terms of performance, Paypoint appears to offer little advantage when, regardless of the scheme, the council must wait a minimum of two nights between the payment being made on a Monday morning and arriving on our accounts on the Thursday.

It is estimated that there are currently some 20,000 cards in circulation, produced by the post office card service for the post office. It is not known whether these cards would be accepted at Payzone, however with the introduction of the in-house production method, the cost of reissuing all cards, whilst still a significant expensive, would not be out of the question. It is estimated that a desk top printer using specialist stationary will reduce card production costs to around 15p rather than £1.00.

### **Conclusions**

There are already a number of very successful systems for the collection and administration of monies due to the council. Council tax collection rates in Wiltshire have always been high as have the number of residents paying by direct debit which equate to 72% of all liable households.

Whilst Paypoint may prove a popular choice for the minority of payers, the move to this additional method will require reengineering of the processes in terms of card production and payment administration. In order to attain the minimum cost per transaction, Paypoint have in the past suggested the exclusion of Payzone and the Post Offices as payment points which runs contrary to the support currently given by the council to post offices who provide such a vital role in many rural communities.

With the introduction in December, of a new revenues system and the review of council offices which historically have accepted payments, this may seem an opportune time to consider a review of payment methods, however careful consideration needs to be given to a variety of issues, including set up costs, costs per transaction and particularly why customers chose to use one payment as opposed to another. This research needs to be undertaken across Wiltshire.

## **Conclusion**

Rather than simply add another option onto a lengthy list it is suggested that information be gathered from customers and that a review is undertaken on all aspects of payment to the Council. There has not been a significant review of payment methodology since Wiltshire Council achieved unitary status. With the imminent arrival of a unified revenues computer system and the harmonisation of payment dates and collection methods it would seem a good time to coordinate a complete review of payment methods that considers transaction cost, suitability, convenience and efficiencies. If we were to analyse the substantial data we hold on transaction numbers and costs and consider customer views we can better design payment methods which suit both the Council's objectives and the customer's needs.

## **Proposals:**

### **That Council**

- (a) receives and note the petition and**
- (b) requests the Cabinet member for Resources to undertake a review of all aspects of payment to the Council.**



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## **Officer Response to Petition – Felling of Trees, Salisbury**

Petitions raised concerning the trees in the Market Place with a reported 11,485 signatories which state:

***“We the undersigned disagree totally with the plan to needlessly fell the trees in Salisbury Market Place as in plan number S/2011/0520 and to replace them with 17 immature trees. We feel the trees add immeasurably to the character of the Market Place and any destruction of these trees is a retrograde step, and we oppose this plan without reserve.”***

***‘We the undersigned object to the felling of the trees in Salisbury Market Square and the Guildhall Square. Furthermore we do not believe felling is necessary and regard that an independent enquiry report be obtained’.***

### **Purpose of Report**

1. The purpose of this report is to provide Council with background information about the Salisbury Area Board’s response to a petition raised concerning trees in the Salisbury Market Place and action taken to date.

### **Background to the Salisbury Vision refurbishment of the Market Place**

2. The refurbishment of the Market Place was part of Salisbury Vision’s overall plans to improve Salisbury (which included the Maltings). It had been agreed that refurbishment was required in the Market Place to match the investment being made by regional competitors in other city centres. Proposals had been designed to address a number of issues, by improving lighting, replacing the current poor quality surfacing, and providing a more flexible space. The principle of this development was supported by the business community, including the Federation of Small Businesses, the Chamber of Commerce, and the City Centre Management.
3. A design competition undertaken in 2009, had included the retention of the existing trees. However, following specialist advice on trees and sub-surfaces, a decision was taken to replace the trees. This was to prevent the roots damaging the new surfaces, blocking drains, and also as some of the trees had been allowed to grow too large obscuring the buildings behind.

4. In response to the above petition which had received over 8,400 signatures, an item of was included on the Salisbury Area Board's agenda of 15 September, 2011. The overall aim was to enable petitioners to have their say, officers from Salisbury Vision to provide information and for the public to join the debate.

5. The debate was followed by a Decision:

*'Because of the considerable public concern being expressed over the current planning application for the Market Place, in particular the petition in respect of the replacement of the trees, the Area Board respectfully requests that the planning applications (S/2011/1320, S/2011/1321 and S/2011/1322) not be taken to Committee for determination until such time as the situation regarding the trees is fully understood, through further liaison with the Wiltshire Tree Officer and other professional advisors as necessary.'*

*'We would like to work with the Vision Board and arrange for the issues to be fully debated in public at an Extraordinary meeting of the Salisbury Area Board, to be arranged for the purpose, once the outcome of this further advice on the trees is known.'*

6. Minutes from that meeting also contain excerpts from the debate which included a view expressed that although 8,500 signatures to the petition was a significant number, 38,500 had not signed the petition. In response to this, the Salisbury Area Board designed an on-line survey [www.goo.gl/AeLEz](http://www.goo.gl/AeLEz) and disseminated this to a network of over 1,500 Salisbury individuals and organisations in its community area who had previously signed up to the Board, including all schools, young people's networks and requesting organisations to forward the survey onto its own networks. All Area Board's in the south, that is, Amesbury, South West, Southern, Tidworth and Warminster were also requested to disseminate the survey to their contacts. Press releases and articles were published notifying of the survey including the Salisbury Journal and Spire FM radio. Hard copies of the survey were held in Salisbury Library and Wiltshire Council's offices in Milford Street for members of the public who did not have access to the internet.

7. An extraordinary meeting of the Salisbury Area Board was held on 10 October, 2011 to feedback the results of the survey, invite questions and comments from the public as referenced in the survey, i.e., trees, car parking, war memorial, public toilets and resurfacing of the Market Place. Over 200 people attended this meeting.

8. The Decision made at this meeting was that the planning applications for the refurbishment of the Market Place be withdrawn and that the Salisbury Area Board would oversee the delivery of improving the Market Place while the Salisbury Vision would focus on larger projects.

9. The Salisbury Area Board invited local people onto a community working group to be made up of representatives from both the Salisbury City Council and Laverstock & Ford Parish Council, Salisbury Chamber of Commerce, City

Centre Management, Salisbury City Community Area Partnership, Salisbury Arts Festival, market traders, the SOS Trees group, disabled users forums and other interested parties. The aim of the group was to examine all the issues and help draw up proposals for the future of the Market Place. Responses from the survey and the community working group would be used by the Area Board to ask architects to draw up new plans.

10. A series of meetings is planned and the first meeting was held on 24 October, 2011 attended by 35 people. Proposals from this working group will be presented to the Salisbury Area Board at its 17 November, 2011 meeting to be held at The Guildhall, Salisbury.

**Report Author:**

Marianna Dodd, Salisbury Community Area Manager  
Telephone: 01722 434696  
Mariana.dodd@wiltshire.gov.uk

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## **Notice of Motion No. 21 – Community Speedwatch**

To consider the following notice of motion submitted by:

Cllrs Peter Colmer (Cricklade and Latton Division) and Bill Douglas (Chippenham Hardens and England Division)

“That Wiltshire Council support the extension of the Community Speed watch criteria that is currently restricted to 30 mph and 40 mph areas to include 20 mph speed limits and zones and will press the police authority to embrace this recommendation”.

Report attached to assist Council in its consideration of this motion.

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### **Officer Response to Notice of Motion No. 21 – Community Speedwatch**

Community Speed Watch (CSW) is extremely successful and has proved beneficial to communities in tackling speeding traffic. We currently have 53 Speed Watch Groups countywide and from the information they have gathered this year almost 1 in every 25 motorists are speeding in our CSW areas.

From January this year the CSW Groups have:

- Undertaken 1079 speed checks across the county
- Given well over 2000 man hours of voluntary service in an effort to reduce speeding in Wiltshire
- Identified 10,345 speeding motorists to be issued warning letters by Wiltshire Police.

A clear distinction should be made between 20 mph **LIMITS** and **ZONES**.

20 mph **ZONES** should be self enforcing via their structure so that there is not a need or explicit expectation for enforcement to have to take place to ensure compliance.

20 mph **LIMITS** are signed and have no physical structures to control traffic speed.

Following the identification of issues with speeding traffic in the 20 mph LIMIT in Tollard Royal, Wiltshire Police in collaboration with the local community have proposed a 20 mph CSW trial. We have been consulted on this and can confirm that Wiltshire Police trained a team of Volunteers in Tollard Royal on 13 October and the trial will commence shortly.

We are committed to working in partnership with Wiltshire Police to develop a suitable approach for CSW in 20 mph **LIMITS**. The lessons that will be learnt from the trial in Tollard Royal will be used to develop a joint approach.

**Parvis Khansari**  
**Service Director, Strategic Services**

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Report author: David Bullock, Head of Service Traffic & Network Management

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**Notice of Motion No. 22 – South Wiltshire Core Strategy - Old Sarum Airfield  
Core Policy 9 (1)**

To consider the following notice of motion submitted by:

Councillor Ian McLennan - Laverstock, Ford & Old Sarum Division  
Councillor Ricky Rogers – Salisbury Bemerton

“Members note that the Inspector has removed our amendment from Annex 1, in which we sought to remove the proposed development site at the southern end of the Airfield, in close proximity to Ford. We also note the Inspector’s comment, *“If the Council were to decide that development in this area was acceptable then it would do so under the terms of Core Policy 9”*. We wish to reaffirm our democratic decision that development of the southern site is unacceptable.”

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**Notice of Motion No. 23 – South Wiltshire Core Strategy – Old Sarum Airfield – Core Policy 9 (2)**

To consider the following notice of motion submitted by:

Councillor Ian McLennan - Laverstock, Ford & Old Sarum Division  
Councillor Ricky Rogers – Salisbury Bemerton

“Members note the suggestion by the Inspector, that the historic WW1 runway could be re-sited in conjunction with other development proposals. However, after 100 years of aviation, we choose to leave the existing runway in place.”

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**Notice of Motion No. 24 - South Wiltshire Core Strategy – Proposed extension at Hampton Park, Laverstock & Ford Parish**

To consider the following notice of motion submitted by:

Councillor Ian McLennan - Laverstock, Ford & Old Sarum Division

Councillor Ricky Rogers – Salisbury Bemerton

“Members note the Inspectors deletion of Con/45, our requirement to retain a significant strategic gap between Ford and Hampton Park and the setting up of a community forum. We reaffirm the democratic vote of this council to impose Con/45 and restate our intention to establish a significant strategic gap and to set up the local community forum, as stated.”

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## **Notice of Motion No. 25 – The Future of Local Planning**

To consider the following notice of motion submitted by:

Councillor Chris Caswill - Chippenham Monkton Division  
Councillor Simon Killane - Malmesbury

“Council welcomes implications for Wiltshire residents of the stated objectives of the proposed changes to local planning, as set out in the Localism Bill, the draft National Policy planning Framework (NPPF) and the proposals for neighbourhood planning. In particular Wiltshire will benefit from greater involvement of local communities in shaping the future of their places where they live. However Council has concerns about aspects of the proposals which would affect Wiltshire residents and resolves to express these to government, Wiltshire MPs and relevant legislative bodies.

1. As a planning authority, Council asks that the Localism Bill be amended to remove the clause which would make payments offered by prospective developers a material consideration in planning decisions. Clarification is also needed in the Bill and the other proposals that the aim is *‘sustainable development’*, (to include specifically environmental and social criteria), and not only *‘sustainable economic growth’*.
2. Council shares the widely expressed concerns about the presumption in favour of development which is currently highlighted in the Localism Bill and the NPPF, and the simplistic assertion that in future the answer to development proposals is ‘yes’. It believes this will not provide the necessary protection to local people and the Wiltshire countryside, and will ask that this is amended in the legislation and regulations to provide a more balanced planning framework, consistent with the aim of giving communities a genuinely enhanced say in planning decisions.
3. Given the timing of Wiltshire planning policy development, Council is particularly concerned that any presumption of development generally being allowed where plans are *“absent, silent, indeterminate or ... out of date”* should not apply immediately on approval of the NPPF, but be phased in over time. A managed transition phase is essential.

4. Whilst Council welcomes the objective of enhanced community involvement through neighbourhood plans, and the flexibility proposed in the draft regulations, the proposals need to be amended to allow some opportunities for communities to reshape or in some circumstances reject proposals for new development, alongside the 'Community Right to Build' and ability to decide on details. Without this power, Wiltshire communities will be understandably skeptical about the opportunities for local involvement.
5. Council is also concerned about the absence of any definition of the 'qualifying bodies' who can initiate neighbourhood plans, and about the proposals for 'Community Right to Build' orders, which together appear to allow developers and organizations other than Wiltshire residents, town and parish councils opportunities to determine local planning outcomes. Council will respond accordingly to the current consultation on these issues.
6. Looking to the future, and in the interests of transparency, Council takes this opportunity to state its intention that decisions on neighbourhood plans in Wiltshire will be taken in full Council, to give members and the public the maximum opportunity for understanding and engagement."

Note: As this is a motion similar to one previously rejected by Council in the last six months (17 May 2011) it is also signed by the following members in accordance with the constitution:

Cllrs Jon Hubbard, Howard Marshall, Mark Packard, Trevor Carbin, Desna Allen, Peggy Dow, John Knight, Bill Douglas, David Jenkins

Report attached to assist Council in its consideration of this motion.



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### **Officer Response to Notice of Motion No. 25 – The Future of Local Planning**

The Council has provided a response to the Government's consultation regarding the draft National Planning Policy Framework (NPPF) that addresses many of the points raised (see attached paper). The Council is currently preparing a response to the Neighbourhood Planning Regulations consultation (closing date 5 January 2011) and will develop an appropriate framework for Neighbourhood Planning in Wiltshire as the legislative framework becomes clearer.

A detailed response to the points raised in the motion is provided below.

#### Point 1

Paragraphs 2.1 to 2.4 of the Council's response to the draft NPPF addresses this point and seeks a more balanced approach to 'sustainable development' giving equal weight to environmental, economic and social criteria.

Paragraph 2.2 of the response states that "The emphasis in paragraph 13 on '*economic growth*' and the '*significant weight*' that should be attached to it undermines the integrated approach to sustainable development which considers environmental, economic and social issues to all be important, as set out in paragraphs 10 and 11". The response goes on to state that "It should be a matter for local authorities through their plan making to determine how sustainable development should be interpreted for their area through the local plan and the weight to be given to particular priorities consistent with local objectives" (paragraph 2.4).

Parliament recently made an amendment to the Localism Bill to add a new consideration to make "any local finance considerations" material to an application. The amendment is intended to ease concerns that the inclusion of "financial incentives" would effectively result in permission being bought. The Government has stated that the weight to be given to this consideration is a matter for the decision maker. In this case Wiltshire Council through the determination of planning applications.

#### Points 2

Paragraphs 3.1 to 3.4 of the Council's response emphasises the importance of the planned system and the need for transitional arrangements to be in place so that the 'presumption in favour of sustainable development' is determined by the Local Plan (i.e.

the Core Strategy) rather than a default position of 'yes'. The response to point 1 is also relevant.

Wiltshire Council's response to the draft NPPF highlights a number of areas of concern arising from the requirement that permission should be granted "*where the plan is absent, silent, indeterminate or where relevant policies are out of date*". Concerns raised include the need for transitional arrangements for both the Core Strategy and Neighbourhood Plans (where they are positively planning for development); impacts of the presumption in favour and lack of transitional arrangements on the ability to use Community Infrastructure Levy (CIL); and the inclusion of the word 'silent' implying that plans will need to cover every eventuality of where development should not take place (paragraphs 3.2-3.4). See response to point 3 also.

### Point 3

See response to point 2.

Paragraph 3.2 of the Council's response states that "Transitional arrangements are ... required to ensure the plan-led system will not be undermined and weight can be given to an emerging plan. Given the expectations behind Neighbourhood Plans, transitional arrangements should also apply to these plans where they are positively planning for development so that they are not undermined by speculative developments seeking to subvert the process". Wiltshire Council's response also highlights potential impacts of the presumption in favour and lack of transitional arrangements on the ability to use the CIL as a mechanism to mitigate the impact of growth (paragraph 3.3). The response also questions the inclusion of the term 'silent', stating that this is "a considerable step away from the existing planning system and is unnecessary" (paragraph 3.4).

### Point 4

The priority for the Council is to achieve a sound Core Strategy with a positive policy framework for growth which also provides a clear steer for where and what development would be acceptable or unacceptable for each community area. Neighbourhood Plans can be prepared in conformity with the Core Strategy to add detailed policies at the local level, where appropriate. The emerging Core Strategy does allow for local communities to become involved in shaping their area, for example, through being involved in the master planning of strategic allocations and identifying where and how non strategic new housing and employment sites could come forward. There is no obligation on communities to take forward Neighbourhood Plans and Neighbourhood Plans may not necessarily be the right 'tool' to address the local issues in an area.

### Point 5

The definition of 'qualifying bodies' is included within the draft NPPF and Localism Bill, and the term used within the recently published Neighbourhood Planning Regulations consultation. In parished areas, these indicate that it will be the parish/town council(s) that lead the process.

A response will be provided to the consultation to ensure that Wiltshire's interests are represented. This will take into consideration the need for further clarification on 'qualifying bodies' including developers and organisations other than Wiltshire residents, town and parish councils.

#### Point 6

In addition to the Council's advisory role, there are a number of parts of the process that involve decisions by the local planning authority, these can be summarised as follows:

- A 'qualifying body' will need to apply to Wiltshire Council, as the Local Planning Authority (LPA), for a Neighbourhood Area to be designated. In Wiltshire, the Area Boards could have a key role in approving the appropriateness of the area proposed.
- Wiltshire Council will need to consider whether to accept the application. Within Wiltshire, the Area Boards could have a key role in determining whether applications should be accepted.
- Wiltshire Council will be required to 'make the Plan' (bring it into force) using appropriate committee arrangements.

Decisions on neighbourhood plans by the Council will need to be made in accordance with the final legislation when it is produced and the Council's constitution updated as appropriate.

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

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**WILTSHIRE COUNCIL, OCTOBER 2011**  
**RESPONSE TO CONSULTATION ON DRAFT NATIONAL PLANNING POLICY FRAMEWORK**

**1. Introduction**

1.1 Wiltshire Council welcomes the Government's overall aim to streamline national planning policy and the opportunity to comment on the draft National Planning Policy Framework. One of the key areas of concern is around the transition to the new Framework and the need to ensure that new policies can be put in place and practice developed to ensure that decision making is not adversely affected. All the policy within the existing guidance/policy and the precedent and practice that has evolved from this cannot be replaced quickly. This could frustrate rather than speeding up the process requiring local planning authorities to put in place general local policy previously covered by national planning policy.

**2. Presumption in favour of sustainable development**

2.1 The emphasis on a planning system that continues to support sustainable development is supported. However, there are concerns regarding the detail within the Framework that could undermine this aim as well as the overall direction of planning policy in terms of the ability for local communities to more positively engage in planning, particularly through the Neighbourhood Planning process.

2.2 The emphasis in paragraph 13 on '*economic growth*' and the '*significant weight*' that should be attached to it undermines the integrated approach to sustainable development which considers environmental, economic and social issues to all be important, as set out in paragraphs 10 and 11.

2.3 A balanced approach to sustainable development is set out in the core planning principles in paragraph 19 that collectively will allow for sound planning decisions to be made and giving the local planning authority, as decision maker, the ability to make appropriate development management decisions on the merits of the case before them. However, the emphasis in paragraph 13 on economic growth would in effect reduce the weight that can be given to the environmental and social factors.

2.4 It should be a matter for local authorities through their plan making to determine how sustainable development should be interpreted for their area through the local plan and the weight to be given to particular priorities consistent with local objectives.

**3. Plan-led System**

3.1 The commitment to the plan-led system in paragraph 14 is welcomed and the implied priority to the need to have up to date plans in place recognised. The requirement that permission should be granted "*where the plan is absent, silent, indeterminate or where relevant policies are out of date*" requires local planning authorities to have their Local Plans (i.e. core strategies) in place to ensure that development is brought forward through the plan-led system. This raises a number of areas for concern, as discussed below.

3.2 Wiltshire Council is taking steps to move forward as quickly as possible with a new Core Strategy for the whole county. However, the ability to make progress has been affected by the changes to the planning system that came into being since the Government came into power, which need to be have responded to in order to prepare a sound plan. It would be unreasonable to undermine the preparation of these plans any further through the presumption in favour of development in the short term that could in effect mean that much of the 'housing' growth planned will have been provided before the plan is adopted. This is a particular issue in Wiltshire, where in the emerging draft Core Strategy (published June 2010) the opportunity of Neighbourhood Plans was embraced as the right mechanism by which non-strategic sites should be brought forward within the county. Such sites once identified will contribute towards the five-year land supply in an area. Not only does this fit within the spirit of the Localism agenda, it also enables the Core Strategy to be strategic in nature and allow local communities to be fully involved in ensuring that the future development of settlements will genuinely meet their needs including the delivery local infrastructure. Transitional arrangements are therefore required to ensure the plan-led system will not be undermined and weight can be given to an emerging plan. Given the expectations behind Neighbourhood Plans, transitional arrangements

should also apply to these plans where they are positively planning for development so that they are not undermined by speculative developments seeking to subvert the process.

- 3.3 The presumption in favour and lack of transitional arrangements (i.e. potential for opportunistic development) would impact on the ability to use Community Infrastructure Levy (CIL) as a mechanism to mitigate the impact of and growth and to allow a meaningful proportion to go to local communities to decide how it is spent. Given the need to base CIL on a sound evidence base, the earliest any local planning authority would be able to bring in CIL is through a joint examination alongside their core strategy.
- 3.4 Emerging Core Strategies are being prepared on the basis that they provide a positive framework for development. The term 'silent' is a considerable step away from the existing planning system and is unnecessary. The implication is that plans will need to cover every eventuality of where development should not take place, this will add an unnecessary burden to the process and add no value. This will also work against the principle of having more succinct plans that can be put in place relatively quickly.
- 3.5 Supplementary Planning Documents (SPDs) have usefully been used to provide more detailed guidance on strategic planning policies (e.g. the application of affordable housing policy). The reference in paragraph 21 to the limited circumstances when SPD should be brought forward is a concern. The reference to not placing burdens on development appears to be coming from the developer's perspective rather than the need to find an appropriate balance and plan properly for an area.
- 3.6 The statement 'only policies that provide a clear indication of how a decision maker should react to a development proposal should be included in the plan' (paragraph 22) would benefit from clarification to acknowledge that it will be the policies in the plan as a whole that will help provide that clear indication, although it is debatable whether there will be absolute clarity in every case.
- 3.7 The flexibility in the second bullet point in paragraph 24 is welcomed, as this allows plans to 2026 currently being prepared to not adjust their end dates.
- 3.8 The ability to seek a certificate of conformity is useful, although it is not clear how this will work in practice. This needs to be considered further in light of the need for transitional arrangements in order to ensure that generally sound plans are not delayed further in their preparation.
- 3.9 Paragraphs 28 and 109 appear to place an over reliance on the need to meet the 'full requirements' for housing in a Housing Market Area (HMA) based on meeting household and population projections. This could result in the perpetuation of past trends rather than a policy led approach to planning based on the full evidence base that would ensure that sustainable growth is achieved in an area. Similar to the approach for business requirements (paragraph 30), local planning authorities should be able to use the evidence base to assess what an appropriate housing requirement should be for their area. Strategic Housing Market Assessments are only one part of the evidence and consideration also needs to be given to factors such as economic potential and the propensity to exacerbate unsustainable commuting patterns in determining appropriate levels of housing for an area. This is particularly important where HMAs overlap.
- 3.10 The section on ensuring viability and deliverability (paragraphs 39 to 43) together with the presumption in favour of sustainable development could undermine the ability to deliver both the affordable homes requirement and infrastructure needs of an area, and appears to come from the developer's perspective. While the need for landowners to achieve a reasonable return is recognised, a balance is needed between providing incentives to landowners to bring forward land and achieving the level of infrastructure and affordable housing that an area needs, without which resilient communities will not be created.

#### **4. Planning strategically across local boundaries**

- 4.1 The references within the Framework to the duty to cooperate on cross boundary' planning issues and to effective joint working are welcomed, generally reflecting current practice. It also needs to be

acknowledged that consensus may not be possible and further consideration should be given to this. More emphasis could be placed on the role of the Local Enterprise Partnerships.

## 5. **Neighbourhood Plans**

- 5.1 Second bullet of paragraph 49 would benefit from clarification so that it is clear that in setting policies these will need to be in conformity with the strategic policies of the Local Plan and the NPPF. As drafted, it could be read in isolation. There is a lot of confusion at the moment about what Neighbourhood Planning is and it is important that the statements within the NPPF are clear and unambiguous. Perhaps a cross reference to paragraph 52 could be given.
- 5.2 In paragraph 49 it is unclear what the wording “To facilitate this, local planning authorities should set out clearly their strategic policies for the area” is referring to. If Local Plans are prepared correctly then the strategic policies should be clear. This seems like an unnecessary level of detail or an additional burden on a local planning authority.
- 5.3 The statement in paragraph 51 “When a neighbourhood plan is made the policies it contains take precedence over existing policies in the Local Plan for that neighbourhood, where they are in conflict” is potentially confusing. Without clarification in paragraph 50 that neighbourhoods will not have the power to promote less development than that set out in the strategic policies communities could read this to mean that they can use neighbourhood plans to stop growth.

## 6. **Protection of Employment Land**

- 6.1 The policy approach regarding the long-term protection of employment land or floorspace (paragraph 75) would frustrate the proper planning of an area. It is essential that sites can be safeguarded to facilitate the start up and expansion of local business as well as attract inward investment. This safeguarding is necessary in the longer term, particularly where local plans provide a strategic framework over a 15-year period during which short term fluctuations in market conditions could occur.
- 6.2 The reference to ‘market signals’, such as the price of land, is open to abuse and could seriously undermine the local economy where business uses are in effect in competition with other potentially more lucrative land uses, particularly housing.

## 7. **Transport**

- 7.1 The approach to transport in the Framework would benefit from some improvement and clarification to ensure delivery of sustainable development. The detailed concerns are set out below.
- 7.2 While the overall aim of the document is to support sustainable transport and good accessibility in that it uses phrases like “[land] in the right places” (paragraph 10), “accessible local services” (paragraph 10) and “the fullest use of public transport, walking and cycling” (paragraph 19), the caveats of “where practical” (paragraphs 83, 89 and 92) and “where reasonable” (paragraph 83) in the Transport section are likely to undermine this aim when development is actually being considered.
- 7.3 The terms “where practical” and “where reasonable to do so” should be removed from paragraph 83. Encouragement for sustainable transport solutions should be given in all cases and development that doesn’t facilitate sustainable travel should be seen as the exception. Given this, it is suggested that the second sentence is amended to the following: “The presumption, therefore, is that the planning system should support a pattern of development which facilitates the use of sustainable modes of transport”.
- 7.4 As suggested in paragraph 82, transport has an important role to play in contributing to “wider sustainability and health objectives”. However, these are not represented in the objectives currently presented in paragraph 84. It is suggested, therefore, that the two existing objectives are termed ‘key objectives’ and that other objectives relating to health, air quality, road safety, inequality and the local environment are also included.
- 7.5 The role of Local Enterprise Partnerships Transport Consortia could usefully be mentioned in

paragraph 85.

- 7.6 The use of the term “significant” in paragraph 86 in relation to both Transport Statements and Transport Assessments is a watering down of current guidance which states that Transport Statements are still required for development that have relatively small transport implications; this diminution in the strength of the guidance will lead to many planning applications being presented without any supporting transport evidence. Given this, it is suggested that the first sentence is changed to the following: “All developments that generate traffic and transport movements should be supported by a Transport Statement or Transport Assessment as determined by local criteria”. While it is accepted that the criteria triggering a Transport Statement or Transport Assessment could be determined locally, it is hoped that the national guidance will remain in place to aid consistency and efficiency.
- 7.7 Bullet point one of paragraph 89 should be expanded to: “accommodate the sustainable, safe and efficient delivery of goods and supplies”. While the priority given to pedestrian and cycle movements is welcome in bullet point two, developments also need to be designed to be bus friendly.
- 7.8 Transport Assessments should be viewed as the key tool here as they cover a number of relevant factors including the use of Travel Plans. The use of the term “severe” in the second sentence of the third bullet point in paragraph 90 sets a very high bar for transport objections to planning applications and suggests that, combined with the last part of this sentence, adverse transport impacts should be ignored to achieve development growth. This does not relate well to the need for sustainable development advocated in other parts of the document. Moreover, it ignores that fact that developments with adverse transport impacts can cumulatively have very significant transport implications over time.
- 7.9 It is assumed that paragraph 93 is referring to ‘parking standards’ as this is not explicit in the existing text. While the flexibility in setting standards is welcome, it would be helpful if it could be made clear here that parking standards should not aim to restrict car ownership but should be aimed at encouraging a reduced reliance on the use of the private car. In practice, this might mean that higher standards are applied to residential developments (especially in less accessible locations) and lower standards to non-residential developments (especially in accessible locations). The lack of any reference to the use of parking policies to, for example, support the vitality of town centres and encourage the use of sustainable transport choices, is a serious omission. The use of locally appropriate parking policies will be essential if the framework’s overall aim of sustainable development is to be achieved; however, these policies will not be included in local development plans if the overall policy position is not there at the national level. Finally, it is unclear what “an overall need to reduce the use of high-emission vehicles” means in reality.
- 7.10 Paragraph 94 could be strengthened by including more specific guidance on the use of land in and around highly accessible sites such as rail stations (as set out in paragraph 21 of PPG13 ‘Transport’).
8. **Housing**
- 8.1 The requirement in the second bullet point of paragraph 109 to provide for 20% more than the five-year deliverable housing requirement will have implications for the progression of existing Core Strategies leading to unnecessary delay. The footnote that defines deliverable and refers to viability as “providing acceptable returns to a willing landowner” is ambiguous and open to abuse, potentially putting at risk the ability to deliver sustainable solutions on sites if a poor investment decisions have been made by landowners. This needs deleting or clarifying further.
- 8.2 Assessment of five year land supply at appeal is currently subjected to a forensic approach to the deliverability of sites, for which local authorities are reliant on information from the development industry and to a degree their will to bring sites forward in a given timeframe. The additional 20% can be welcomed if it is to form a buffer that will in effect negate the need for such scrutiny and place some trust back into the local planning authority where reasonable judgements are being made.
- 8.3 Permitting planning permissions where five-year supply of housing land cannot be demonstrated could undermine the strategy for an area, which seeks a particular pattern of growth in the interests of



sustainable development. Increased emphasis should be given to proposals not undermining the strategy for an area where there is no demonstrable five-year supply.

- 8.4 The ability to cross subsidise affordable housing with market housing, as referred to in paragraph 112, on exception sites in rural areas is welcomed. With the reduction of capital grant funding nationally it is essential that there is flexibility within the planning system to generate other opportunities to enable delivery. It will be important that this is seen as exception sites only in order to not raise expectations for higher land values, which comes with a presumption in favour of development, thus negating the ability to secure such benefits.

## 9. **Design**

- 9.1 Emphasis on high quality of design is welcomed. It will be important that the implementation of this part of the Framework carries weight in its own right and that the Inspectorate and Secretary of State support local authorities where development is refused on the basis of design.

- 9.2 Paragraph 122 does not go far enough as drafted and while proposals may be able to demonstrate community engagement in developing the design of new development there should be a qualitative aspect to this so that engagement is meaningful and the outcome positive.

## 10. **Historic Environment**

- 10.1 The Framework does not recognise the desirability of new developments making a positive contribution to the character and local distinctiveness of the historic environment. The emphasis appears to be on conservation and should refer to enhancement also. In addition, the positive role of historic environments and its public benefit require greater recognition and clarification needed regarding non-designated heritage assets.

- 10.2 In the absence of PPS5 and Practice Guidance, the onus is on local authorities to prepare their own strategies for the historic environment. This will place an additional burden on local authorities and until these are prepared would weaken the conservation of the historic environment.

## 11. **Open space, sports and recreational facilities**

- 11.1 The Framework should promote the need for a strong evidence base prepared by the local authority to underpin the development of local policy regarding green infrastructure and planning for open space, sports and recreation facilities. This should form the basis for decision making where proposals relate to the reuse of these types of sites. The assessment referred to in paragraph 129 should relate to this evidence base.

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**Wiltshire Council**

**Council**

**8 November 2011**

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## **Notice of motion No. 26 – Empty Homes in Wiltshire**

To consider the following motion submitted by Cllrs Howard Marshall (Calne Central Division) and Brian Dalton (Salisbury Harnham Division)

1. 'That this Council recognises the acute demand for housing in Wiltshire, given the 16,245 persons on the waiting list for social housing, as well as the need for growth and development.
2. Council recognises that of the 16,245 applicants seeking social housing in Wiltshire, 4,022 are currently identified as Gold or Platinum banding applicants, who are in urgent need of housing or re-housing due to threats of violence, urgent medical needs, severe overcrowding, and other similar problems.
3. Council further acknowledges that the cost of providing emergency accommodation can be disproportionate to the cost of providing good-quality social housing. (FOI request has been submitted, more info on costs soon).
4. Council regrets that there are currently in excess of 5,000 empty homes in Wiltshire, of which 1,751 are long term empty homes, and calls on the executive to prioritise the appointment of an empty homes officer. Council recognises the cost of making an empty home habitable is usually significantly less than building a new home from scratch.
5. Council recognises that neighbouring local authorities have had success with Empty Homes Officers, including Bristol City Council, which has brought over 250 long term empty homes back to the market in the last 6 months, compared to Wiltshire's 79 homes brought back to market in the last year.
6. Council therefore calls for the immediate appointment of an Empty Homes Officer, for which funding has already been allocated, to ensure that unused houses are brought back into the market as soon as possible'.

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**Wiltshire Council**

**Council**

**8 November 2011**

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## **Notice of Motion No. 27 – Rail Franchise**

To consider the following motion submitted by Cllrs Jon Hubbard (Melksham South Division) and Howard Marshall (Calne Central Division)

1. Council notes that discussions are beginning on a new rail franchise affecting Wiltshire, including a future stakeholder consultation on the exact nature of the franchise, and meetings with short-listed franchise bidders in 2012.
2. Council notes the encouragement of Theresa Villiers MP, Minister of State for Transport, that Wiltshire Council “discuss the potential for a Corsham station and a new Oxford-Bristol service with all bidders for the franchise”.
3. Council recognises this as a unique opportunity to promote and improve the rail network in and through Wiltshire.
4. Council encourages the creation of a Rail Task Group to consult on the specific demands Wiltshire should make of this new franchise.

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**Wiltshire Council**

**Council**

**8 November 2011**

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## **Countywide Analysis of the Impact of Car Parking Charges**

### **Summary**

This report examines the link between introduction of Wiltshire's new car parking strategy and charges with car parking usage in the context of current economic climate.

It was planned that a post-implementation analysis of the current car parking charges would have been undertaken in early 2012. Carrying out the analysis now means that behaviour patterns are still in a state of flux and there is not a significant timeline of post-implementation evidence available. Given this, the report utilises the best available evidence and, where necessary, highlights concerns with its robustness and/or relevance.

The evidence used in the report includes the following:

- National and local economic data
- Retail trends data
- Research and studies showing the relationship between parking and market towns
- Car park usage and income data
- Evidence from other authorities
- Other strategies and plans.

The key conclusions are that:

- (i) The findings of wider research are that it is what a town or City has to offer is the primary factor affecting economic health and not parking charges.
- (ii) Parking ticket sales were already in decline before the introduction of the new parking charges in April 2011. Neighbouring local authorities are also reporting a decline in car park usage and/or an income shortfall.
- (iii) A large number of local authorities have either brought in increased parking charges or are considering such a move. A few have reduced their charges with limited and mixed results.
- (iv) National economic evidence shows that Britain is currently suffering from a period of slow growth, low consumer confidence and squeezed household disposable incomes. The rise of out-of-town shopping centres, large chain stores, supermarkets and the internet have also significantly impacted on the UK's high street.
- (v) There are signs that some of Wiltshire's towns are bucking the national trend.
- (vi) Parking charges provide essential Council income to support other services such as local buses and, as a demand management measure, can help the

Council and its partners meet CO<sub>2</sub> and air quality targets.

Overall, it is considered that if parking charges are broadly appropriate, then the main factors affecting market towns are:

- wider economic factors (e.g. consumer confidence);
- societal trends (e.g. supermarket and internet shopping); and
- the actual offer a town makes.

The first of these factors is largely international in its origin and scope. The second is largely national. The third is local and is being addressed by the Council in the county's largest towns through the Vision programmes.

### **Proposal**

That Council:

- (i) Considers and notes the findings of the countywide analysis of the impact of the current car parking charges as presented in this report.

### **Reason for Proposal**

At its meeting on 12 July 2011, Council requested a full report on the car parking charges on a countywide basis be presented to the next meeting of Council on 8 November 2011.

**Mark Boden**  
**Corporate Director – Operations**  
**Department of Neighbourhood and Planning**



## **Countywide Analysis of the Impact of Car Parking Charges**

### **Purpose of Report**

1. For Council to consider a countywide analysis of the economic, social and environmental impacts of the current car parking charges.

### **Background**

Note – a fuller background brief is given in **Appendices 1 and 2**

2. Consultation on the draft car parking strategy was undertaken from 12 July to 3 September 2010. A variety of means were used to inform people of the consultation.
3. Feedback on the consultation findings were presented to all the Area Boards between 22 September and 23 November 2010.
4. The Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy was approved by Cabinet at its meeting on 14 December 2010. The minutes of this meeting record the receipt of two questions and 46 written submissions. Ten verbal representations were also made.
5. In accordance with the Overview and Scrutiny Procedure Rules (Part 8 of the Constitution), the Cabinet decision was called in by the Environment Select Committee. At the extraordinary meeting held on 21 December 2010, the Committee resolved:

*That it was satisfied by the response, and agreed to no further action being taken and requested that the decision-maker (Cabinet) was informed accordingly; noting that the decision would then be implemented immediately.*

6. The LTP Car Parking Strategy was formally adopted by the Council at its meeting on 22 February 2011 as part of the Wiltshire LTP 2011-2026. Three petitions relating to car parking issues in Bradford-on-Avon, Devizes and Marlborough were presented at the meeting.
7. A petition on car parking charges in Chippenham was presented to the Council meeting on 12 July 2011 where the request for this report was made.
8. At its meeting on 18 October 2011, Cabinet resolved that a number of the proposals made by Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce and Industry,

and Salisbury City Council would be considered by Council at its meeting on 8 November 2011 (see **Appendix 3**).

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

9. At the full Council meeting on 22 February 2011, Councillor John Brady (in his previous capacity as Cabinet Member for Economic Development and Strategic Planning) committed the Council to conducting a post-implementation analysis of the current car parking charges. This analysis, however, was not something that the Council would normally have undertaken only five months after the charges had been introduced. As stated by the Chief Executive in a letter to Salisbury City Centre Management, dated 16 June 2011, the review was planned to have been undertaken early next year when people's behaviour and patterns had stabilised, and when there would have been a year's economic and transport related evidence to analyse.
10. Having said this, it was always recognised that undertaking the post-implementation analysis would not have been easy given the current economic situation and the fact that parking charges is only one factor of many influencing an area's economic performance. Carrying out the analysis now, however, does mean that people's behaviour and patterns are still in a state of flux, and there is not a significant timeline of post-implementation economic and transport-related evidence available. Given this, this report utilises the best available evidence and, where necessary, highlights concerns with its robustness and/or relevance.

### **The National Economic Context**

11. The UK economy grew at an above trend rate between April and September 2010 (Q2 1.2% growth, and Q3 0.8% growth) but then suffered a fall October-December 2010. The Office for National Statistics attributed this 0.5% fall to the bad weather in December 2010. January to March 2011 saw some improvement, however, conditions for the UK economy remain challenging and recovery is slow at 0.2% and recent evidence indicates that no improvement is expected for July-September 2011.
12. In February 2011, consumer confidence reached a record low (Nationwide consumer confidence data), and recent figures from July 2011 show no considerable improvement, with confidence levels 7 points lower than in July 2010. The underlying reasons why consumer confidence has fallen are numerous; however, one of the main factors is the drop in disposable income levels. In addition, recent evidence from the British Retail Consortium notes a change in consumer habits with consumers seeking even more value and making efficiencies as the economy continues to fluctuate. This has resulted in retailers having to adapt by making more attractive value offers.

#### Disposable Income

13. The Office for National Statistics has recently stated that UK households have seen the biggest fall in disposable income for more than 30 years. ONS data for the first quarter of 2011 indicated that household spending fell by 0.6%; this is attributed to numerous factors including for example: household disposable income being squeezed by inflation outpacing rises in wages, rises

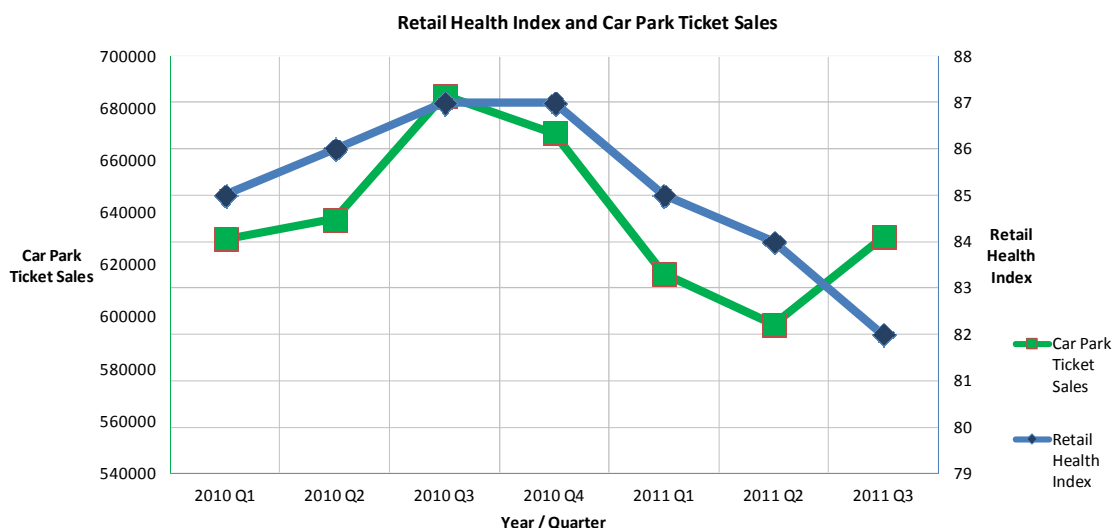
in energy prices, rises in fuel prices, problems with managing household debt, and high levels of unemployment. Selected factors are explained in greater detail below.

14. January 2011 saw VAT rise from 17.5% to 20%. Kelkoo, one of Europe's largest e-commerce websites, forecasted that the tax rise would cost each household in the country an additional £520 a year, and reduce household spending power by an average of 1.25% per annum.
15. Earlier this year, supermarket giant Morrisons stated that the rise in the price of oil and fuel duty meant that consumers were spending on average 15.8p a litre more at the pump when compared to last year. Data from The AA illustrates that the average UK price for a litre of unleaded petrol has risen from 104.4p in August 2009 to 135.7p in August 2011 (a rise of 30%).
16. Financial services firm Deloitte stated in May 2011 that UK households could face a drop of nearly £800 in disposable income over the next year. Deloitte stated that government cuts, rising inflation and soaring commodity prices are the main factors contributing to this fall.

### Retail Health

17. By the end of July 2011 the UK retail market was considered to be firmly back in recession with a strong downturn in retail health expected in between July and September 2011 (KPMG/Synovate Retail Think Tank (RTT)). The RTT measures retail health by gathering quantitative data per quarter from their members in terms of demand, margins and costs. Over the last five years, retail health has fallen from a peak in early 2007 and it expected to fall to its lowest level again in Q3 2011, a level last seen in mid 2009 when the UK was in the middle of the banking crisis. The drop in retail health from Q4 2010 to Q1 2011 correlates with the drop in Wiltshire car park ticket sales for the same period. This period was prior to the change in charging policy that came into effect in April 2011. Chart 1 below compares national retail health and like-for-like short stay car park ticket sales in Wiltshire (see paragraph 36).

Chart 1: Retail Health Index 2010-2011 (Source KPMG/Synovate Retail Think Tank) / Wiltshire Like-for-Like Short Stay Car Park Ticket Sales



18. The RTT largely attributes this decline in retail health to the softening of demand, brought about by consumers reining in spending in response to unforeseen increases in petrol prices on top of the drop in disposable incomes, as the gap between living costs and wage inflation grows.

Vacant Shops and Footfall

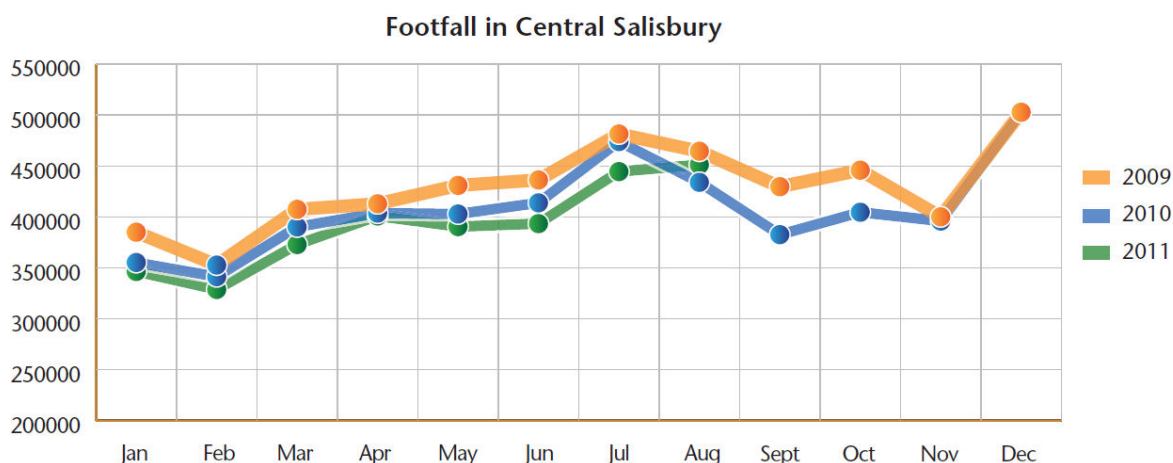
19. This drop in consumer confidence and spend is illustrated by the number of vacant shops nationally and the drop in high street footfall. A survey by the Local Data Company (LDC) in the first half of 2011 indicated that average town centre vacancy rates across the south west were 12.8%, which is 2.2% higher than Wiltshire’s average shop vacancy rate of 10.6%. LDC data for 2010 indicated that Trowbridge had the most vacant shops in Wiltshire at 16.7%, Salisbury’s vacancy rate was 10.7%, Chippenham’s stood at 10.3%, Devizes was 7.9% and Marlborough’s rate was 8%. LDC data from 2011 indicates that all of these vacancy rates, with the exception of Salisbury, have fallen, as illustrated in Table 1 below.

**Table 1 Shop Vacancy Rates Comparison 2010-2011 (Local Data Company)**

%	2010	2011	Difference
Chippenham	10.3	8.1	-2.2
Trowbridge	16.7	16.5	-0.2
Salisbury	10.7	11.9	1.2
Devizes	7.9	6.8	-1.1
Marlborough	8.0	5.8	-2.2

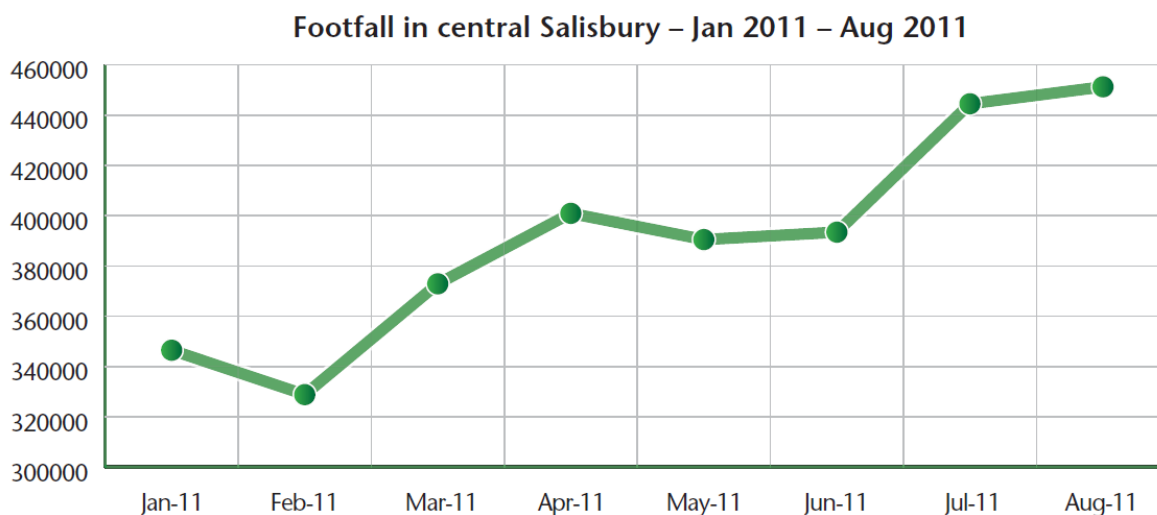
20. The British Retail Consortium has indicated that over the last 12 months high streets on average have seen a drop in footfall of 2.6%. Chart 2 below illustrates pedestrian flow figures in Central Salisbury. It can be seen that footfall is lower in 2011, which indicates further that the fall in consumer confidence is translating to pedestrian flows in the city centre.

Chart 2 – Footfall in Central Salisbury (Source: Salisbury City Centre Management)



21. Chart 3 below illustrates footfall data in Central Salisbury from January 2011–August 2011 (the new car parking charges were implemented in April 2011). The chart indicates that footfall is steadily increasing and the recent figures for August 2011 (451,298) are greater than August 2010 (434,018).

Chart 3 Footfall in Central Salisbury – Jan 2011 – Aug 2011 (Source: Salisbury City Centre Management)



22. The evidence provided illustrates that the retail sector is currently operating in a tough economic and low growth environment, with changing consumer spending patterns. These factors, combined with the threats listed below, are adversely impacting on high streets, forcing retailers to adapt in order to stimulate demand and attract consumers. Even though there is a downturn in retail health and consumer confidence, Wiltshire is faring better than other regions. With the exception of Salisbury, other settlements covered in this report now have fewer empty shops when compared with data from 2010.

#### Threats to High Street and Town Centre Shops

23. The downturn in retail performance in town centres/high streets is driven by multiple factors and its effect varies across the country. The rise of out-of-town shopping centres, large chain stores, supermarkets, and the internet have interacted to alter the retail market in the UK and divert resources away from the high street. The threats are explained in more detail below.

#### Out of Town Shopping Centres and Retail Leakage

24. Town centres and high streets are a social and economic centre for everyday life; however, this position is increasingly under threat from a number of sources. The rise of out of town shopping centres, the growth of internet retail and supermarkets has directly challenged the centrality and sustainability of the high street. With supermarkets increasingly moving into non-food goods sales, such as clothes, electrical, garden equipment, medicines, household goods, insurance etc, it is being argued that these stores are having a detrimental impact on town centres and high streets.
25. Town centres are in increasing competition with neighbouring towns and cities for limited consumer resources. The GVA Wiltshire Town Centre and Retail Study (2011) household telephone survey indicated that the county suffers

leakage in trade to competing retail centres which have a superior retail offering. Salisbury, Chippenham and Trowbridge are Wiltshire's strongest performing centres; however, a significant proportion of expenditure (25.7%) is lost to Swindon, Bath and Southampton. Bath has a superior retail offer when compared to settlements in Wiltshire; however, car parking charges are also higher (see **Appendix 4**), indicating that consumers are willing to pay higher parking charges to access a better retail offer. Shopping patterns derived from the survey enabled GVA to calculate the amount of comparison goods expenditure that each competing centre draws from Wiltshire. This indicator takes into consideration the strength of the retail offer as well as the centre's accessibility and distance from Wiltshire centres.

26. In addition, out of town shopping centres often bring together a large number of retail outlets, allowing customers to do their shopping more conveniently and are in direct competition with town centre shopping.

#### Internet Shopping

27. High Streets are also in competition with internet shopping which allows consumers to shop 'out of hours' and secure best prices. Internet sales are estimated at 8% of the country's retail sales (ONS). Although Internet sales are quiet modest, they are expected to increase gradually in the future. In 2010, consumers spent a total of £58.8 billion\*, which was 18% more than in 2009 and spending is expected to increase at the same rate this year (2011) to £69 billion\* (Interactive Media in Retail Group). (\*includes purchases related to leisure and tourism). Recent figures from IMRG for August 2011 indicate that online sales are up 14% when compared with August 2010. IMRG also state that online sales are growing at 18% per annum despite the recession, and that 37 million people in the UK currently shop online.
28. The GVA Wiltshire Town Centre and Retail Study indicated that as competition from the internet increases, town centres need to offer a quality destination where people want to spend time and gain access to facilities not available on the web.

#### **The Relationship between Car Parking and a Market Town's Competitiveness**

29. The report 'Car Parking Research' (2007), commissioned by Yorkshire Forward (the regional development agency), looked at a number of respected research and survey findings to better understand the relationship between market towns and parking. In response to the specific question "What is the critical factor in a town's competitiveness?", the report states the following:

*Providing direct causal links between parking management and economic performance is difficult, but the literature and experience shows that parking is not usually the primary factor in a town's competitiveness. People are drawn to towns, or away from them, by other factors, such as place of work and the quality of shopping facilities and public spaces.*

30. Given the above, the conclusion of this section of the report is that:

*Parking is not the primary factor affecting performance. Rather it is what the town has to offer.*

31. To help understand and manage the relationship between car parking and economic viability, the report reviewed existing evidence related to the economic impact of parking policies.

32. The report also found that “There are several attributes of parking that are important to customers, not just price” and that:

*When changes to parking restrictions, charges or enforcement are made, the evidence suggests that the primary responses to that change tend to be:*

- *an acceptance of the new arrangements (in which case people’s behaviour broadly remains unchanged);*
- *a change in parking location (people park further away from their destination in an attempt to avoid paying a charge); or*
- *a reduction in the length of stay in order to reduce parking costs.*

*Despite fears to the contrary, there is little evidence to suggest that the primary response to parking management is more extreme than this; there is no evidence that visitors use alternative destinations more.*

33. One of the other key findings of the report was that parking should form part of an overall integrated approach to transport in market towns which looks at:

- walking, cycling and public transport access;
- managing the overall demand for travel;
- traffic management; and
- road safety.

Such an approach to transport is set out in the Wiltshire Local Transport Plan 2011-2026 (see paragraph 83).

#### Improving Wiltshire’s Market Towns and their Retail Offer

34. Wiltshire Council is committed to improving market towns and their retail offer (see **Appendix 5**). This is evident in Wiltshire’s Core Strategy Consultation Document which is focussed on delivering stronger and more resilient communities. The underlying principles of the strategy seek to manage future development to ensure that communities have an appropriate balance of jobs, services and facilities and homes. One of the strategic objectives of the Core Strategy is focussed on enhancing the vitality and viability of town centres in Wiltshire. The key outcomes of this objective include:

- Appropriate retail, leisure and employment opportunities will have been located within town centres.
- Planning applications for retail development will have been determined in line with the need to safeguard town centres.
- Local outdoor markets will have been safeguarded and enhanced.
- A broadened night time economy within town centres, especially Chippenham, Salisbury and Trowbridge, which has been refocused to provide greater choice for families and tourists and respect the quality of life for residents, will have been delivered.

35. To support the delivery of these outcomes, the principle settlements of Wiltshire (Chippenham, Salisbury and Trowbridge) each have a Vision programme in place (see **Appendix 6**).

#### Car Park Data

36. Parking for retailing is dominated by short stay parking. Table 2 below shows the trend in ticket sales for on and off-street short stay parking (i.e. periods under four hours) for the period January 2010 to September 2010, and January 2011 to September 2011. It should be noted that the figures shown exclude the West Wiltshire towns (Bradford-on-Avon, Melksham, Trowbridge, Warminster and Westbury) as before July 2011 the ticket machines did not record tickets sold; subsequently, the ticket machines were upgraded but like-for-like figures are not available. The figures also exclude Salisbury as the one hour off-street parking was changed to a two hour minimum when the new charges were introduced in April 2011. Subsequently, the one hour period has been reintroduced. As a consequence, like-for-like ticket sales are not available.

**Table 2 On and Off Street Short Stay Ticket Sales – Like-For-Like Comparison**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
<b>2010</b>	188,695	203,733	237,475	200,414	213,855	223,424	242,255	217,065	225,642
<b>2011</b>	193,679	201,482	221,453	192,956	198,880	205,431	211,620	207,037	212,044

37. The table shows that ticket sales were slowing before the introduction of the new parking charges on 18 April 2011.
38. Over the whole period, like-for-like short stay ticket sales have reduced by 5.8% with the difference closing as the year progresses.
39. Table 3 below details the income received for on and off-street car parking in Wiltshire for the period January 2010 to August 2010 and January 2011 to August 2011.

**Table 3 On and Off Street Income received in Wiltshire**

£'000	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>2010</b>	400,201	518,242	528,907	407,948	482,103	458,636	565,201	510,038
<b>2011</b>	421,948	393,475	613,936	398,057	557,732	508,756	534,345	508,832
<b>Diff.</b>	21,747	-124,767	85,029	-9,891	75,629	50,120	-30,856	-1,206

40. Ticket sales and income data for each town for the period April 2010 to September 2011 (as presented to the Environment Select Committee meeting on 1 November 2011) and an associated analysis is provided in **Appendix 7**.

#### **Evidence of car park usage in other local authorities**

41. Officers have contacted a number of other local authorities regarding the impact of the economic downturn and its effect on parking:



- (i) Basingstoke and Dean Borough Council made 'minor' charging increases in 2010/11; income for that year fell by 16% and it is envisaged that income will be a further 5% down in 2011/12.
  - (ii) Test Valley Borough Council (Andover car parks) made no changes to their charges but are reporting a 'slight' downturn in usage for this year.
  - (iii) Winchester City Council reported a 'few tweaks' to their charges and are reporting a 10% downturn in usage.
  - (iv) Bournemouth Borough Council did make various changes to their charges and are reporting a decrease in usage against the previous year. They reported a 11% (£770,000) parking income shortfall in 2010/11 and are reporting further pressure and a likely shortfall in their latest budget monitoring report in financial year 2011/12.
  - (v) Bath and North East Somerset Council has identified a 4% (£450,000) parking income shortfall for 2011/12 in its latest budget monitoring report.
  - (vi) Southampton City Council and Borough of Poole Council were also contacted but have yet to respond. However, a 3.8% (£250,000 and £230,000) parking income shortfall for 2011/12 have been identified in Southampton City Council's and Poole Borough Council's latest budget monitoring reports respectively.
42. Overall, it is clear that all the above local authorities are currently suffering from a decline in car park usage and/or an income shortfall.
43. The ranges of current charges for the above authorities are shown in **Appendix 4**.

#### **Evidence of Impact of Reduced Parking Charges in other local authorities**

44. An investigation by The Sunday Telegraph last year revealed that at least 150 councils had brought in increased parking charges, or said they were considering such a move. A much smaller number of councils have recently reduced or are planning to reduce their parking charges. Given this situation, the available evidence on the overall impact of parking charge reductions is limited. Three authorities that have produced some analysis on the impact of parking charge reductions in their respective areas are Walsall Council, Swindon Borough Council and Newport City Council.
45. Walsall Council reported that offer of free parking during Christmas 2010 did not lead to significant change in car park usage. Swindon Borough Council reduced charges in three central car parks and had reports of increase in footfall and turnover from retailers. At the same time total car park usage across Swindon dropped, indicating a shift in use of car parks. In Newport, the feedback from traders on the City Council's initiative showed that only five traders reported an increase in turnover, with four attributing it to lower parking charges. Further details can be seen in **Appendix 8**.

### Car Parking Charges in the context of other policies

46. There are a number of other wider issues which should be considered in any assessment of the impact of car parking charges. These include Wiltshire's Business Plan, Community Plan, Joint Strategic Assessment, Local Development Framework, Local Transport Plan, and other Environmental Policies. The details of how the current charges support those overriding policies can be seen in **Appendix 9**.

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

47. The increases in parking charges that were introduced in April 2011 have the potential to stimulate behavioural change amongst residents from their cars to more sustainable transport methods. This action would help to reduce congestion and carbon emissions, whilst improving air quality. However, this change can only be fully achieved if viable alternatives to car usage are available to residents.
48. Section 3.45 of the Council's recent Car Parking Strategy stated that any surplus revenue from the service, once operating costs had been accounted for, could be used to fund sustainable transport projects. It is therefore important that the Council communicates to residents how it is using these funds to implement projects that are economical, reliable alternatives to private car usage.
49. Any future review of car parking pricing or budgets will need to look at the effectiveness of projects funded through surplus revenue.
50. The car parking strategy was subject to a Strategic Environmental Assessment (SEA) as part of the development of the Wiltshire Local Transport Plan 2011-2026. The SEA was subject to public consultation from 4 October to 26 November 2010. The report to Cabinet on 14 December 2010 provided details of the summary findings of the SEA.

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

51. None have been identified as arising directly from the proposal.
52. The car parking strategy was subject to an Equalities Impact Assessment (EqIA) as part of the development of the Wiltshire Local Transport Plan 2011-2026. The EqIA was subject to public consultation from 4 October to 26 November 2010. The report to Cabinet on 14 December 2010 provided details of the summary findings of the EqIA.

### **Risk Assessment**

53. None have been identified as arising directly from the proposal.

### **Financial Implications**

54. Any shortfall in car parking income will be reported in the revenue budget monitoring report.

## **Legal Implications**

55. None have been identified as arising directly from the proposal.

## **Options Considered**

56. As set out in paragraph 10, this report has been based on the best evidence available at this time.

**Mark Boden**  
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**Department of Neighbourhood and Planning**

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September 2011

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

None

## **Appendices:**

Appendix 1 - Background Briefing and Main Considerations for the Council

Appendix 2 - Criteria for Spatial Bands

Appendix 3 - Responses to Salisbury Proposals

Annex A – Proposals from Salisbury City Council 26 July

Annex B - Proposals from Salisbury City Centre Management 11 July

Annex C - Additional Letter from Salisbury City Centre Management and others 26 September

Annex D - The Sunday Usage Figures

Appendix 4 - Range of Parking Charges in Neighbouring Authorities

Appendix 5 - Wiltshire Council – Supporting Settlement Regeneration Activities

Appendix 6 - Visions

Appendix 7 - Analysis of Ticket Sales by Community

Annex A - Car Park Ticket Sales by Town (Apr 10 – Sept 11)

Annex B - Car Park Income in West Wiltshire Towns (Apr 10 – Sep 11)

Annex C - Detailed Car Park Ticket Sales and Income by Town (Apr 10 – Sep 11)

Appendix 8 - Reduced Parking Charges in Other Local Authorities

Appendix 9 - Car Parking Charges in the Context of Other Policies

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**Background Briefing and Main Considerations for the Council**

1. A report on the proposed approach to reviewing the Wiltshire Local Transport Plan (LTP) Car Parking Strategy was presented to the Environment Select Committee on 12 January 2010. In response to the proposal to allow Area Boards to set parking charges (within defined limits), the Committee:
  2. *...felt that area boards should be used for consultation purposes only as it was felt inappropriate for area boards to have full responsibility for parking charges within their respective areas.*
3. The Council commissioned its term consultants, Mouchel, to undertake the review of the car parking strategy in January 2010. Mouchel's final reports were issued to the Council at the beginning of July 2010.
4. Consultation on the draft car parking strategy was then undertaken from 12 July to 3 September 2010. A variety of means were used to inform people of the consultation.
5. Feedback on the consultation findings were presented to all the Area Boards between 22 September and 23 November 2010.
6. The Environment Select Committee considered the car parking strategy at its meeting on 2 November 2010 where Members resolved:
  - a. *To congratulate the Cabinet Member on the work undertaken and note the update provided and request that the comments made are taken into consideration by the Cabinet Member prior to the final report's submission to Cabinet.*
7. Following the Environment Select Committee meeting, a minority report was received on 18 November 2010. The response to this report was issued on 13 December 2010.
8. The Wiltshire Local Transport Plan 2011-2026 – Car Parking Strategy was approved by Cabinet at its meeting on 14 December 2010. The minutes of this meeting record the receipt of two questions and 46 written submissions. Ten verbal representations were also made.
9. The following off-street (Monday-Saturday) car parking charges were agreed by Cabinet:

**Table 1: Off-street car parking charges (Monday-Saturday)**

Band	Stay	<1hr	<2hrs	<3hrs	<4hrs	<5hrs	<8hrs	All day
1	Short	-	£2.20	£4.20	-	-	-	-
1	Long	-	£2.20	£4.00	£4.60	£5.50	£7.40	£7.40
2	Short	£1.10	£1.50	£3.20	-	-	-	-
2	Long	£0.90	£1.30	£2.60	£3.10	£4.20	£5.40	£5.90
3	Short	£0.40	£1.20	£2.10	-	-	-	-
3	Long	£0.30	£1.10	£2.00	£2.40	£3.20	£5.20	£5.60
4	Short	£0.30	£1.10	£2.00	-	-	-	-
4	Long	£0.20	£1.10	£1.90	£2.30	£2.90	£4.80	£5.20

10. The Sunday parking charge in Salisbury was set at a flat rate of £1.70.
11. In accordance with the Overview and Scrutiny Procedure Rules (Part 8 of the Constitution), the Cabinet decision was called in by the Environment Select Committee. At the extraordinary meeting held on 21 December 2010, the Committee resolved:

*That it was satisfied by the response, and agreed to no further action being taken and requested that the decision-maker (Cabinet) was informed accordingly; noting that the decision would then be implemented immediately.*
12. On 3 February 2011, the Cabinet Member for Highways and Transport approved the report 'Season Ticket and Permit Options and Costs' (reference HT-003-11).
13. Following Cabinet's decision and the above Cabinet Member decision, the required amendments to the Traffic Regulation Orders (TROs) were advertised in accordance with the processes set out in the Road Traffic Regulation Act 1984. Consultation on the amended TROs was undertaken between 27 January and 21 February 2011.
14. The LTP Car Parking Strategy was formally adopted by the Council at its meeting on 22 February 2011 as part of the Wiltshire LTP 2011-2026. Three petitions relating to car parking issues in Bradford-on-Avon, Devizes and Marlborough were presented at the meeting.
15. Following Cabinet Member approval of the report 'Off-Street Traffic Regulation Orders for Wiltshire' (reference HT-006-11) on 11 March 2011, the revised car parking charges were introduced on 18 April 2011.
16. A petition on car parking charges in Chippenham was presented to the Council meeting on 12 July 2011 where the request for this report was made.
17. In response to an expressed public desire, Cabinet agreed on 19 August 2011 to the reintroduction of the one hour charge (at £1.50) and variation of the two hour charge (to £2.50) in Salisbury from 19 September 2011.

18. At its meeting on 6 September 2011, the Environment Select Committee made the following resolution in relation to the agenda item on car parking charges:

*That the Committee consider Car Parking Charges as a full item on the agenda of the next meeting, with the understanding that a suitable report will be circulated in advance of the meeting, to provide details on the following:*

- *Full details of the estimated shortfall in parking revenue, with a countywide total and an area-by-area breakdown, and showing a comparison with the revenues prior to the changes to the car parking charges.*
- *The wider economic context, using data from statistical neighbours if possible.*
- *Effects on Traders to be made clear, and differentiated from the effects of the recession.*
- *Detail on the nature and extent of the link between revenue from car parking and the provision of bus services / subsidies.*

19. The Chippenham Area Board discussed car parking charges and town centre viability at its meeting on 12 September 2011 following the presentation of a petition to the Area Board at its meeting on 4 July 2011 and the Council at its meeting on 14 July 2011. The following resolutions were made:

- (i) *That the cost of the first hour's parking in Chippenham town centre car parks be reduced back towards 50 pence.*
- (ii) *That Wiltshire Council moves towards separating car parking charges and the subsidising of public transport in next year's budget.*

## **Main Considerations for the Council**

### Introduction

20. At the full Council meeting on 22 February 2011, Councillor John Brady (in his previous capacity as Cabinet Member for Economic Development and Strategic Planning) committed the Council to conducting a post-implementation analysis of the current car parking charges. This analysis, however, was not something that the Council would have undertaken only five months after the charges had been introduced. As stated by the Chief Executive in a letter to Salisbury City Centre Management, dated 16 June 2011, the review was planned to have been undertaken early next year when people's behaviour and patterns had stabilised, and when there would have been a year's economic and transport-related evidence to analyse.
21. Having said this, it was always recognised that undertaking the post-implementation analysis would not have been easy given the current economic situation and the fact that parking charges is only one factor of many influencing an area's economic performance. Carrying out the analysis now, however, does mean that people's behaviour and patterns are still in a state of flux, and there is not a significant timeline of post-implementation economic and transport-related evidence available. Given this, this report

utilises the best available evidence and, where necessary, highlights concerns with its robustness and/or relevance.

22. Before setting out the available evidence, a summary of the basis for the banding of Wiltshire's towns and current charges is provided as way of context.

### Banding

23. Banding seeks to establish a balance between acknowledging the range of economic, social and environmental differences between towns with the need to develop a more consistent approach to parking policy, management and operations throughout Wiltshire. The towns were banded into one of four spatial bands based on the following (also see **Appendix 2**):
  - (i) The hierarchy in the emerging Wiltshire Core Strategy (which considers the role and function of towns, and their level of facilities and services).
  - (ii) Population levels.
  - (iii) The availability of sustainable transport alternatives.
  - (iv) Operational parking issues.
24. Banding also reduces the ability of towns to compete with each other over car parking charges (e.g. by competing on offering the lowest parking charge rather than, for instance, on offering the best retail offer). The concept of spatial banding was supported by the majority of respondents (58.7%) to the consultation on the car parking strategy review.

### Basis of Current Charges

25. In undertaking their review of the car parking strategy, the Council's consultants, Mouchel, found that parking charges in Wiltshire were generally significantly lower than in surrounding areas and key competitor towns. Mouchel also found that, as a result of having four former district councils, there were significant differences in parking charges across Wiltshire.
26. Based on the above analysis, three options for parking charges (Monday–Saturday) were proposed as part of the consultation on the car parking strategy: 'conventional' (lowest charges), 'balanced' and 'radical' (highest charges).
27. In the end, a 'preferred' option based on a weighting of the consultation responses was proposed in the report to Cabinet on 14 December 2010. These charges were subsequently increased by a further 10% by Cabinet in order to help support local bus services under threat from the combined effect of reductions in Council funding and changes in the concessionary fares reimbursement process and Bus Service Operators Grant. In addition, Cabinet agreed that any surplus parking revenue would be hypothecated to offer further support for sustainable transport measures such as local bus services.



28. In recognition of a strong consultation response, Sunday parking charges were not universally introduced and only retained in Salisbury at a flat rate of £1.70.
29. At the same time, the following opportunities were offered to Band 3 and 4 towns:
  - In Band 3 towns, to 'buy back' a small proportion of short-stay spaces from Wiltshire Council to offer as free parking spaces.
  - In Band 4 towns, to take over the management of local public car parks and associated costs as an alternative to parking charges being set by Wiltshire Council.
30. While all the Band 4 town councils took up their respective opportunity, none of the Band 3 town councils took up the 'buy back' option at the rate of £500 plus VAT per space per year.
31. Based on the strong support and comments made through the car parking strategy consultation, the Council launched a new season ticket scheme earlier this year. This scheme aims to make it easier and cheaper to park for people who frequently use the Council's car parks. In particular, businesses can purchase season tickets which, because they are not vehicle specific, can be used by any employee or volunteer so reducing their parking costs.

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## Criteria for Spatial Bands

### Band 1 - Salisbury:

- Identified in the South Wiltshire Core Strategy consultation document (July 2009) as the primary service, economic and cultural centre, and the focal point for the majority of new development in south Wiltshire.
- Population - 44,688.
- Highest provision of sustainable transport options in Wiltshire e.g. five P&R sites, several Key Bus Route Network (KBRN) services, railway station. Also has an operating Intelligent Transport System which includes car park variable message signing and urban traffic control.
- Significant numbers of residents living within a resident parking zone reducing available on-street public parking
- High numbers of on street restrictions
- Public car parking available in large numbers

### Band 2 - Chippenham and Trowbridge:

- Identified in the Wiltshire Core Strategy consultation document (October 2009) as strategically significant towns which act as employment, service and administrative centres for their local areas
- Chippenham population - 34,820; Trowbridge population - 37,200
- Relatively good level of sustainable transport provision, e.g. several KBRN services, railway station.
- High numbers of on street restrictions requiring enforcement
- Public car parking available to satisfy demand in all but the peak times

### Band 3 - Market Towns (Amesbury, Bradford-on-Avon, Calne, Corsham, Devizes, Durrington, Malmesbury, Marlborough, Melksham, Tidworth, Warminster, Westbury and Wootton Bassett):

- Identified in Wiltshire Core Strategy and South Wiltshire Core Strategy consultation documents as second tier towns acting as service centres for their local areas.
- Population between 5,560 (Malmesbury) and 19,520 (Melksham).
- Generally adequate or better level of sustainable transport provision given settlement type (i.e. small market town) - e.g. several KBRN services, railway station (Bradford-on-Avon, Melksham, Warminster and Westbury).
- Public car parking available but in restricted numbers.
- Less demand on the facilities due to lack of restrictions on street.

### Band 4 - Small Towns and Villages

- Identified in Wiltshire Core Strategy and South Wiltshire Core Strategy consultation documents as second tier towns (Downton, Ludgershall, Mere, Tisbury, Wilton), third tier towns (e.g. Box, Cricklade and Pewsey) or below.
- Population below 5,000.
- Variable level of sustainable transport provision (poor to adequate) - e.g. Mere and Tisbury have a railway station but are not on the KBRN.
- Small amounts of public car parking available.
- Less demand on the facilities due to lack of restrictions on street.

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### Responses to Salisbury Proposals

At the Cabinet meeting held on Tuesday, 18 October 2011 the following agenda items were discussed:

#### **Agenda item 8**

**Response to proposals from Salisbury City Council presented to Wiltshire Council 26 July 2011. These proposals are shown at Annex A.**

Recommendations were put and agreed for proposals 3 and 4. Proposal 1 concerning the one hour charge had been resolved by Cabinet on 19 August 2011. Proposals 2 and 5 were deferred to Council and are covered in this report.

#### **Agenda item 9**

**Response to proposals from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry presented to Wiltshire Council 11 July 2011. These proposals are shown at Annex B. An additional letter from these bodies dated 26 September was also discussed. This is shown at Annex C.**

Recommendations were put and agreed for proposals 1(b), 4, 5, 6, 7(a), 7(b), 8 & 9. Proposals 1(a), 1(c), 2, 3 were deferred to Council and are covered in this report. There is duplication of the relevant proposals in the letter of 26 September 2011, therefore this report refers to those in the letter dated 11 July 2011.

#### **Preamble**

In the letter dated 26th September the following comparisons are made of charges in Salisbury and neighbouring Towns and Cities.

	<b>1 hour</b>	<b>2 hours</b>	<b>3 hours</b>	<b>4 hours</b>	<b>5 hours</b>	<b>All day</b>
Basingstoke	£0.90	£1.50	£2.00	£2.60	£3.30	£5.20
Bournemouth	£0.50	£1.00	£2.00	£3.50	£5.00	£8.00
Southampton (Marlands)	£1.00	£2.00	£2.50	£3.00	£3.50	£5.00
Salisbury	£1.50	£2.50	£4.00	£4.60	£5.50	£7.40
Basingstoke Festival Place	£1.00	£2.00	£2.80	£3.40	£4.50	£15.00
Bournemouth BIC	£1.50	£2.50	£4.00	£6.00	£7.00	£12.50
Southampton West Quay	£2.00	£2.00	£3.00	£4.00	£5.50	£8.00

The following comments apply:

- Southampton – While the charges of the largest public (Marlands multi-storey – 837 spaces) and private (West Quay multi-storey – 2,500 spaces) car parks have been shown in Table 1, the charges in the majority of the other car parks in Southampton are higher. For instance, the 1 and 2 hour charges in the majority of the City Council’s short-stay car parks are £1.40 and £2.80 respectively, and the parking charges in the majority of the City Council’s long-stay car parks (14 car parks with some 3,000 spaces) are as follows:

<1hr	<2hrs	<3hrs	<4hrs	<5hrs	<6hrs	<7hrs	<10hrs
£1.20	£2.40	£3.30	£4.20	£5.00	£6.80	£7.30	£8.00

The charges in the West Quay Podium car park (1,500 spaces) are as follows:

<1hr	<2hrs	<3hrs	<4hrs	<5hrs	<6hrs	<7hrs	<10hrs
-	£2.40	£3.50	£4.20	£5.50	£8.50	£11.00	£14.00

In West Quay car park the charges on Sundays are the same as weekdays and there are charges for evening parking. This is not the case in Salisbury. Finally there is no network of P&R sites in Southampton but there are 8 AQMA's (Air Quality Management Areas).

- Bournemouth – One of the key issues set out in the ‘Bournemouth Community Strategy’ and ‘Bournemouth, Poole and Dorset LTP3’ is high and increasing traffic congestion in urban areas. The LTP3 highlights that parking policies will be required to address this congestion problem and also carbon emissions, air pollution and general quality of life issues. The LTP3 also states that parking charges will need to be integrated with any forthcoming P&R sites. Currently, Bournemouth has only one single road AQMA and no network of P&R sites.
- Basingstoke is not a key tourist destination and does not have any AQMA’s or a network of P&R sites.

While the general argument remains that Southampton, Bournemouth and Basingstoke have better retail offers than Salisbury the Javelin Venue Score for 2010 shows that Salisbury has a slightly better retail offer than Basingstoke and Bournemouth.

### **Response to deferred proposals from Salisbury City Council**

Proposals 2 and 5 were deferred to Council, the proposals and responses are:

#### **Proposal 2**

SCC wishes to see the re-introduction of the one hour parking charge at a rate of £1.20 without delay

### **Response**

Cabinet, at its extraordinary cabinet meeting on the 19 August 2011, approved the reintroduction of the one hour off-street charge at £1.50 and adjusted the two hour charge to £2.50 through a variation to the existing 'The County of Wiltshire (Southern Wiltshire) (Off-Street Parking Places) Order 2011'.

### **Proposal 5**

That parking charges be a flat rate of £1 when the park and ride sites are closed (Sundays and Bank Holidays)

### **Response**

The Sunday usage figures shown at Annex D show that the previous reduction in Sunday charges from £2.00 to £1.50 in July 2010 made virtually no change in usage. Therefore the change to a flat rate of £1.00 would have little or no effect.

Although the ticket machines can be programmed to have different charges on Sundays they cannot be programmed in advance for each Bank Holiday. Changing the machines manually for each Bank Holiday would be difficult and expensive. However we will continue to investigate this matter further.

### **Response to deferred proposals from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry**

Proposals 1(a), 1(c), 2 and 3 were deferred to Council, the proposals and responses are:

#### **Proposal 1(a)**

Introduce a one hour stay at a charge of £1.20.

#### **Response**

Cabinet, at its extraordinary cabinet meeting on the 19 August 2011, approved the reintroduction of the one hour off-street charge at £1.50 and adjusted the two hour charge to £2.50 through a variation to the existing 'The County of Wiltshire (Southern Wiltshire) (Off-Street Parking Places) Order 2011'.

#### **Proposal 1(c)**

Reduce charges for the two and three hour time bands.

#### **Response**

In the letter to Andrew Kerr dated 24 May 2011, Salisbury City Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry were in agreement with the current charges. No reason is given for this proposal made only six weeks later.

For stays of up to three hours, people have a choice when going to Salisbury. They can either drive to a car park in the centre and pay £4.00/£4.20 or use the Park & Ride service and pay £2.50 or £3.50 for a group. While the former is more convenient (but only by about 7 minutes each way) it can increase city centre congestion and add to air pollution levels.

## **Proposal 2**

Long –stay parking - reduce charges for four, five and all day parking.

### **Response**

The strategy for Salisbury has always been to price the long stay charges in the city centre at a level that encourages the use of Park & Ride. Changing these charges to those suggested in the proposal would undermine this strategy and result in an increase in cars in the city centre with the resultant increased congestion and increased air pollution levels.

Again, in the letter to Andrew Kerr dated 24 May 2011, Salisbury City Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry were in agreement with the current charges. No reason is given for this proposal made only six weeks later.

## **Proposal 3**

Introduce a flat rate parking charge of £1.00 when the Park & Ride service is not operating, i.e. on Sunday's and Bank Holidays.

### **Response**

The Sunday usage figures shown at Annex D show that the previous reduction in Sunday charges from £2.00 to £1.50 in July 2010 made virtually no change in usage. Therefore the change to a flat rate of £1.00 would have little no effect.

Although the ticket machines can be programmed to have different charges on Sundays they cannot be programmed in advance for each Bank Holiday. Changing the machines manually for each Bank Holiday would be difficult and expensive. However, we shall continue to investigate this matter further.

### **Annex A**

Proposals from Salisbury City Council presented to Wiltshire Council 26 July 2011.

### **Annex B**

Proposals from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry presented to Wiltshire Council 11 July 2011.

### **Annex C**

An additional letter from Salisbury City Centre Management, the Federation of Small Businesses and Salisbury and District Chamber of Commerce and Industry presented to Wiltshire Council 26 September 2011.

### **Annex D**

The Sunday usage figures.



Wiltshire Council  
Planning and Transportation Dept  
County Hall  
Bythesea Road  
Trowbridge  
BA14 8JD

29 June 2011

Our Ref: RW / doc 32271

Dear Sirs

**Re: Parking Charges in Salisbury**

At the Salisbury City Council Full Council meeting on 6 June, a considerable discussion was had in respect of the recent changes to the parking fee structure in the car parks in Salisbury. May I apologise for not getting this response to you sooner. The following were the issues agreed and which we would like you to consider:

1. SCC does not support Wiltshire Council's current car park charging policy in respect of the 2 hour minimum charge
2. SCC wishes to see the re-introduction of the 1 hour parking charge at a rate of £1.20 without delay
3. SCC requests that Officers should open a discussion with Wiltshire Council to get the currently imposed car park charging covenant lifted as it applies to the two SCC owned car parks at Lush House and Southampton Road
4. That Wiltshire Council should consider running the Park and Ride service from 6:00 am to 8:00pm to attract more employees going to / from work
5. That parking charges be a flat rate of £1 when the park and ride sites are closed (primarily Sundays and Bank Holidays)

The Members were very strong in their feeling to see these changes implemented due to the adverse impact the new arrangements are having on the commercial viability of the City. In particular we would appreciate if you could look to achieve the outcome requested at point 3 above as a matter of some urgency. To that end could you forward to me an Officer name to liaise with at the Wiltshire Council end?

In the meantime should you require any further information please do not hesitate to contact me.

Yours faithfully

Reg Williams  
City Clerk

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**From:** Salisbury City Centre Management Ltd  
Federation of Small Businesses, Salisbury  
Salisbury and District Chamber of Commerce & Industry

**To:** Councillor Richard Tonge, Cabinet Member for Highways & Transport, Wiltshire Council

**Subject:** City of Salisbury parking charges

**Date:** 11 July 2011

### **Introduction**

This paper was prepared following a Salisbury City Centre Management members meeting on 28 June 2011 and in response to a meeting held with Councillor Richard Tonge, Allan Creedy and Richard Mortimer on 8 July 2011. It contains a set of proposals for a revised parking regime in Salisbury.

In submitting these proposals we have listened to the views of our members and of the wider business community in Salisbury. Representations have also been considered from Land Securities, the Business Through Referrals group and from the city's business community through a survey carried out in early July. In preparing this paper we were also conscious of the high level of dissatisfaction among residents and shoppers with the current charging regime as reported in the media over the past two months. We were also, of course, aware of the 7,000 signature petition collected by the Salisbury Journal, Spire FM and shoppers in the Maltings Shopping Centre which was presented to Wiltshire Council on 8 July 2011.

This report and its proposals have the fundamental support of Salisbury City Council. For details of the City Council's formal response to the current parking charges reference should be made to the Resolution passed by the Full Council on 6 June 2011.

### **Background**

In common with most of the country's 'High Streets' Salisbury's businesses, and in particular its retail and associated sectors, are being badly affected by the widely reported downturn in consumer spending caused by the continuing recession. Footfall in Salisbury city centre has fallen in 27 out of the last 30 months with the figure for the first six months of 2011 being 20% down on the same period just three years ago.

Businesses are now feeling the impact of fewer people spending even less money and this has been particularly evident since the introduction of the current parking charges. Prior to this it had appeared that Salisbury was largely bucking the national trend, with businesses reporting that trade was steady; some were even reporting a slight increase in turnover in the first three months of 2011 compared to last year. Since May, however, this situation has changed dramatically. Businesses are now reporting a drop in trade of anything from 5 – 20% which they attribute directly to the high parking charges in Salisbury compared to the charges in the city's competitors. The increase of a minimum two hour stay at £2.20 in Salisbury is considered to have been particularly damaging. The cost of parking in Salisbury and its main competitors is shown in Table 1.

**Table 1**

	Cost of Parking					
	1 hr	2 hrs	3 hrs	4 hrs	5 hrs	All day
Basingstoke	£0.90	£1.50	£2.00	£2.60	£3.30	£5.20
Bournemouth	£0.50	£1.00	£2.00	£3.50	£5.00	£8.00
Southampton	£1.20	£2.40	£3.30	£4.20	£5.00	£8.00
<b>Salisbury</b>	<b>£2.20</b>	<b>£2.20</b>	<b>£4.00</b>	<b>£4.60</b>	<b>£5.50</b>	<b>£7.40</b>
Basingstoke Festival Place	£1.00	£2.00	£2.80	£3.40	£4.50	£15.00
Bournemouth BIC	£1.50	£2.50	£4.00	£6.00	£7.00	£12.50
Southampton West Quay	£2.00	£2.00	£3.00	£4.00	£5.50	£8.00

Table 1 shows that parking in Salisbury is more expensive across four of the six timebands, with the biggest discrepancy being the charge for one hour which costs just £0.90 in Basingstoke, as little as £0.50 in Bournemouth and £1.20 in Southampton. Even in Southampton West Quay which attracts a premium the cost is less than the £2.20 charged in Salisbury due to the minimum two hour charge. Shoppers' surveys show Southampton to be Salisbury's biggest competitor, i.e. of the people that could shop in Salisbury but don't the majority go to Southampton.

Parking charges are just one of the factors that people consider, consciously or sub-consciously, when deciding to visit a particular place to shop. Other factors include the length of journey, ease of access and parking, quality and variety of cafes, pubs and restaurants, experience last time or recommendation, and the general environment. But the most important factor is the variety and quality of the retail offer.

There are a number of organisations in the UK providing widely respected retail rankings for the country's principal areas. All of them show Salisbury to be ranked significantly lower than the city's main retail competitor, Southampton. Experian, for example, rank Salisbury as 168 in the country whereas Southampton is 13. Basingstoke and Bournemouth, Salisbury's other retail competitors are 116 and 106 respectively (2007 figures). Javelin VenueScore rankings for 2010 show Salisbury at 59, Basingstoke 63, Bournemouth 62 and Southampton 14.

### **Equity in Parking Charges**

It is, as shown, more expensive to park in Salisbury than in the city's main competitor, Southampton and yet Southampton is considered to be far more attractive than Salisbury in retail terms. It is also more expensive to park in Salisbury than in Basingstoke or Bournemouth although both towns have a superior retail offer. This is clearly an unsustainable situation; some would say a recipe for disaster.

Elsewhere in Wiltshire the situation is very different. The cost of parking in Trowbridge and Chippenham is significantly lower than it is Bath, their principal retail competitor. The cost of parking in Trowbridge, Chippenham and Bath is shown in Table 2.

**Table 2**

	<b>Cost of Parking</b>				
	<b>1 Hour</b>	<b>2 Hours</b>	<b>3 Hours</b>	<b>4 Hours</b>	<b>All Day</b>
Bath (Broad Street short-stay / Charlotte Street long-stay)	£1.60	£3.10	£4.30	£5.40	£8.50
<b>Trowbridge / Chippenham (short-stay / long-stay)</b>	<b>£1.10</b>	<b>£1.30 / £1.50</b>	<b>£2.60 / £3.20</b>	<b>£3.10</b>	<b>£5.90</b>

There is recent local evidence which suggests that the link between parking charges and footfall is far more significant than some people think. Last year Swindon Borough Council cut the cost of parking in the town centre and it is now possible to park for four hours for just £2.00. The result of this has been an increase of 286,000 in visitors to the Brunel Shopping Centre in the first six months of 2011.

### **Wiltshire Council Economic Development & Regeneration Service**

Two of the fundamental principles of Wiltshire Council's economic development and regeneration service are:

- *'to work to sustain and develop a competitive economy for south Wiltshire, and a high quality of life for its residents';* and
- *'to develop the district's economy by encouraging new investment and supporting existing business'.*

The current parking charges are counter-productive to both of these principles.

### **Summary of Critical Factors**

1. Footfall is falling
2. Direct competitor towns and cities have much lower parking charges
3. Parking charges within Wiltshire are not equitable
4. Salisbury's retail and consumer offer needs to be greatly improved to bring it closer to its main competitors (to be addressed in the long-term by the Salisbury Vision)
5. Negative publicity (which was needed to achieve action) needs to be urgently counteracted by some immediate positive action and publicity
6. The proposals are strongly supported by the city's principal business organisations representing approximately 1,000 local businesses
7. National and local economic factors need to be compensated for

### **Proposals**

These are exceptional times. We have a retail environment that could not have been anticipated just a year ago and Salisbury's businesses - its shops, cafes, pubs and restaurants - need urgent help and support. We believe that these exceptional times demand exceptional action.

Parking charges are not the single most important factor affecting retail but they are, as clearly shown an important factor. They are also a key psychological factor for consumers and retailers alike. We believe that the current parking charge regime is making a bad situation worse. Many people now consider that parking in Salisbury is too expensive and there is evidence to show that the high parking charges coupled to the retail offer is making Salisbury a much less attractive place to visit than Southampton, Bournemouth and Basingstoke.

We believe that a one hour parking charge needs to be re-introduced as a priority and that the city's parking charges generally need to be significantly reduced. We, therefore, request that Wiltshire Council implement the nine parking proposals shown on pages 4-5.

Each of these proposals is considered important and their full implementation is, we believe, essential if Salisbury is to compete on a 'level playing field' with its major competitors, Southampton, Bournemouth and Basingstoke. The implementation of proposals 1 and 2 are particularly important; they will go some way to reducing (not removing) the parking charge inequity that currently exists in Wiltshire, i.e. parking charges in Trowbridge and Chippenham are around 41% *less* than the charges in their main retail competitor, Bath whereas parking charges in Salisbury are around 18% *more* than the charges in its main retail competitor, Southampton.

### **Proposal 1: Short-stay parking**

- a) Introduce a one hour stay at a charge of £1.20;
- b) Introduce a five hour stay in the Brown Street short stay car park. This is particularly important for the hotels and other accommodation providers in the city centre some of which are reporting lost business, including the lucrative conference market, due to a lack of nearby long-stay car parking; and
- c) Reduce charges for two and three hour timebands.

#### *Proposed short-stay parking charges:*

1 hour	£1.20	
2 hours	£2.00	
3 hour	£3.00	
5 hours	£4.00	Brown Street car park only

### **Proposal 2: Long-stay parking**

- a) Reduce charges for four hour, five hour and all-day parking.

#### *Proposed long-stay parking charges*

4 hours	£4.00
5 hours	£5.00
All day	£6.00

#### Note:

We acknowledge that when the city has a park & ride service which meets the needs of people working in the city (see proposal 4) the cost of all-day parking in city centre car parks can be increased.

### **Proposal 3: Parking charges on Sunday's and Bank Holidays**

- a) Introduce a flat rate parking charge of £1.00 when the park & ride service is not operating, i.e. on Sunday's and Bank Holidays

### **Proposal 4: Park & Ride**

- a) With immediate effect extend the operating hours of the park & ride service from 6.00 am to 8.00 pm to make the service more attractive to city workers;
- b) Promote the new extended service to the city's businesses;
- c) Simplify the charges; and
- d) Introduce some concessions will for a trial period as a means of countering the adverse publicity generated over the past few months (Salisbury City Centre Management, Salisbury and District Chamber of Commerce & Industry, Federation of Small Businesses and Salisbury City Council will submit some ideas for consideration).

### **Proposal 5: Christmas and New Year parking**

- a) That Wiltshire Council enter into discussions with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce & Industry, and Salisbury City Council to agree special concessions for city centre car parks and the park & ride service for the 2011 Christmas and New Year sales period.

### **Proposal 6: Pay-on Exit**

- a) That the Culver Street car park is converted to a pay-on-exit system as soon as possible and that in the longer term the Council similarly converts the city's other car parks.

### **Proposal 7: Future parking charges and arrangements**

- a) That Wiltshire Council meet with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce & Industry, and Salisbury City Council to discuss any future changes to parking charges or arrangements at an early stage, i.e. before any decisions are taken; and
- b) That until Salisbury's retail offer has been significantly improved (i.e. with the completion of the Maltings and central car redevelopment) the presumption shall be that the cost of parking in Salisbury will be less than it is in Bournemouth and Southampton.

### **Proposal 8: Promotion of Salisbury**

- a) That Wiltshire Council implement a marketing campaign aimed at overturning any negative perceptions of Salisbury that may have been gained as a result of the current parking charges; this campaign to be designed to promote Salisbury as *the* place to shop for people living within a 40 minute drive-time of the city. This campaign will also counter competitive local advertising in Salisbury which we understand is planned by Bournemouth and Southampton.

### **Proposal 9: Wiltshire Council staff parking**

- a) That Council staff currently using the Salt Lane car park be instructed to use the Culver Street car park instead; thus freeing up valuable short-stay spaces in a small central car park for paying customers.

**Implementation schedule**

The combination of a still deteriorating economic climate and high parking charges is, as has been shown, having a severe impact on the city's businesses. Indeed some businesses are telling us that they have only weeks to survive if the conditions described continue. The proposals submitted, particularly proposals 1 and 2, therefore need to be implemented immediately if businesses are to ride the economic storm that is currently hitting the city.

The council has estimated that re-introducing a one hour parking charge will take a minimum of 24 weeks and that reducing the existing parking charges will take a minimum of 16 weeks. Both of these periods include 10 weeks for the council process and initial consultation. This is far too long for the city's businesses.

We fully understand that there are statutory periods which largely dictate this timescale. We also understand that the Council is concerned that it could be vulnerable to a legal challenge if it does not follow its prescribed process. As stated earlier, however, these are exceptional times and they require exceptional action. We urge the council most strongly to do everything it can to significantly speed this process up.





**Submission to Wiltshire Council Cabinet  
From, Salisbury City Centre Management,  
Salisbury District Chamber of Commerce & Industry,  
Federation of Small Businesses**

**Subject:** Review of the council's parking strategy including parking charges

**Date:** 26 September 2011

In common with most of the country's 'High Streets', Salisbury's businesses, and in particular its retail and associated sectors, are being badly affected by the widely reported downturn in consumer spending caused by the continuing recession. Footfall in Salisbury city centre has fallen in 28 out of the last 32 months with the figure for the first eight months of 2011 being 11% down on the same period just three years ago.

Businesses are now feeling the impact of fewer people spending even less money and this has been particularly evident since the introduction of the higher parking charges in April/May 2011. Since May businesses are reporting a drop in trade of anything from 5 – 20% which they attribute directly to the high parking charges in Salisbury compared to the charges in the city's competitors. The increase of a minimum two hour stay at £2.20 in Salisbury, until its abolition in late September, is considered to have been particularly damaging. The cost of parking in Salisbury and its main competitors is given in Table 1 which clearly shows that Salisbury is more expensive across all six timebands compared to Southampton.

**Table 1**

	<b>Cost of Parking</b>					
	<b>1 hr</b>	<b>2 hrs</b>	<b>3 hrs</b>	<b>4 hrs</b>	<b>5 hrs</b>	<b>All day</b>
Basingstoke	£0.90	£1.50	£2.00	£2.60	£3.30	£5.20
Bournemouth	£0.50	£1.00	£2.00	£3.50	£5.00	£8.00
Southampton	£1.00	£2.00	£2.50	£3.00	£3.50	£5.00
<b>Salisbury</b>	<b>£1.50</b>	<b>£2.50</b>	<b>£4.00</b>	<b>£4.60</b>	<b>£5.50</b>	<b>£7.40</b>
Basingstoke Festival Place	£1.00	£2.00	£2.80	£3.40	£4.50	£15.00
Bournemouth BIC	£1.50	£2.50	£4.00	£6.00	£7.00	£12.50
Southampton West Quay	£2.00	£2.00	£3.00	£4.00	£5.50	£8.00

We accept that parking charges are just one of the factors that people consider, consciously or sub-consciously, when deciding to visit a particular place to shop. Other factors include the length of journey, ease of access and parking, quality and variety of cafes, pubs and restaurants, experience last time or recommendation, and the general environment. But the most important factor is the variety and quality of the retail offer. Salisbury's retail offer is universally acknowledged as being less attractive than Southampton, Bournemouth and Basingstoke. Southampton is widely recognised as being Salisbury's principal retail competitor.

It is, then, more expensive to park in Salisbury than in the city's main competitor, Southampton and yet Southampton is considered to be far more attractive than Salisbury in terms of its retail and associated offer. It is also more expensive to park in Salisbury than in Basingstoke or Bournemouth although both towns have a superior retail offer. This is clearly an unsustainable situation; some would say a recipe for disaster.

Elsewhere in Wiltshire the situation is very different. The cost of parking in Trowbridge and Chippenham is significantly lower than it is Bath, their principal retail competitor. The cost of parking in Trowbridge, Chippenham and Bath is shown in Table 2.

**Table 2**

	Cost of Parking				
	1 Hour	2 Hours	3 Hours	4 Hours	All Day
Bath (Broad Street short-stay / Charlotte Street long-stay)	£1.60	£3.10	£4.30	£5.40	£8.50
<b>Trowbridge / Chippenham (short-stay / long-stay)</b>	<b>£1.10</b>	<b>£1.30 / £1.50</b>	<b>£2.60 / £3.20</b>	<b>£3.10</b>	<b>£5.90</b>

By saying that Southampton is Salisbury's principal retail competitor (or that Bath is Trowbridge's principal retail competitor) we are **not** saying that these places have a comparable retail offer. We are saying that there are tens of thousands of people, who because of where they live can make the choice to visit Salisbury or Southampton ( or Trowbridge or Bath) for their shopping. If what they are considering buying can be bought in Salisbury and Southampton and if it as easy to visit Southampton as it is to visit Salisbury why would someone choose to visit Salisbury if it is more expensive to park? The same argument also applies to Bournemouth and Basingstoke two towns which are perceived as having a more attractive retail offer than Salisbury, and to Winchester and to a lesser extent Andover which have equivalent and inferior retail offers respectively. Why visit Salisbury if what you want to buy can be bought in these other places and where it is significantly cheaper to park.

The cost of parking is certainly not the main factor that people consider when deciding to visit a particular place for shopping; the main factor is the perceived attractiveness of the retail offer. But the cost of parking is undoubtedly an important factor. There is recent local evidence, for example, which suggests that the link between parking charges and footfall is highly significant. Last year Swindon Borough Council cut the cost of parking in the town centre and it is now possible to park for four hours for just £2.00. The result of this has been an increase of 286,000 in visitors to the Brunel Shopping Centre in the first six months of 2011.

We believe that the impact of the current economic turndown on Salisbury's economy can be significantly reduced by an amendment to the council's parking strategy. Policy PS3 of the strategy states:

*Recommended parking charges (on and off street) will be set for each of the spatial bands taking account t of the following factors:*

- *The service role and strength of the local economy*
- *The utilisation of existing parking spaces*
- *Traffic conditions on the local highway network*
- *The availability of sustainable transport modes*
- *The need to avoid ‘searching’ traffic*
- *Parking charges in other areas*
- *The convenience and quality of parking locations*
- *Local environmental conditions*
- *The requirement to provide an efficient Council parking service*
- *Relevant LTP objectives and targets, including support for council transport services*

We do not believe that this policy, as worded, places sufficient emphasis on the need to use parking charges to support the local economy. We, therefore, propose that this policy is amended. In addition we would also like to make a number of other proposals.

### **Proposal 1: Wiltshire Council Parking Strategy**

That policy PS3 of the council’s parking strategy is amended as follows:

*Recommended parking charges (on and off street) will be set for each of the spatial bands with the principal aim of supporting the local economy within the areas covered by these bands, by making the areas within these bands more attractive and easier places to visit for shopping, leisure and business purposes.*

*Recommended off street parking charges across all timebands for Chippenham, Salisbury and Trowbridge should be less than the equivalent cost of parking in their recognised principal retail competitors.*

### **Proposal 2: Parking charges Monday to Saturday (off street)**

*Proposed short-stay parking charges:*

1 hour	£1.20	
2 hours	£2.00	
3 hour	£3.00	
5 hours	£4.00	Brown Street car park only

The 5 hour charge in the Brown Street car park is particularly important for the hotels and other accommodation providers in the city centre some of which are reporting lost business, including the lucrative conference market, due to a lack of nearby long-stay car parking.

*Proposed long-stay parking charges*

4 hours	£4.00
5 hours	£5.00
All day	£6.00

We acknowledge that when the city has a park & ride service which meets the needs of people working in the city (see additional proposal 2 below) the cost of all-day parking in city centre car parks can be increased.

**Proposal 3: Parking charges on Sunday's and Bank Holidays (off street)**

- a) Introduce a flat rate parking charge of £1.00 when the park & ride service is not operating, i.e. on Sunday's and Bank Holidays

**Proposal 4: Park & Ride**

- a) With immediate effect extend the operating hours of the park & ride service from 6.00 am to 8.00 pm to make the service more attractive to city workers;
- b) Promote the new extended service to the city's businesses;
- c) Simplify the charges; and
- d) Introduce the following incentive aimed at boosting usage of the service by people working in the city.
  - Offer peak-time (7am – 8.45am and 4pm – 8pm) saver tickets (10 return tickets for £12.50)

**Proposal 5: Christmas and New Year parking**

- a) That Wiltshire Council enter into discussions with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce & Industry, and Salisbury City Council to agree special concessions for city centre car parks and the park & ride service for the 2011 Christmas and New Year sales period.

**Proposal 6: Pay-on Exit**

- a) That the Culver Street car park is converted to a pay-on-exit system as soon as possible and that in the longer term the Council similarly converts the city's other car parks.

**Proposal 7: Future parking charges and arrangements**

- a) That Wiltshire Council meet with Salisbury City Centre Management, the Federation of Small Businesses, Salisbury and District Chamber of Commerce & Industry, and Salisbury City Council to discuss any future changes to parking charges or arrangements at an early stage, i.e. before any decisions are taken.

**Proposal 8: Promotion of Salisbury**

- a) That Wiltshire Council implement a marketing campaign aimed at overturning any negative perceptions of Salisbury that may have been gained as a result of the current parking charges; this campaign to be designed to promote Salisbury as *the* place to shop for people living within a 40 minute drive-time of the city. This campaign will also counter competitive local advertising in Salisbury which we understand is planned by Bournemouth and Southampton.

**Proposal 9: Wiltshire Council staff parking**

- a) That Council staff currently using the Salt Lane car park at no or a subsidised charge be instructed to use the Culver Street car park instead; thus freeing up valuable short-stay spaces in a small central car park for paying customers.

The combination of a still deteriorating economic climate and high parking charges is, as has been shown, having a severe impact on the city's businesses. The proposals submitted, particularly those in respect of policy PS3 of the council's parking strategy and the off-street

parking charges, therefore need to be implemented immediately if businesses are to ride the economic storm that is currently hitting the city.

We fully understand that the council continues to find itself in a challenging financial situation and that this is inevitably having an impact on the council's ability to deliver services and also on the council's ability to commit to additional expenditure. We are, therefore, very prepared and willing to meet with the Cabinet member responsible for transportation and parking to discuss how and when our proposals can be implemented.

Ian Newman  
Chairman, Salisbury City Centre Management

George Trytsman  
Chairman, Federation of Small Businesses

Melanie Murrell  
President, Salisbury and District Chamber of Commerce & Industry

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## Salisbury Sunday Stay Duration Analysis

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Yearly Total	Total to August
2008	8263	8308	9974	8059	10166	8248	7958	9540	12347	7025	7032	9744	106664	44770
2009	6543	9578	8240	8816	9818	8141	10609	9151	12064	9376	7748	9295	109379	42995
2010	6616	9602	7611	8230	10594	9033	10773	9413	10269	10477	7935	8122	108675	42653
2011	6684	9449	7432	9560	8971								42096	42096



\*Sunday Charge £2.00 (from 1st April)

\*Sunday charge reduced to £1.50 (from 5th July)

\*Sunday charge increased to £1.70 (on 18th of month)

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## Range of Parking Charges in Neighbouring Authorities

Town	<1hr	<2hrs	<3hrs	<4hrs	<5hrs	<6hrs	<7hrs	<8hrs	<9hrs	<10hrs	All day
Andover	£0.80	£1.40	£1.00 - £2.20	£2.60	£2.20 - £3.30						£3.50 - £6.60
Basingstoke	£0.80 - £0.90	£1.40 - £1.70	£1.90 - £3.00	£2.50 - £2.60	£3.20 - £3.30	£3.80 - £3.90					£4.90 - £5.20
Bath	£1.60	£3.10	£4.30	£5.40		£6.40 - £7.40		£9.90			£8.50 - £12.50
Bournemouth	£0.50 - £1.10	£1.00 - £2.50	£2.00 - £4.00	£3.20 - £6.00	£4.20 - £7.00	£6.80	£6.00 - £7.80				£1.10 - £12.50
Poole	£0.30 - £1.00	£0.60 - £3.00	£0.90 - £4.50	£1.20 - £6.00	£1.50 - £7.50	£1.80 - £9.00	£2.10 - £10.50	£2.40 - £12.00	£2.70 - £13.50	£3.00 - £15.00	
Southampton	£0.80 - £1.40	£0.70 - £2.80	£2.30 - £3.30	£2.40 - £4.20	£3.50 - £5.00	£6.00 - £7.30	£4.50 - £8.00				£5.00 - £8.00
Swindon	£0.70 - £1.20	£0.20 - £2.40	£2.00 - £3.60	£2.00 - £4.80		£2.00 - £8.20		£22.00			£1.80
Winchester	£1.20	£2.00 - £2.50	£3.00	£3.50 - £4.00							£6.00 - £15.00

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**Wiltshire Council****Council****8 November 2011**

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**Subject: Councillor Briefing Note****Wiltshire Council - Supporting settlement regeneration activities**

The Council is supporting regeneration projects in a number of Wiltshire towns and also through the preparation of the Wiltshire Core Strategy. In addition to Core Policy 23 which supports economic regeneration activities that will enhance the vitality of principal settlements and market towns, there are also specific policies in the emerging Core Strategy that relate to individual settlements. For example, Core Policy 4 relates specifically to Chippenham and is focussed on the redevelopment and regeneration of central areas of opportunity. Examples of where the Council are directly supporting settlement regeneration projects are detailed below. In addition to the three Vision Programmes, examples of the work that can be supported is as follows:

Amesbury 2012

The Council has been supporting an Economic Regeneration Group set up by Amesbury Town Council under the banner of Amesbury 2012. The Group brings together civic, business and community interests to improve the levels of pedestrian footfall in Amesbury Town Centre and develop the identity of Amesbury as a visitor destination. Key initiatives include:

- A benchmarking exercise to understand the economic performance of the town which has been funded by the Council through the South Wiltshire Economic Partnership and is being conducted by Action For Market Towns
- A new street market
- Work to secure new uses for the vacant Co-op store
- New signage welcoming visitors to the town
- Work to uncover the hidden history of Amesbury and raise awareness of the heritage of the town – this is considered to be a key strength that can be built upon to attract visitors to the town in the future. This is already attracting national interest with a recent feature in The Independent.

Warminster Town Plan Preparation

Warminster Town Council have been leading work to prepare a town plan over the past couple of years and a draft plan has recently been published for consultation. The town plan is focused on supporting town centre regeneration and a potential redevelopment site has been identified in the central area of the town. Wiltshire Council have been supporting this process by providing technical assistance and helping to ensure the work is fit for purpose. The town plan work is highly

compatible with the emerging localism agenda and has involved truly collaborative working with the community to inform the preparation of the Wiltshire Core Strategy. Lessons learned through this process are helping to inform future neighbourhood planning work in Wiltshire.

### Westbury Vision and Scoping Study

Westbury Town Council has recently prepared a Vision and Scoping Study, which has been informed by public consultation and has identified some key priorities for development in the town. The work has benefited from learning gained through developing the Warminster Town Plan and demonstrates the success of the emerging methodology. The work has been driven by a town council led steering group and this has been supported by Wiltshire Council. Specific assistance has been provided by; preparing the original brief, assisting with the procurement, project management, and providing technical assistance. The work has been used to inform the Wiltshire Core Strategy thus helping to ensure the evidence is community led. The Mid Wiltshire Economic Partnership also supported this study by approving £5000 of Wiltshire Council funding to support this project.

### Calne

Following the success of work in Warminster and Westbury, similar support is more recently being provided to Calne Town Council. The town council have allocated funding to prepare a town plan and have recently appointed consultants to prepare a vision and scoping study. Wiltshire Council are providing technical support, for example by assisting with recent procurement.

### Front Runner Neighbourhood Plans

Wiltshire Council has secured funding from Communities and Local Government (CLG) for a pilot, known as Front Runner, Neighbourhood Plans. These will consist of three Neighbourhood Development Plans (NDPs) and one Neighbourhood Development Order (NDO). The plans will cover the following areas:

1. Wootton Bassett and Cricklade Community Area
2. Malmesbury Town Council, St Pauls Without and Brokenborough Parish Councils
3. Sherston Parish Council
4. Boreham Rd, Warminster

The first two of these will include consideration of regeneration opportunities in Wootton Bassett, Cricklade and Malmesbury, in particular, but will also look at more rural areas. The NDPs could identify specific sites or policies needed to support regeneration. Spatial Planning Officers are providing support to each of these projects, which are to be led by the community through recently established Neighbourhood Forums.

The Core Strategy sets a policy framework to allow communities to develop NDPs elsewhere in Wiltshire. These could provide an appropriate way for communities to address town centre regeneration projects.

The neighbourhood planning work is benefiting from learning gained through earlier town planning work. It is anticipated that in the future these processes will be combined with spatial planners helping to identify the most effective and cost effective way to plan for local communities.

### Other Projects

Further information on the regeneration of Chippenham, Salisbury and Trowbridge can be found in Appendix 6.

Alistair Cunningham  
**Director – Economy & Enterprise**

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## **Visions**

### Chippenham Vision

Chippenham Vision has commissioned several studies and consultation work to inform policy and planning regarding retail development in the town. These include a Retail and Commercial Health Check report in 2009 and a Town Centre Public Realm Study which aim to inform the evolution of a broader Masterplan for Chippenham, and expand the range of measures for managing traffic and enhancing the conservation area that defines the town centre. One of the main problems regarding shopping in Chippenham town centre is the shortage of suitable premises. The Vision is aware, both through these recent studies but also in discussion with major retail developers that quite a few retailers and shop chains are looking for premises in Chippenham but unfortunately many of the shop units are either too small or too restrictive for their purposes. The Vision is exploring in detail the options and viability for additional retail on key regeneration sites as change is required to improve the vitality of the town centre.

Recent consultation with local residents, local businesses as well as organisations and agencies like the Town Council, the Civic Society and local councillors it has become clear that one of their biggest concerns is the lack of range and quality of shops in the centre of Chippenham. However, there is still resistance from some to the need for change and redevelopment that will be required in order to deliver those improvements.

Chippenham Vision proposed Chippenham Alive, a project to encourage late night shop opening in the town which has been taken up by the Chamber of Commerce, Town Council and Night-time Economy Group of the Area Board. The Vision has also raised concerns regarding edge of town and out of town development and the potential detrimental impact on town centre shops.

### Salisbury Vision

In Salisbury the Council is bringing forward the redevelopment of the Central Car Park and Maltings site for a retail-led mixed use development in the heart of the city. This 20 acre site will provide significant additional comparison retail to address the under-provision of larger floor space comparison retailing within the city centre. A procurement process to appoint a developer partner is underway and a preferred developer is expected to be identified early in the New Year. In addition to this Wiltshire Council is bringing forward a significant improvement project to the city's historic Market Place. This will involve re-surfacing the Market place and Guildhall Square to create a new high quality pedestrianised area within the heart of the city. The scheme will involve removal of street clutter, upgrading street furniture and the provision of enhanced street lighting. This investment is being strongly welcomed by the city's Business community in recognition of the contribution it will make to the vitality and viability of businesses within the city.

## Transforming Trowbridge

The retail offer of Trowbridge can be characterised as being value based, shopped predominantly by a relatively local population. It has a strong offer in terms of basic and essential shopping but a weak middle to high end offer. There is significant leakage to Bath (in particular) for middle to high end retail. This situation is unlikely to change without further regeneration/development given that much of the existing town centre retail unit stock is comprised of relatively small, old units that do not meet the current requirements of high street retailers who are looking for large "boxes", ideally with a mezzanine to maximise sales space. The two existing shopping centres are dominated by small constrained units with little opportunity to extend these.

The response of the Vision to this situation has been two-fold:

1. Encouraging the development of large retail units to meet modern retail requirements - the recent development of The Gateway with its units of 5,000-10,000 square feet has enabled the town to attract quality high street retailers such as Next and Brantano, as well as the relocation of Argos, New Look and Boots from constrained town centre units. The success of this development is evidenced by the fact that Next and New Look are trading in the top 10% of their company's stores in England. The existence of large town centre Brownfield sites potentially makes the town attractive to retail operators requiring large units. However, in the current economic climate this market is depressed and it may require other stimuli to encourage it.
2. Diversifying the town's offer - given the relatively small size of Trowbridge and the strong retail offers of nearby towns (Bath, Swindon, Bristol), the Vision has identified the need to broaden the town's appeal. It has long been an aspiration to develop a commercial leisure offer (particular a cinema and family entertainment) and currently there are proposals for this type of development at two sites in town. If delivered in an integrated way, a commercial leisure scheme would provide a means of lengthening the "dwell time" of visitors to the town, create a family focussed evening economy offer (through chain restaurants) for the first time and attract new visitors to the town from a large catchment area. Additionally this would create the opportunity for linked leisure and retail trips to the town centre. The attraction of this kind of development is likely to make Trowbridge a sub-regional destination and would have the knock-on effect of increasing the attractiveness of the town to retail operators. Thus, the Vision believes that this would have a catalytic effect on the further regeneration of the town.

A further tactic pursued by the Vision has been to fund the "dressing" of empty retail units. There is considerable evidence that empty shop units create an air of neglect in a town centre and frequently attract a range of anti-social behaviours. In order to create a more vibrant and vital environment the Vision commissioned the dressing of 10 empty units during 2011. This approach utilises adhesive graphics that are attached the front of empty units and generally display a "false" shop frontage. This is a relatively low cost, high impact means of maintaining a vibrant town centre and has been strongly acclaimed in the town.



### Analysis of Ticket Sales by Community

#### Preamble

The figures that follow (see attached tables) show a comparison of ticket sales for April – September 2010 and the same period in 2011. Car parking prices charges changed on 18th April 2011.

No ticket sales are shown for the West Wiltshire Towns (Bradford on Avon, Melksham, Trowbridge, Warminster and Westbury) before July 2011 as the ticket machines did not record tickets sold until they were upgraded towards the end of June. For these towns, ticket sales for the three months since June are shown.

#### Summary

1. Excluding the West Wiltshire towns for the reasons outlined above and Salisbury for the reasons shown below, overall like-for-like short stay ticket sales have reduced by 7.1% with the difference closing as the year progresses.

Short Stay	Apr	May	Jun	Jul	Aug	Sept
<b>2010</b>	200,414	213,855	223,424	242,255	217,065	225,642
<b>2011</b>	192,956	198,880	205,431	211,620	207,037	212,044
	(-3.7%)	(-7.0%)	(-8.0%)	(-12.6%)	(-4.6%)	(-6.0%)

2. The variations between months can be caused by a variety of reasons including the number of working days.
3. In Marlborough and Devizes, the majority of off-street short stay charges did not change but short stay ticket sales have dropped by 6% in Marlborough and by 8% in Devizes.
4. In Royal Wootton Bassett, which traditionally loses business to nearby Swindon, short stay prices increased but tickets sales have only reduced by 5%.
5. In Malmesbury, short stay prices increased but ticket sales also increased by 7%.
6. Long stay ticket sales have reduced everywhere. In Chippenham, where the eight hour charge was changed from £5.60/£5.10 to £5.40, the reduction is 59%.
7. The long stay ticket sales do not include season tickets - their increased sales are modest and patchy. A one month standard season ticket in Chippenham costs £45.43, the equivalent of £2.27 for each of 20 working days as compared with an eight hour charge of £5.40.

## **Town by Town assessment**

### **Calne**

Prior to the changes, there was a minimum stay of two hours at 50p, four hours at 70p and all day at £1.20. This changed to the Band 3 charges shown in table 1.

Over the period, short stay has increased by 7% over 2010 and long stay has decreased by 85%.

### **Chippenham**

Prior to the changes, Emery Gate, Borough Parade and Sadlers Mead were charged at 50p for an hour and all car parks (except Monkton Park) were charged at £1.30 for two hours, £2.80 for four hours with some variations and £7.20/£7.40 all day. This changed to the Band 2 charges shown in table 1.

Over the period, short stay has reduced by 12% over 2010 and long stay by 59%.

### **Corsham**

Prior to the changes, the one hour charge was 20p, two hours £1.00, three hours £1.50, four hours at £2.00, five hours at £2.50 and all day at £5.10. This changed to the Band 3 charges shown in table 1.

Over the period, short stay has reduced by 23% over 2010 and long stay by 27%. Since May 2011 short stay tickets sold have steadily increased from 16489 to 21185 in September. The Chair of the Town Council has recently been reported as saying that the High Street 'is absolutely thriving' with only two empty shops and about 40 units full.

### **Malmesbury**

Prior to the changes, the one hour charge in the Cross Hayes was 40p with a maximum stay of two hours for £1.10p, with an all day charge of £1.20 for the long stay car park in Station Road. The long stay charges were changed to the Band 3 charges shown in table 1. The one hour charges at the Cross Hayes remained unchanged at 40p with a maximum stay of two hours for £1.20.

Over the period, short stay has increased by 7% over 2010 and long stay reduced by 71%.

### **Wootton Bassett**

Prior to the changes, the one hour charge was 20p, two hours £1.00, three hours £1.50, four hours at £2.00, five hours at £2.50 and all day at £5.10. This changed to the Band 3 charges shown in table 1.

Over the period, short stay has reduced by 5% over 2010 and long stay by 28%.

## **Devizes**

Prior to the changes, in the majority of car parks the one hour charge was 55p, two hours £1.30, three hours £1.90, four hours at £2.50, five hours at £3.10 and all day at £6.10. This changed to the Band 3 charges shown in table 1 except where charges were already higher in which case these were retained.

Over the period short stay has reduced by 8% over 2010 and long stay by 27%.

## **Marlborough**

Prior to the changes, the off street one hour charge was 55p, two hours £1.30, and there were variations in the longer hours. This changed to the Band 3 charges shown in table 1 except where charges were already higher in which case these were retained. Prior to the changes, on street parking was 75p for one hour and £1.70 for two hours; these were changed in April to 80p for one hour and £1.90 for two.

Over the period, short stay has reduced by 6% over 2010 and long stay by 3%.

## **Amesbury**

No comparative figures available as there were no charges prior to April 2011.

## **Salisbury**

Prior to the new pricing regime, Salisbury had one hour parking off street. This was changed to two hour minimum when the new prices were introduced; subsequently the one hour charge was re-introduced. With all these changes being made it is difficult to make comparisons.

## **West Wiltshire Towns**

It has not been possible to extrapolate ticket sales from the income figures shown below for the period prior to the ticket machines being upgraded, due to the different demographics and retail patterns in the different towns. A brief description of the changes follows;

### **Bradford on Avon**

Prior to the changes, there was a Sunday charge and two hours free parking in the St Margaret car park. The charges changed to those shown for Band 3 in table 1 with no Sunday charge.

### **Melksham**

Prior to the changes, there was some free parking. Income was affected by works in the High Street earlier this year and by the opening of the ASDA supermarket. The charges changed to those shown for Band 3 in table 1.

## Trowbridge

Trowbridge has the advantage of a large free multi-storey car park. The charges changed to those shown for Band 2 in table 1.

## Warminster

Prior to the changes, Warminster Town Council purchased a free hour for a fixed number of spaces. After the changes, this arrangement ceased and the Town Council diverted these monies into supporting a redemption scheme. The charges changed to those shown for Band 3 in table 1.

## Westbury

Prior to the changes, Westbury Town Council purchased a free hour for a fixed number of spaces. After the changes, this arrangement ceased. The charges changed to those shown for Band 3 in table 1.

**Table 1: Current off-street car parking charges (Monday-Saturday)**

Band	Stay	<1hr	<2hrs	<3hrs	<4hrs	<5hrs	<8hrs	All day
1	Short	£1.50	£2.50	£4.20		-	-	-
1	Long	£1.50	£2.50	£4.00	£4.60	£5.50	£7.40	£7.40
2	Short	£1.10	£1.50	£3.20				
2	Long	£0.90	£1.30	£2.60	£3.10	£4.20	£5.40	£5.90
3	Short	£0.40	£1.20	£2.10				
3	Long	£0.30	£1.10	£2.00	£2.40	£3.20	£5.20	£5.60

Annex A Car Park Ticket Sales by Town (Apr 10 – Sept 11)

Annex B Car Park Income in West Wiltshire Towns (Apr 10 – Sept 11)

Annex C Detailed Car Park Ticket Sales and Income by Town (Apr 10 – Sep 11)

## Bradford on Avon Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total							
Short Stay							
Long Stay							
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total				19893	22338	19696	61927
Short Stay				17916	20107	17968	55991
Long Stay				1977	2231	1728	5936

## Melksham Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total							
Short Stay							
Long Stay							
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total				19183	17845	17641	54669
Short Stay				18777	17208	17047	53032
Long Stay				406	637	594	1637

## Trowbridge Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total							
Short Stay							
Long Stay							
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total				8295	7925	7930	24150
Short Stay				7440	7252	7054	21746
Long Stay				855	673	876	2404

## Warminster Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total							
Short Stay							
Long Stay							
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total				17402	15618	17833	50853
Short Stay				16956	15292	17351	49599
Long Stay				446	326	482	1254

## Westbury Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total							
Short Stay							
Long Stay							
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total				7118	6710	6905	20733
Short Stay				6795	6406	6617	19818

Long Stay		323	304	288	915
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North

Calne On/Off Street Tickets Sold

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total	2243	2291	2500	2625	2199	2307	14165
Short Stay	1297	1297	1453	1630	1488	1483	8648
Long Stay	946	994	1047	995	711	824	5517
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total	1750	1593	1844	1579	1654	1690	10110
Short Stay	1346	1507	1742	1471	1592	1607	9265
Long Stay	404	86	102	108	62	83	845

Chippenham On/Off Street Tickets Sold

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total	76416	77876	81156	87781	72292	79805	475326
Short Stay	70645	71800	75438	81726	67189	74478	441276
Long Stay	5771	6076	5718	6055	5103	5327	34050
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total	69249	64775	66895	69134	66562	66876	403491
Short Stay	66833	62327	64594	66728	64507	64697	389686
Long Stay	2416	2448	2301	2406	2055	2179	13805

Corsham On/Off Street Tickets Sold

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total	25800	25207	26880	26745	25722	26580	156934
Short stay	25338	24697	26325	26137	25250	25949	153696
long stay	462	510	555	608	472	631	3238
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total	22083	16905	17547	21865	21117	21584	121101
Short stay	21627	16489	17187	21449	20789	21185	118726
long stay	456	416	360	416	328	399	2375

Malmesbury On/Off Street Tickets Sold

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total	17725	17867	18969	20310	18231	18920	112022
short stay	14164	14374	14971	16395	14889	16168	90961
long stay	3561	3493	3998	3915	3342	2752	21061
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total	16890	16688	17399	18159	17354	17273	103763
short stay	14803	15881	16604	17241	16561	16641	97731
long stay	2087	807	795	918	793	632	6032

Wootton Bassett On/Off Street Tickets Sold

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total	27515	26442	25693	30755	27682	28622	166709
short stay	27078	25949	25103	29996	27204	28107	163437
long stay	437	493	590	759	478	515	3272
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	

Total	26921	25188	26993	27761	26031	25033	157927
short stay	26571	24836	26527	27313	25623	24712	155582
long stay	350	352	466	448	408	321	2345

East

Devides On/Off Street Tickets Sold

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total	24205	41277	42489	45630	45146	44296	243043
short stay	21370	36503	37492	40732	40876	39683	216656
long stay	2835	4774	4997	4898	4270	4613	26387
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total	25102	40519	38708	35361	35191	44379	219260
short stay	22182	37075	35564	32159	32320	40573	199873
long stay	2920	3444	3144	3202	2871	3806	19387

Marlborough On/Off Street Tickets Sold

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total	43146	41896	45419	48667	42548	42166	263842
short stay	40522	39235	42642	45639	40169	39774	247981
long stay	2624	2661	2777	3028	2379	2392	15861
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total	39886	38783	41257	43144	43654	41319	248043
short stay	37344	36292	38653	40659	41068	38627	232643
long stay	2542	2491	2604	2485	2586	2692	15400

South

Amesbury On/Off Street Tickets Sold

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total							
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total	2290	4593	4712	4738	4727	4120	25180
Short stay	2250	4473	4560	4600	4577	4002	24462
Long Stay	40	120	152	138	150	118	718

Salisbury On/Off Street Tickets Sold

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
Total	141083	151418	148229	162355	155563	150438	909086
Short stay	113763	121631	121197	132385	126392	123243	738611
long stay	27320	29787	27032	29970	29171	27195	170475
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
Total	124898	112721	117507	123160	133298	111621	723205
Short stay	105042	94694	100936	104209	114062	94356	613299
long stay	19856	18027	16571	18951	19236	17265	109906





## Bradford On Avon Income

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
	9,752	11,321	12,905	12,843	11,455	11,647	69,924
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
	11,986	18,959	19,072	19,763	22,526	19,551	111,857

## Melksham Income

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
	5,467	6,404	6,317	6,589	5,347	5,936	36,060
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
	6,650	9,641	9,438	8,621	11,634	9,307	55,290

## Trowbridge Income

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
	13,678	16,915	19,754	17,964	16,108	15,400	99,820
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
	12,563	16,402	14,413	15,783	15,061	14,905	89,127

## Warminster Income

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
	2,244	2,636	3,087	3,095	4,837	4,046	19,944
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
	4,036	12,312	9,685	12,782	8,425	10,268	57,508

## Westbury Income

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Total
	1,729	1,918	2,368	2,229	3,867	2,528	14,638
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	
	2,731	5,490	4,479	5,793	4,532	5,010	28,035

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# West

## Bradford On Avon Income

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	End of Year	Total Income	First 6 months total
<b>Total</b>	9,752	11,321	12,905	12,843	11,455	11,647	11,172	10,638	9,248	8,700	7,944	14,903	-484	-133,014	£69,924
<b>Short Stay</b>	8,192	9,510	10,840	10,788	9,622	9,784	9,385	8,936	7,769	7,308	6,673	12,519	-407	-111,732	
<b>Long Stay</b>	1,560	1,811	2,065	2,055	1,833	1,864	1,788	1,702	1,480	1,392	1,271	2,385	-78	-21,282	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	End of Year	Total Income	First 6 months total
<b>Income</b>	11,986	18,959	19,072	19,763	22,526	19,551								111,857	£111,857
<b>Short Stay</b>	11,267	17,822	17,928	18,577	21,174	18,378								105,146	
<b>Long Stay</b>	719	1,138	1,144	1,186	1,352	1,173								6,711	

## Bradford on Avon Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total	
<b>Total</b>														
<b>Short Stay</b>														
<b>Long Stay</b>														
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total	
<b>Total</b>				19893	22338	19696							61927	61,927
<b>Income</b>	£11,986.00	£18,959.00	£19,072.00	£19,763.00	£22,526.00	£19,551.00							111857	
<b>1 Hour</b>				9614	10141	10000							29755	
<b>2 Hour</b>				5533	6541	5546							17620	
<b>3 Hour</b>				2769	3425	2422							8616	
<b>Short Stay</b>				17,916	20,107	17,968							55991	
<b>Long Stay</b>				1,977	2,231	1,728							5936	

## Melksham

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	End of Year	Total Income	First 6 months total
<b>Total</b>	5,467	6,404	6,317	6,589	5,347	5,936	6,585	6,338	7,040	5,535	5,642	8,158	551	75,909	£36,060
<b>Short Stay</b>	5,358	6,276	6,190	6,457	5,240	5,817	6,453	6,211	6,899	5,425	5,530	7,995	540	74,391	
<b>Long Stay</b>	109	128	126	132	107	119	132	127	141	111	113	163	11	1,518	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	End of Year	Total Income	First 6 months total
<b>Total</b>	6,650	9,641	9,438	8,621	11,634	9,307								55,290	£55,290
<b>Short Stay</b>	6,517	9,448	9,249	8,448	11,401	9,120								54,184	
<b>Long Stay</b>	133	193	189	172	233	186								1,106	

## Melksham Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total	
<b>Total</b>														
<b>Short Stay</b>														
<b>Long Stay</b>														
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total	
<b>Total</b>				19183	17845	17641							54,669	54,669
<b>Income</b>	6650	9641	9249	8621	11634	9307							55,102	
<b>1 Hour</b>				15555	14360	14315							44,230	
<b>2 Hour</b>				2516	2265	2099							6,880	
<b>3 Hour</b>				706	583	633							1,922	
<b>Short Stay</b>				18,777	17,208	17,047							53,032	
<b>Long Stay</b>				406	637	594							1,637	

Trowbridge

Income															First 6 months total
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	End of Year	Total Income	
Income	13,678	16,915	19,754	17,964	16,108	15,400	16,782	16,338	16,731	13,989	12,117	19,087	-923	193,939	£99,820
Short Stay	12,721	15,731	18,371	16,707	14,981	14,322	15,608	15,194	15,560	13,009	11,268	17,751	-859	180,364	
Long Stay	957	1,184	1,383	1,257	1,128	1,078	1,175	1,144	1,171	979	848	1,336	-65	13,576	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	End of Year	Total Income	
Total	12,563	16,402	14,413	15,783	15,061	14,905								89,127	£89,127
Short Stay	12,060	15,746	13,837	15,152	14,459	14,309							0	85,562	
Long Stay	503	656	577	631	602	596							0	3,565	

Trowbridge Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total	
Total														
Short Stay														
Long Stay														
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total	
Total				8295	7925	7930							24,150	
Income	12563	16402	14413	15783	15061	14905							89,127	
1 Hour				4969	4849	4593							14,411	
2 Hour				2013	1933	1957							5,903	
3 Hour				458	470	504							1,432	
Short Stay				7,440	7,252	7,054							21,746	
Long Stay				855	673	876							2,404	

Warminster

Income															first 6 months total
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	End of Year	Total Income	
Total	2,244	2,636	3,087	3,095	4,837	4,046	4,642	4,720	4,875	3,596	3,619	5,850	0	47,246	£19,944
Short Stay	1,391	1,634	1,914	1,919	2,999	2,508	2,878	2,926	3,022	2,230	2,244	3,627	0	29,293	
Long Stay	718	843	988	990	1,548	1,295	1,485	1,510	1,560	1,151	1,158	1,872	0	15,119	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	End of Year	Total Income	
Total	4,036	12,312	9,685	12,782	8,425	10,268								57,508	£57,508
Short Stay	3,632	11,081	8,717	11,503	7,583	9,241								51,757	
Long Stay	404	1,231	969	1,278	843	1,027								5,751	

Warminster Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total	
Total														
Short Stay														
Long Stay														
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total	
Total				17402	15618	17833							50,853	50,853
Income	4036	12312	9685	12782	8425	10268							57,508	
1 Hour				13096	11887	13557							38,540	
2 Hour				3084	2749	3033							8,866	
3 Hour				776	656	761							2,193	
Short Stay				16,956	15,292	17,351							49,599	
Long Stay				446	326	482							1,254	

Westbury

Income															
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	End of Year	Total Income	First 6 months total
Total	1,729	1,918	2,368	2,229	3,867	2,528	2,954	2,833	2,773	2,245	2,514	3,992	0	31,949	£14,638
Short Stay	1,072	1,189	1,468	1,382	2,398	1,567	1,831	1,757	1,719	1,392	1,559	2,475	0	19,808	
Long Stay	553	614	758	713	1,237	809	945	907	887	718	805	1,277	0	10,224	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	End of Year	Total Income	
Total	2,731	5,490	4,479	5,793	4,532	5,010								28,035	£28,035
Short Stay	2,458	4,941	4,031	5,214	4,079	4,509								25,232	
Long Stay	273	549	448	579	453	501								2,804	

Westbury Ticket Sales

	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total		
Total															
Short Stay															
Long Stay															
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total		
Total				7118	6710	6905							20,733		20,733
Income	2,731	5,490	4,479	5,793	4,532	5,010							28,035		
1 Hour				5441	5077	5241							15,759		
2 Hour				1072	1036	1067							3,175		
3 Hour				282	293	309							884		
Short Stay				6,795	6,406	6,617							19,818		
Long Stay				323	304	288							915		

North

Caine On/Off Street Tickets Sold

	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Total	Income total	First 6 months total
Total	2,313	2,311	2,479	2,537	2,400	2,552	2,573	2,441	2,425	1,911	2,254	2,574	28,770		
Income	0	23	282	0	4,647	1,341	1,047	863	1,163	580	1,583	896	68	-12,492	
1 hour															
2 hour	1,292	1,306	1,402	1,461	1,399	1,465	1,411	1,286	1,352	1,090	1,264	1,407	16,135		
3 Hour													0		
Short Stay	1,292	1,306	1,402	1,461	1,399	1,465	1,411	1,286	1,352	1,090	1,264	1,407	16,135		
Long Stay	1,021	1,005	1,077	1,076	1,001	1,087	1,162	1,155	1,073	821	990	1,167	12,635		
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total		
Total	2,243	2,291	2,500	2,625	2,199	2,307	2,368	2,455	1,889	1,945	1,907	2,305	27,034		14165
Income	648	1,233	1,123	746	1,604	710	1,294	1,472	1,280	1,154	877	2,046	196	14,383	£6,064
1 hour															
2 hour	1,297	1,297	1,453	1,630	1,488	1,483	1,573	1,521	1,198	1,229	1,188	1,515	16,872		
3 Hour													0		
Short Stay	1,297	1,297	1,453	1,630	1,488	1,483	1,573	1,521	1,198	1,229	1,188	1,515	16,872	8,648	
Long Stay	946	994	1,047	995	711	824	795	934	691	716	719	790	10,162	5,517	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total		
Total	1,750	1,593	1,844	1,579	1,654	1,690							10,110		10110
Income	1,040	1,354	1,025	1,543	1,021	720							6,704	6,704	£6,704
1 hour	374	1,070	1,201	1,073	1,180	1,158							6,056		
2 hour	937	330	413	293	314	338							2,625		
3 Hour	35	107	128	105	98	111							584		
Short Stay	1,346	1,507	1,742	1,471	1,592	1,607							9,265	7%	
Long Stay	404	86	102	108	62	83							845	-85%	

Chippenham On/Off Street Tickets Sold

	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Total	Income total	First 6 months total
Total	75,899	76,218	81,278	86,053	76,516	80,119	84,879	80,663	88,997	69,728	72,671	84,380	957,401		
Income	0	0	20,501	0	276,657	75,340	69,124	53,379	77,140	44,018	90,863	59,058	5,421	771,502	
1 hour	42,274	41,872	46,114	47,801	41,232	45,152	45,965	43,613	45,030	37,547	38,962	46,241	521,803		
2 hour	28,102	28,365	29,282	32,115	29,737	29,125	32,278	30,290	37,172	26,797	27,806	31,258	362,327		
3 Hour	537	543	546	574	648	597	636	645	538	511	623	790	7,188		
Short Stay	70,913	70,780	75,942	80,490	71,617	74,874	78,879	74,548	82,740	64,855	67,391	78,289	891,318		
Long Stay	4,986	5,438	5,336	5,563	4,899	5,245	6,000	6,115	6,257	4,873	5,280	6,091	66,083		
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total		
Total	76,416	77,876	81,156	87,781	72,292	79,805	82,634	81,599	82,551	72,448	72,738	79,233	946,529		475,326
Income	48,577	70,925	66,484	72,490	57,273	59,745	71,312	71,041	80,724	59,293	56,073	93,131	2,868	809,936	£375,494
1 hour	41,136	41,634	44,683	48,795	39,345	45,875	45,682	45,914	43,325	41,442	41,049	45,055	523,935		
2 hour	28,897	29,579	30,235	32,292	27,207	28,018	30,384	29,138	32,992	25,617	25,913	27,452	347,724		
3 Hour	612	587	520	639	637	585	744	685	416	516	575	705	7,221		
Short Stay	70,645	71,800	75,438	81,726	67,189	74,478	76,810	75,737	76,733	67,575	67,537	73,212	878,880	441,276	
Long Stay	5,771	6,076	5,718	6,055	5,103	5,327	5,824	5,862	5,818	4,873	5,201	6,021	67,649	34,050	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total		
Total	69,249	64,775	66,895	69,134	66,562	66,876	0	0	0	0	0	0	403,491		403,491
Income	63,349	96,539	86,833	79,531	76,654	84,899								487,806	£487,806
1 hour	38,412	34,441	35,758	36,071	34,216	36,077								214,975	
2 hour	26,881	24,725	25,708	27,374	27,149	25,795								157,632	
3 Hour	1,540	3,161	3,128	3,283	3,142	2,825								17,079	
Short Stay	66,833	62,327	64,594	66,728	64,507	64,697								389,686	-12%
Long Stay	2,416	2,448	2,301	2,406	2,055	2,179								13,805	-59%

Corsham On/Off Street Tickets Sold

	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Total	Income total	First 6 months total
Total	25,191	24,744	27,700	28,702	25,239	27,863	28,942	25,500	27,806	21,523	24,577	28,793	316,580		
Income	0	0	2,793	0	34,199	8,790	9,254	6,700	8,727	4,701	11,337	7,072	850	94,422	
1 hour	21,385	20,977	23,337	24,248	21,340	23,347	24,336	21,517	23,107	18,022	20,542	24,027	266,185		
2 hour	2,993	3,011	3,456	3,473	3,121	3,497	3,450	3,099	3,602	2,724	3,068	3,569	39,063		
3 Hour	416	425	492	487	421	502	551	436	576	397	503	598	5,804		
Short stay	24,794	24,413	27,285	28,208	24,882	27,346	28,337	25,052	27,285	21,143	24,113	28,194	311,052		
long stay	397	331	415	494	357	517	605	448	521	380	464	599	5,528		
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total		
Total	25,800	25,207	26,880	26,745	25,722	26,580	26,938	26,096	24,076	22,943	22,859	26,199	306,045		156,934
Income	5,438	8,463	7,588	7,542	6,783	6,922	8,431	9,258	8,171	7,494	6,660	11,699	592	95,040	£42,734
1 hour	21,601	21,120	22,398	22,032	21,639	22,174	22,482	21,731	19,993	19,092	18,852	21,590	254,704		
2 hour	3,273	3,079	3,422	3,551	3,162	3,241	3,339	3,194	3,107	2,980	3,084	3,499	38,931		
3 Hour	464	498	505	554	449	534	496	504	393	401	438	517	5,753		
Short stay	25,338	24,697	26,325	26,137	25,250	25,949	26,317	25,429	23,493	22,473	22,374	25,606	299,388	153,696	
long stay	462	510	555	608	472	631	621	667	583	470	485	593	6,657	3,238	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11							Total		
Total	22,083	16,905	17,547	21,865	21,117	21,584								121,101	
Income	7,899	12,828	12,157	9,362	10,157	10,164								62,567	
1 hour	18,299	13,692	14,293	17,931	17,410	17,705								99,330	
2 hour	2,903	2,282	2,419	2,985	2,961	2,979								16,529	
3 Hour	425	515	475	533	418	501								2,867	
Short stay	21,627	16,489	17,187	21,449	20,789	21,185								118,726	-23%
long stay	456	416	360	416	328	399								2,375	-27%

Malmesbury On/Off Street Tickets Sold

	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Total	Total income	first 6 months total
Total	18,352	18,142	19,538	21,053	18,789	18,804	19,297	17,074	18,012	14,318	16,225	18,921	218,525		
Income	<b>7,899</b>	<b>12,828</b>	<b>12,157</b>	<b>9,362</b>	<b>10,157</b>									<b>52,403</b>	
1 hour	9,732	9,726	10,064	11,162	9,560	10,563	10,548	9,770	10,422	7,813	8,789	10,538	118,687		
2 hour	4,841	4,829	5,235	5,739	5,417	5,317	5,330	4,622	4,986	4,240	4,663	4,938	60,157		
3 Hour	0	0	0	0	0	0	0	0	0	0	0	0	0		
short stay	14,573	14,555	15,299	16,901	14,977	15,880	15,878	14,392	15,408	12,053	13,452	15,476	178,844		
long stay	3,779	3,587	4,239	4,152	3,812	2,924	3,419	2,682	2,604	2,265	2,773	3,445	39,681		
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total	Total income	first 6 months total
Total	17,725	17,867	18,969	20,310	18,231	18,920	17,940	17,411	16,681	15,924	16,054	20,811	216,843		112,022
Income	<b>8,080</b>	<b>13,245</b>	<b>7,205</b>	<b>8,618</b>	<b>9,289</b>	<b>9,389</b>	<b>11,451</b>	<b>11,629</b>	<b>11,638</b>	<b>10,225</b>	<b>9,634</b>	<b>15,462</b>	<b>646</b>	<b>126,512</b>	<b>£55,827</b>
1 hour	9,368	9,557	9,984	10,581	9,558	10,595	10,214	10,515	10,260	9,466	9,404	10,721	120,223		
2 hour	4,796	4,817	4,987	5,814	5,331	5,573	5,369	4,412	4,266	3,980	4,305	7,385	61,035		
3 Hour	0	0	0	0	0	0	0	0	0	0	0	0	0		
short stay	14,164	14,374	14,971	16,395	14,889	16,168	15,583	14,927	14,526	13,446	13,709	18,106	181,258	90961	
long stay	3,561	3,493	3,998	3,915	3,342	2,752	2,357	2,484	2,155	2,478	2,345	2,705	35,585	21061	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total	Total income	first 6 months total
Total	16,890	16,688	17,399	18,159	17,354	17,273							103,763		103,763
Income	<b>11,377</b>	<b>16,917</b>	<b>14,285</b>	<b>13,552</b>	<b>13,889</b>	<b>13,212</b>								<b>83,232</b>	<b>£83,232</b>
1 hour	9,966	10,866	11,324	11,682	11,122	11,415							66,375		
2 hour	4,548	4,574	4,798	5,041	4,982	4,897							28,840		
3 Hour	289	441	482	518	457	329							2,516		
short stay	14,803	15,881	16,604	17,241	16,561	16,641							97,731	7%	
long stay	2,087	807	795	918	793	632							6,032	-71%	

Wootton Bassett On/Off Street Tickets Sold

	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Total	Total income	First 6 months total
Total	30,705	31,283	32,042	31,832	27,515	26,934	29,722	28,286	30,538	23,823	26,535	30,472	349,687		
Income	<b>0</b>	<b>0</b>	<b>3,157</b>	<b>0</b>	<b>40,708</b>	<b>9,944</b>	<b>9,338</b>	<b>6,708</b>	<b>9,626</b>	<b>6,031</b>	<b>12,100</b>	<b>7,671</b>		<b>105,828</b>	
1 hour	26,054	26,308	27,180	26,250	22,762	22,752	25,191	23,624	25,429	19,878	22,101	25,558	293,087		
2 hour	3,625	3,864	3,815	3,872	3,339	3,045	3,401	3,228	3,789	2,817	3,171	3,481	41,447		
3 Hour	570	681	603	790	674	639	623	682	721	531	659	694	7,867		
short stay	30,249	30,853	31,598	30,912	26,775	26,436	29,215	27,534	29,939	23,226	25,931	29,733	342,401		
long stay	456	430	444	920	740	498	507	752	599	597	604	739	7,286		
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total	Total income	First 6 months total
Total	27,515	26,442	25,693	30,755	27,682	28,622	28,844	28,495	28,053	26,322	26,258	28,992	333,673		166,709
Income	<b>6,498</b>	<b>8,644</b>	<b>8,710</b>	<b>8,286</b>	<b>7,125</b>	<b>7,222</b>	<b>8,651</b>	<b>9,374</b>	<b>8,563</b>	<b>8,309</b>	<b>6,744</b>	<b>11,779</b>	<b>759</b>	<b>100,664</b>	<b>£46,485</b>
1 hour	23,351	22,341	21,598	25,835	23,800	24,518	24,696	24,269	23,834	22,500	22,261	24,553	283,556		
2 hour	3,165	3,054	2,917	3,446	2,911	3,081	3,186	3,021	3,220	2,838	2,967	3,246	37,052		
3 Hour	562	554	588	715	493	508	481	530	471	444	501	589	6,436		
short stay	27,078	25,949	25,103	29,996	27,204	28,107	28,363	27,820	27,525	25,782	25,729	28,388	327,044	163,437	
long stay	437	493	590	759	478	515	481	675	528	540	529	604	6,629	3,272	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total	Total income	First 6 months total
Total	26,921	25,188	26,993	27,761	26,031	25,033							157,927		157,927
Income	<b>8,121</b>	<b>13,104</b>	<b>11,930</b>	<b>10,586</b>	<b>10,727</b>	<b>10,449</b>								<b>64,917</b>	<b>£64,917</b>
1 hour	23,313	21,535	22,945	23,699	22,156	21,490							135,138		
2 hour	2,786	2,605	2,848	2,932	2,737	2,643							16,551		
3 Hour	472	696	734	682	730	579							3,893		
short stay	26,571	24,836	26,527	27,313	25,623	24,712							155,582	-5%	
long stay	350	352	466	448	408	321							2,345	-28%	

**East**

**Devides On/Off Street Tickets Sold**

	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Total	Total income	first 6 months total
<b>Total</b>	45,037	22,554	45,227	50,512	44,110	36,914	46,158	43,227	49,015	36,314	39,176	46,097	504,341		
<b>Income</b>	<b>4,699</b>	<b>2,240</b>	<b>75,519</b>	<b>0</b>	<b>107,908</b>	<b>54,883</b>	<b>35,827</b>	<b>43,090</b>	<b>50,221</b>	<b>37,821</b>	<b>36,202</b>	<b>38,427</b>	<b>10,078</b>	<b>496,913</b>	
<b>1 hour</b>	24,669	12,489	25,311	27,986	23,941	19,379	24,444	23,050	26,063	19,784	20,668	24,529	272,313		
<b>2 hour</b>	12,357	6,139	12,047	13,825	12,537	10,000	13,073	11,782	14,827	10,183	11,134	12,590	140,494		
<b>3 Hour</b>	3,184	1,430	2,814	3,330	3,173	2,642	3,348	2,966	3,486	2,476	3,028	3,216	35,093		
<b>short stay</b>	40,210	20,058	40,172	45,141	39,651	32,021	40,865	37,798	44,376	32,443	34,830	40,335	447,900		
<b>long stay</b>	4,827	2,496	5,055	5,371	4,459	4,893	5,293	5,429	4,639	3,871	4,346	5,762	56,441		
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total		
<b>Total</b>	24,205	41,277	42,489	45,630	45,146	44,296	44,648	43,927	44,375	35,844	39,217	39,600	490,654		243,043
<b>Income</b>	<b>36,421</b>	<b>33,346</b>	<b>38,866</b>	<b>52,889</b>	<b>45,527</b>	<b>37,314</b>	<b>43,146</b>	<b>43,298</b>	<b>45,757</b>	<b>36,061</b>	<b>34,120</b>	<b>54,064</b>	<b>1,831</b>	<b>502,639</b>	<b>£244,362</b>
<b>1 hour</b>	12,806	22,342	23,277	25,348	25,397	25,366	25,411	24,663	25,226	20,249	21,954	21,818	273,857		
<b>2 hour</b>	6,887	11,286	11,399	11,776	11,698	10,832	11,133	10,747	11,787	9,156	9,928	9,869	126,498		
<b>3 Hour</b>	1,677	2,875	2,816	3,608	3,781	3,485	3,552	3,340	3,536	2,746	3,334	3,294	38,044		
<b>short stay</b>	21,370	36,503	37,492	40,732	40,876	39,683	40,096	38,750	40,549	32,151	35,216	34,981	438,399	216,656	
<b>long stay</b>	2,835	4,774	4,997	4,898	4,270	4,613	4,552	5,177	3,826	3,693	4,001	4,619	52,255	26,387	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total		
<b>Total</b>	25,102	40,519	38,708	35,361	35,191	44,379							219,260		219,260
<b>Income</b>	<b>34,029</b>	<b>41,666</b>	<b>40,533</b>	<b>40,039</b>	<b>39,235</b>	<b>43,352</b>								<b>238,854</b>	<b>£238,854</b>
<b>1 hour</b>	13,316	23,749	22,208	20,090	20,107	25,512							124,982		
<b>2 hour</b>	6,395	10,041	10,047	8,966	9,133	11,246							55,828		
<b>3 Hour</b>	2,471	3,285	3,309	3,103	3,080	3,815							19,063		
<b>short stay</b>	22,182	37,075	35,564	32,159	32,320	40,573							199,873	-8%	
<b>long stay</b>	2,920	3,444	3,144	3,202	2,871	3,806							19,387	-27%	

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**Marlborough On/Off Street Tickets Sold**

	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Total		First 6 months total
<b>Total</b>	45,650	27,201	46,800	52,405	46,566	47,785	49,249	41,732	49,902	35,949	39,286	46,878	529,403		
<b>Income</b>	<b>7,215</b>	<b>1,078</b>	<b>85,757</b>	<b>0</b>	<b>132,627</b>	<b>65,382</b>	<b>43,118</b>	<b>50,210</b>	<b>59,116</b>	<b>44,614</b>	<b>40,300</b>	<b>44,393</b>	<b>2,309</b>	<b>-576,118</b>	
<b>1 hour</b>	23,587	14,298	25,078	27,591	23,236	25,135	24,813	23,125	24,467	18,530	19,615	23,832	273,307		
<b>2 hour</b>	16,775	9,796	16,436	18,895	17,853	17,261	18,171	12,995	19,410	13,261	14,672	17,348	192,873		
<b>3 Hour</b>	2,789	1,622	2,637	3,041	3,013	2,780	3,266	2,772	3,174	2,094	2,465	2,861	32,514		
<b>short stay</b>	43,151	25,716	44,151	49,527	44,102	45,176	46,250	38,892	47,051	33,885	36,752	44,041	498,694		
<b>long stay</b>	2,499	1,485	2,649	2,878	2,464	2,609	2,999	2,840	2,851	2,064	2,534	2,837	30,709		
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total		
<b>Total</b>	43,146	41,896	45,419	48,667	42,548	42,166	42,470	42,085	36,741	33,370	38,321	42,605	499,434		263,842
<b>Income</b>	<b>41,779</b>	<b>38,595</b>	<b>44,336</b>	<b>64,559</b>	<b>54,445</b>	<b>41,901</b>	<b>48,429</b>	<b>47,376</b>	<b>52,596</b>	<b>43,723</b>	<b>42,715</b>	<b>67,633</b>	<b>18,836</b>	<b>606,922</b>	<b>£285,615</b>
<b>1 hour</b>	21,086	20,689	23,226	24,905	21,308	21,616	21,361	21,514	18,077	17,005	19,529	21,449	251,765		
<b>2 hour</b>	16,702	15,906	16,771	17,505	15,994	15,487	15,214	14,923	13,882	11,803	13,577	15,254	183,018		
<b>3 Hour</b>	2,734	2,640	2,645	3,229	2,867	2,671	3,190	2,817	2,514	2,215	2,623	2,942	33,087		
<b>short stay</b>	40,522	39,235	42,642	45,639	40,169	39,774	39,765	39,254	34,473	31,023	35,729	39,645	467,870	247,981	
<b>long stay</b>	2,624	2,661	2,777	3,028	2,379	2,392	2,705	2,831	2,268	2,347	2,592	2,960	31,564	15,861	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total		
<b>Total</b>	39,886	38,783	41,257	43,144	43,654	41,319							248,043		248,043
<b>Income</b>	<b>37,802</b>	<b>51,492</b>	<b>54,167</b>	<b>52,092</b>	<b>47,800</b>	<b>31,910</b>								<b>275,263</b>	<b>£275,263</b>
<b>1 hour</b>	19,581	20,019	21,282	22,336	21,567	21,200							125,985		
<b>2 hour</b>	14,892	13,630	14,532	15,516	16,284	14,581							89,435		
<b>3 Hour</b>	2,871	2,643	2,839	2,807	3,217	2,846							17,223		
<b>short stay</b>	37,344	36,292	38,653	40,659	41,068	38,627							232,643	-6%	
<b>long stay</b>	2,542	2,491	2,604	2,485	2,586	2,692							15,400	-3%	



# South

## Amesbury On/Off Street Tickets Sold

	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Total	total income	First 6 months total
Total													0		
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total		
Total													0		
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total		
Total	2,290	4,593	4,712	4,738	4,727	4,120							25,180		25,180
Income	791	3,054	2,999	2,825	2,862	2,856								15,386	£15,386
1 hour	1,652	3,101	3,188	3,236	3,100	2,734							17,011		
2 hour	473	1,054	1,117	1,050	1,093	976							5,763		
3 Hour	125	318	255	314	384	292							1,688		
Short stay	2,250	4,473	4,560	4,600	4,577	4,002							24,462		
Long Stay	40	120	152	138	150	118							718		

## Salisbury On/Off Street Tickets Sold

	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Total	Total	First 6 months total
Total	151,089	156,428	153,732	170,504	159,784	164,827	188,849	164,801	184,775	141,246	141,620	171,141	1,948,796		
Income	15,112	15,266	27,917	671	1,309,926	249,366	333,766	279,223	345,474	210,111	259,178	250,280	37,799	3,334,088	
15 Minutes	5,703	5,210	5,566	5,837	5,765	6,692	7,398	5,721	4,868	5,161	5,372	7,382	70,675		
30 Minutes	9,444	9,168	9,687	9,778	9,486	11,185	11,502	9,917	8,707	8,664	9,082	11,167	117,787		
45 Minutes	6,270	6,698	6,200	6,212	6,377	7,210	7,759	6,405	6,770	5,814	5,812	7,701	79,228		
1 hour	49,205	49,730	51,066	56,459	49,881	54,421	59,478	53,980	54,056	44,751	45,344	55,269	623,640		
90 Minutes	751	701	757	936	892	899	793	613	623	492	626	581	8,664		
2 hour	36,809	37,993	36,495	41,979	39,318	38,682	45,243	38,657	47,201	33,058	32,733	38,790	466,958		
3 Hour	15,897	16,414	15,408	17,881	18,103	16,406	20,292	17,060	23,280	14,413	14,478	16,655	206,287		
Short stay	124,079	125,914	125,179	139,082	129,822	135,495	152,465	132,353	145,505	112,353	113,447	137,545	1,573,239		
long stay	27,010	30,514	28,553	31,422	29,962	29,332	36,384	32,448	39,270	28,893	28,173	33,596	375,557		
	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Total		
Total	141,083	151,418	148,229	162,355	155,563	150,438	156,912	146,439	168,032	138,814	130,923	138,441	1,788,647		909,086
Income	227,638	241,083	226,005	304,263	286,143	277,970	266,880	266,725	330,135	221,100	204,815	310,581	8,215	3,171,554	£1,563,102
15 Minutes	5,287	5,538	5,814	5,737	5,865	6,370	6,274	6,067	4,676	5,184	4,989	5,893	67,694		
30 Minutes	8,965	9,511	9,661	10,402	9,686	10,424	9,859	9,281	8,734	9,170	9,495	8,822	114,010		
45 Minutes	5,590	6,009	6,317	6,818	6,611	6,851	7,137	6,462	6,733	6,198	5,961	7,025	77,712		
1 hour	44,876	48,699	49,510	59,308	55,923	55,940	56,104	52,419	56,247	49,966	47,174	50,293	626,459		
90 Minutes	746	684	718	644	474	440	331	282	450	321	310	186	5,586		
2 hour	33,330	35,951	34,831	31,012	28,851	26,888	28,133	25,411	33,377	24,670	22,885	24,273	349,612		
3 Hour	14,969	15,239	14,346	18,464	18,982	16,330	18,484	16,929	23,945	15,423	14,527	14,958	202,596		
Short stay	113,763	121,631	121,197	132,385	126,392	123,243	126,322	116,851	134,162	110,932	105,341	111,450	1,443,669	738,611	
long stay	27,320	29,787	27,032	29,970	29,171	27,195	30,590	29,588	33,870	27,882	25,582	26,991	344,978	170,475	
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Total		
Total	124,898	112,721	117,507	123,160	133,298	111,621							723,205		723,205
Income	195,684	257,116	245,099	262,074	242,472	275,086								1,477,530	£1,477,530
15 Minutes	5,223	5,213	6,535	6,645	6,416	6,918							36,950		
30 Minutes	8,861	8,948	11,000	11,047	10,712	11,191							61,759		
45 Minutes	5,574	4,507	5,494	5,890	5,639	2,074							29,178		
1 hour	29,908	5,842	7,526	7,813	8,827	19,657							79,573		
90 Minutes	363	347	473	506	538	443							2,670		
2 hour	40,664	58,308	58,387	60,322	67,926	43,926							329,533		
3 Hour	14,449	11,529	11,521	11,986	14,004	10,147							73,636		
Short stay	105,042	94,694	100,936	104,209	114,062	94,356							613,299	-17%	
long stay	19,856	18,027	16,571	18,951	19,236	17,265							109,906	-36%	

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### Reduced Parking Charges in Other Local Authorities

#### Walsall Council

Walsall Council's Environment Scrutiny and Performance Panel investigated town centre parking issues in a recently published report 'Town Centre Parking Working Group'. In relation to the pricing structure of parking charges the report states that:

*The Working Group considered the risks associated with lowering charges in all Council run car parks and whether reducing costs alone would encourage more people to park in town. A potential risk was that usage may not increase and income could subsequently fall. Free parking offered during Christmas 2010 was referred to as an example as occupancy rates during this period did not differ greatly from the previous year despite free parking being offered. Revenue of circa £30k was lost as a result.*

#### Swindon Borough Council

In June 2010, Swindon Borough Council's Cabinet approved the implementation of a reduction in parking charges to £1.00 for an hour and £2.00 for a stay between two and four hours in Brunel North, Brunel West and Fleming Way car parks for an initial period to 31 July 2011. At the same time, a complementary variation in charges for all the car parks in Swindon's Old Town to £0.70 for an hour and £1.00 for stays up to two hours was approved. A report to the borough council's Cabinet on 8 June 2011 sought to assess the impacts of these reductions in car parking charges.

Retailers in Swindon town centre have reported an increase in both footfall and turnovers: the Brunel Centre had an additional 286,000 visitors since 1 January 2011 (compared with 2010) which is an increase in footfall of 8.17%. Retailers in the Brunel Centre also report that their sales are ahead of UK sales growth in six of the ten reported months.

In terms of car parking, the report indicates that while the reduction in charges has not increased the overall volume of cars in all car parks in Swindon town centre, they are probably staying longer. However, the report highlights that income and ticket sales across all car parks in the town centre and Old Town is down by £385,000 (income) and 45,000 (tickets). The report states that "What this shows is that whilst the scheme has been successful in the three multi-storeys, this may have been at the expense of the other car parks in the town". While not included in the Borough Council's report, this finding might suggest that those retailers closer to these other car parks may have suffered a commensurate drop in footfall and trade.

Lastly, the report confirms that the Swindon Borough Council, Brunel Management Company and in Swindon spent £50,000 on a marketing campaign, and that the reduction in charges is anticipated to reduce the council's car parking income by £500,000 per annum. A £112,000 parking income shortfall for 2011/12 has been identified in the council's latest budget monitoring report.

#### Newport City Council

In December 2010, Newport City Council introduced two hours free parking in its multi-storey car parks and followed this by introducing a 10p tariff for the first two hours in its surface car parks on 31 January 2011.

A report to the City Council's Cabinet Member for Highways and Transport on 30 March 2011 states that 261 fewer vehicles used the car parks in January 2011 than over the same period in 2010 resulting in a reduced income of £30,253.88. In February 2011, the report states that there was an increase of 2,143 vehicles parked compared with the same month in 2010. The reduction in income between the two years was £59,876 for the month of February.

## Car Parking Charges in the Context of Other Policies

### **Business Plan**

The Wiltshire Council Business Plan 2011-2015 sets out the considerable challenges the Council faces and the approaches being proposed to tackle those challenges.

Over the next four years, the Council will need to find £289 million in efficiencies and savings to fund services and investments by 2015. This is a decrease in the Council's annual budget by 2014/15 of £99 million.

The majority of the Council's discretionary income comes from its neighbourhood and planning department, with car parks and leisure being the significant income areas. The Business Plan anticipates that the current parking charges would generate an additional £309,000 income in 2011/12 on top of the base budget for 2010/11, with total income rising to £9.292 million. As agreed by Cabinet at its meeting on 14 December 2010, any surplus parking revenue will be hypothecated to support sustainable transport measures (e.g. local bus services).

### **Community Plan**

Car parking charges can play an important role in helping to achieve two of the objectives in the Wiltshire Community Plan 2011-2026:

- Significantly reduce domestic, business and transport CO<sub>2</sub> emissions across the country in line with national targets.
- Provide a safer and more integrated transport system that achieves a major shift to sustainable transport, including walking, cycling, and the use of bus and rail networks especially in the larger settlements of Trowbridge, Chippenham and Salisbury, and along the main commuting corridors.

### **Joint Strategic Assessment**

The Joint Strategic Assessment for Wiltshire 2010-2011 sets out the strategic issues and priorities for Wiltshire for the next three years. The identified key issues related to transport include the following:

- Economic growth is being compromised by an increasingly unreliable and congested transport network.
- Emissions by transport of carbon dioxide and other greenhouse gases are having a detrimental effect on climate change.
- A lack of transport to services, facilities and employment results in a degree of inequality for some Wiltshire residents.
- The built and natural environment in some areas is being adversely affected by traffic.

## **Local Development Framework**

The emerging Wiltshire Core Strategy provides the spatial expression of the community plan. There are, however, certain tensions between the objectives of the community plan and the settlement and delivery strategies of the Wiltshire Core Strategy which is seeking to make provision for 175-182 hectares of new employment land and around 37,000 new houses. Demand management measures, such as appropriate parking charges, will be important in helping the Council to reconcile these tensions by providing one of the means to manage traffic and congestion pressures on the highway network.

## **Local Transport Plan**

The Wiltshire Local Transport Plan 2011-2026 seeks to implement the following national transport goals at the local level:

- support economic growth
- reduce transport's emissions of greenhouse gases
- contribute to better safety, security and health
- promote equality of opportunity
- improve quality of life and promote a healthy natural environment.

Demand management measures, primarily centred on car parking supply and charges, can be one of the most useful tools available to the Council in helping achieve these goals.

## **Energy Change and Opportunity Strategy**

The Energy Change and Opportunity Strategy 2011-2020 sets out how Wiltshire as a council and a community can take action on climate change.

The UK Climate Change Act 2008 set an ambitious target of a 34% reduction in CO<sub>2</sub> on 1990 levels by 2020 and a reduction of 80% by 2050. However, while CO<sub>2</sub> emissions went down by 2.1% in the south west between 2005 and 2007, in Wiltshire they actually went up by 3.1%.

It is estimated nationally that 40% of an average UK citizen's contribution to CO<sub>2</sub> comes from transport with almost three quarters attributable to car use. Overall, transport accounts for 28% of Wiltshire's total CO<sub>2</sub> emissions. The Energy, Change and Opportunity Strategy therefore promotes measures which will decrease individual car use.

## **Air Quality**

The 2011 Air Quality Progress Report summarises the current situation relating to air quality in Wiltshire. There are seven Air Quality Management Areas (AQMAs) within Wiltshire which have been declared because of exceedances of the annual mean objective for nitrogen dioxide. These are in:

- Westbury, centred on Haynes Road and Warminster Road.
- Bradford on Avon, centred on Masons Lane.
- Devizes, at Shanes Castle.
- Marlborough, centred on Herd Street and Barn Street
- Salisbury city centre, within the Churchill Way ring road
- Wilton Road, Salisbury between the Old Manor Hospital site and St Pauls roundabout
- London Road between the allotment railway tunnel and St Marks roundabout.

The AQMA at Bradford on Avon has also been declared in respect of the annual mean objective for fine particulates (PM10).

Road traffic accounts for the main source of atmospheric emissions across Wiltshire, and accounts for all the AQMAs declared. It is therefore likely that parking management measures will need to form part of the Air Quality Action Plans that will need to be reviewed and/or developed to deal with the identified exceedances.

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**Wiltshire Council**

**Cabinet**

**18 October 2011**

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**Subject: Recommendations on the Capital Programme**

**Cabinet member: Councillor John Brady  
Finance, Performance and Risk**

**Key Decision: No**

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## **Executive Summary**

To agree changes to the capital programme as recommended by the Cabinet Capital Assets Committee (CCAC) for onward recommendation to Council as changes to the previously approved programme.

For completeness, the report also refers to Cabinet's decision dated 13 September 2011 to recommend to Council the provision of up to £0.375 million of capital funding for the Wiltshire Incubation Environment Network.

## **Proposals**

That the following changes to the capital programme be recommended to Council:

- a. approval of an additional £8.295m to the Transformation Programme;
- b. Cabinet Capital Assets Committee's decision to redevelop Middlefields / Hungerdown lane site for a new care home and extra care housing: The capital receipt that was factored into the capital programme be recouped from the sale of a section of the Middlefields / Hungerdown site, Seymour House, Chippenham and the sale of the Paddocks, Trowbridge and Coombe End Court, Marlborough sites as agreed by CCAC at its meeting on 14 September 2011 and
- c. approve the provision of up to £0.375 million of capital funding in respect of the Wiltshire Incubation Environment Network (as previously agreed by Cabinet).

**Reasons for Proposals**

To seek Council approval for changes to the capital programme in accordance with the constitution.

**Michael Hudson**  
**Interim Chief Finance Officer**

## Wiltshire Council

### Cabinet

18 October 2011

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**Subject: Recommendations on the Capital Programme**

**Cabinet member: Councillor John Brady  
Finance, Performance and Risk**

**Key Decision: No**

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### Purpose of Report

1. To agree changes to the capital programme as recommended by the Cabinet Capital Assets Committee (CCAC) for onward recommendation to Council as changes to the previously approved programme.

### Background

2. Under the constitution of the Council, the CCAC can only make recommendations on Capital decisions to Cabinet. Any proposed changes to the Council approved capital programme would require Council approval.

### Summary of decisions from the Cabinet Capital Assets Committee (CCAC) requiring approval:

#### Transformation programme Additional budget

3. Agenda item 5 of the CCAC meeting of the 14 September 2011 recommended to Council, via Cabinet, the approval of an additional £8.295m to the Transformation Programme as part of the Depot strategy. Cabinet is asked to recommend to Council the approval of these additional funds.

#### Older People Accommodation Development Strategy

4. The Older People Accommodation Development Strategy identified Seymour House as the preferred location to provide a specialist Care Home and Extra Care Units in Chippenham. Due to planning restrictions on developing the parkland surrounding the site, this site is no longer sufficient. The suggested site for the development is now the Middlefields / Hungerdown lane site, which was planned to be disposed of to generate a capital receipt for the capital programme. The disposal of Seymour house alone would not recoup enough of a capital receipt to pay back the capital programme.
5. In order to recoup the full receipt required to offset the loss of capital receipt for the Middlefields / Hungerdown lane site, four sources of capital receipts are

proposed: any remaining land following construction at Middlefields / Hungerdown; the sale of Seymour House once vacant; sale of the Paddocks Care home, Trowbridge to the Order of St John's (see CCAC agenda item 12); and the sale of Coombe End Court, Marlborough (see CCAC agenda item 13).

Link to CCAC reports referred to above:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=980&MId=5946&Ver=4>

6. If the above four sales are undertaken then the capital receipt generated will be sufficient to repay the capital programme for the loss of Middlefields / Hungerdown Lane. Cabinet is asked to recommend the change to the planned capital programme financing to Council. A breakdown of the capital receipts is included in confidential appendix A.

#### Wiltshire Incubation Environment Network

7. Cabinet at its meeting on 13 September 2011 in considering a report agreed the provision of up to £0. 375 million capital funding that would provide the capital proportion of the match funding required to draw down European Union grant aid for this project. This would enable the creation of four new business incubation and enterprise spaces to support new business and job creation in communities that were either dependent on military employment or have been hardest hit by job losses. This whilst having been previously agreed by Cabinet is included in this report in the context of capital approvals which would require Council approval.

Link to Cabinet report referred to above:

<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=5650&Ver=4>

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

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

#### **Financial Implications**

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

#### **Legal Implications**

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

**Michael Hudson**

Interim Chief Finance Officer

Report Author: Stephen MacDonald

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

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**Wiltshire Council**

**Council**

**8 November 2011**

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## **Annual Report on Treasury Management 2010-11**

### **Summary**

In accordance with the CIPFA Prudential Code for Capital Finance in Local Authorities 2003 (The Prudential Code), the Council adopted a Treasury Management Strategy (TMS) for 2009-10, including a set of Prudential and Treasury Indicators (PrIs/TrIs) and an Annual Investment Strategy (AIS) at its meeting on 23 February 2010. This report shows how the Council has performed against this strategy.

### **Proposals**

Council is asked to consider and note:

- a) the actual cash position at the end of 2010-11 against the original forecast for the year;
- b) PrIs, TrIs and other treasury management strategies set for 2010-11 against actual positions resulting from actions within the year as detailed in Appendix A; and
- c) investments during the year in the context of the Annual Investment Strategy as detailed in Appendix B.

### **Reasons for Proposals**

To give members of the Council an opportunity to consider the performance of the Council against the parameters set out in the last approved Treasury Management Strategy.

This report is required by the Prudential Code for Capital Finance in Local Authorities and the CIPFA Code of Practice for Treasury Management in the Public Services.

**Michael Hudson**  
**Chief Finance Officer**

## **Annual Report on Treasury Management 2010-11**

### **Background & Purpose of Report**

1. In accordance with the CIPFA Prudential Code for Capital Finance in Local Authorities 2003 (The Prudential Code), the Council adopted a Treasury Management Strategy (TMS) for 2010-11, including a set of Prudential and Treasury Indicators (PrIs/TrIs) and an Annual Investment Strategy (AIS) at its meeting on 23 February 2010.
2. An interim report was submitted to Cabinet on 25 January 2011 for the period from 1 April to 30 September 2010. This report covers the whole financial year ended 31 March 2011.

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

3. This report reviews:
  - a) the actual cash position at the end of 2010-11 against the original forecast for the year;
  - b) PrIs, TrIs and other treasury management strategies set for 2010-11 against actual positions resulting from actions within the year (see Appendix A); and
  - c) investments during the year in the context of the Annual Investment Strategy (see Appendix B).

### **Review of cash position**

4. In setting strategies and PrIs for 2010-11, a forecast cash position for the year was prepared based on expected inflows and outflows of cash during the year.
5. Expected cash flows are indicative and any surpluses or deficits in the cash position are managed through short term investments and borrowing and do not represent an actual gain or loss to the Council and do not have an impact on the revenue budget. Instead, any surplus or deficit represents, either: surplus cash (at a point in time), held pending allocation to related expenditure, which is invested on a short term basis until required; or additional cash required (at a point in time) to manage the Councils overall liquid resources. Any cash required being funded by a (contra) reduction in short term investments or increase in short term borrowing.
6. The actual cash position at 31 March 2011 is a cash requirement of £16.6 million, compared with the expected cash requirement of £43.7 million. The (favourable) variation of £27.1 million relates to both capital and revenue items, receipts and payments and is represented by an:



- a) increase in the actual level of investments of £19.2 million, compared to the anticipated decrease of £43.7 million (i.e. a variance of £62.9 million);
  - b) increase in the level of borrowing of £40.0 million; and
  - c) a decrease in the level of cash at bank of £4.2 million, giving
  - d) a total variation of £(69.2 - 40.0 + 4.2) million = £27.1 million.
7. There were no opportunities to restructure PWLB loans in 2010-11, mainly because of the continuing high level of premiums payable for the early repayment of PWLB loans, together with the availability of favourable interest rates at the appropriate maturity levels.
8. PWLB rates are expected to rise steadily over the next three years as the UK economy improves. With this in mind, but also to maintain a positive cash position at the year end, it was decided to borrow an additional £40 million new PWLB loans in March 2011, reducing the gap between CFR and net borrowing and thus lowering the level of internal borrowing, together with 'smoothing' the spread of the loan maturity profile.

#### **Review of Prudential and Treasury Indicators and Treasury Management Strategy for 2010-11**

9. The detail of the review is given in Appendix A. The Council is asked to note that:
- a) all action has been within the approved PrIs and TrIs;
  - b) the average interest rate for long term debt is 4.20%, compared to 4.30% in 2009-10;
  - c) short term cash deficits and surpluses were managed through temporary loans and deposits with a return on investments of 0.66% (an increase from 0.57% in 2009-10, reflecting longer term investment opportunities at favourable rates of interest – see below), in comparison to a market rate of 0.61%, based on the Average 3 Month LIBID Rate for 2010-11 (London Interbank Bid Rate, i.e. the rate at which banks are prepared to borrow from other banks);
  - d) two mid/longer term investments (one for six months and another for 12 months) were placed during the year with Barclays Bank and Lloyds Banking Group, respectively, taking advantage of 'special' direct deposits at favourable interest rates (whilst maintaining security and liquidity); and
  - e) a further Money Market Fund was opened during the year.

## **Review of Investment Strategy**

10. This review is detailed in Appendix B. The Council is asked to note that:
- a) the tight monetary conditions following the 2008 financial crisis continued through 2010-11 with little material movement in the shorter term deposit rates.
  - b) Overlaying the relatively poor investment returns was the continued counterparty concerns, most evident in the Euro zone sovereign debt crisis.
  - c) during the financial year the Council was able to take the opportunity presented by the 'pick up' in the six and 12 month investment rates to invest surplus cash balances at optimum rates, whilst maintaining its approved strategy, including security and liquidity and credit rating criteria.

## **Environmental and Climate Change Considerations**

11. a) to d) None have been identified as arising directly from this report.

## **Equalities Impact of the Proposal**

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

## **Risks Assessment and Financial Implications**

13. The primary treasury management risks to which the Council is exposed are adverse movements in interest rates and the credit risk of counterparties.
14. Investment counterparty risk is controlled by assessing and monitoring the credit risk of borrowers as authorised by the Annual Investment Strategy. Appendix B of this report details action taken in 2010-11.
15. At 31 March 2011, the Council's average interest rate in respect of long term debt was 4.20% (a reduction of 0.10% since 31 March 2010), which, according to the latest available information, remains one of the lowest rates amongst UK local authorities.
16. It is also considered important to ensure that there is an even spread of loans to avoid the prospect of a large number (and value) of loans maturing in any one year, which may need to be replaced when interest rates are high. A summary of the present loan maturity profile is shown in Appendix C (i).
17. Returns on short term investments have not moved significantly, mainly as a result of the continuation of the conditions following the 'credit crunch', since October 2008 and are likely to continue at near current levels for a while. The costs of borrowing have remained at similar levels because the loan profile is almost entirely at fixed maturity rates (despite the unexpected change of policy on PWLB lending arrangements in October 2010, when new borrowing rates increased by 0.75% to 0.85%, without an associated increase in early redemption rates). However, the average rate of borrowing is relatively low and the Council retains sufficient flexibility in its strategy with a reasonable balance

between the costs of borrowing and return on investments. The investment rate of return for the year was 0.66%, against the average borrowing rate of 4.20%.

### **Legal Implications**

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

### **Options Considered**

19. The opening of another Money Market Fund means that the Council can take further advantage of an alternative (highly liquid) form of 'instant access account', whilst obtaining a higher return than that gained from placing the cash on fixed short term, or overnight (with HSBC), deposit. Money market funds also spread the credit risk among the "members" of the fund.
20. Mid/longer term investment rates picked up a little during the financial year, leading to an opportunity to invest at special (attractive) deposit rates over six and 12 months. Other cash surpluses that arose were mainly placed in call accounts and money market funds offering competitive rates when compared with market rates, with the advantage of being highly liquid, whilst being within the Councils approved credit worthiness criteria. Where other investments were placed on the money market, in the present economic climate it was decided to continue to keep investments short, pending further certainty in the financial markets.
21. The latest forecast anticipates that Bank Rate will start to rise in quarter four of 2011 and reach 3% by March 2014. However, the forecast that the first increase in the Bank Rate will take place in November 2011 is anticipated with reservations and it could well slip back in time, unless there is some good news on the UK economy before then. PWLB rates are also expected to rise steadily over the next three years as the UK economy improves. With this in mind, but also to maintain a positive cash position at the year end, it was decided to borrow an additional £40 million new PWLB loans in March 2011, reducing the gap between CFR and net borrowing and thus lowering the level of internal borrowing, together with 'smoothing' the spread of the loan maturity profile.

### **Conclusion**

22. Council is asked to note the report.

Michael Hudson  
Chief Finance Officer

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Report Author:

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## **Background Papers**

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

## **Appendices**

Appendix A Review of Prudential and Treasury Indicators for 2010-11

Appendix B Investment Strategy for 2010-11

Appendix C Summary of Long Term Loans, Temporary Loans and Deposits

## REVIEW OF PRUDENTIAL AND TREASURY INDICATORS FOR 2010-11

- Where appropriate the figures shown in this report are consistent with future years' estimated PrIs/TrIs, which were reviewed and reported as part of the 2010-11 budget process.

### Prudential Indicators

#### PrI 1 - Capital Expenditure

- The table below shows the original and revised estimate of capital expenditure against the actual for the year 2010-11:

	<b>2010-11 Original Estimate £ million</b>	<b>2010-11 Revised Estimate £ million</b>	<b>2010-11 Actual Outturn £ million</b>
Capital Expenditure	137.0	124.3	114.6

- The Capital Programme has been actively managed throughout the year and the revised capital budget (capital outturn position for 2010-11) is £121.3 million. Details are as reported in the capital outturn report presented to the Cabinet Capital Assets Committee at its meeting on 14 June 2011.

#### PrI 2 – Ratio of Financing Costs to Net Revenue Stream

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

	<b>2010-11 Original Estimate</b>	<b>2010-11 Revised Estimate</b>	<b>2010-11 Actual</b>
Financing Costs as a percentage of Revenue Budget	5.6%	5.5%	5.8%

- The actual is in excess of the revised estimate due to increased borrowing costs.

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

- This indicator is only relevant during budget setting, as it reflects the impact on the Band D Council Tax caused by any agreed changes in the capital programme.

#### PrI 4 – Net Borrowing and the Capital Financing Requirement

- PrI 4 measures the so called “Golden Rule” which ensures that over the medium term net borrowing is only for capital purposes. The table below shows

the original and revised estimate for 2010-11 compared with the actual position at the year end.

	<b>2010-11 Original Estimate £ million</b>	<b>2010-11 Revised Estimate £ million</b>	<b>2010-11 Actual £ million</b>
Capital Financing Requirement	299.0	320.5	320.4
Net Borrowing	157.3	175.2	163.1
<b>Capital Financing Requirement not funded by net borrowing</b>	<b>141.7</b>	<b>145.3</b>	<b>157.3</b>

8. The Capital Financing Requirement (CFR) increases whenever capital expenditure is incurred. If resourced immediately (from capital receipts, direct revenue contributions or capital grant/contributions) the CFR will reduce at the same time that the capital expenditure is incurred, with no net increase in CFR.
9. Where capital expenditure is not resourced immediately, there is a net increase in CFR, represented by an underlying need to borrow for capital purposes, whether or not external borrowing actually occurs. The CFR may then reduce over time by future applications of capital receipts, capital grants/contributions or further charges to revenue.
10. This Prl is necessary, because under an integrated treasury management strategy (in accordance with best practice under the CIPFA Code of Practice on Treasury Management in the Public Services), borrowing is not associated with particular items or types of expenditure, whether revenue or capital
11. Net Borrowing is the Council's total external debt less its short term cash investments.

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

**The Council is and will continue to be fully compliant with the CIPFA Code of Practice for Treasury Management in the Public Services.**

12. This Code of Practice has been complied with during 2010-11.

### **Treasury Management Indicators within the Prudential Code**

Trl 1 – Authorised Limit for External Debt

<b>Authorised Limit</b>	<b>2010-11 £ million</b>	<b>2011-12 £ million</b>	<b>2012-13 £ million</b>	<b>2013-14 £ million</b>
Borrowing	375.0	453.0	499.7	504.6
Other Long Term Liabilities	0.2	0.2	0.2	0.2
<b>TOTAL</b>	<b>375.2</b>	<b>453.2</b>	<b>499.9</b>	<b>504.8</b>

13. This Authorised Limit was not exceeded at any time during the year, as maximum borrowing was below the lower Operational Boundary.

Tr 2 – Operational Boundary for External Debt

<b>Operational Boundary</b>	<b>2010-11 £ million</b>	<b>2011-12 £ million</b>	<b>2012-13 £ million</b>	<b>2013-14 £ million</b>
Borrowing	326.1	393.8	434.5	438.8
Other Long Term Liabilities	0.2	0.2	0.2	0.2
<b>TOTAL</b>	<b>326.3</b>	<b>394.0</b>	<b>434.7</b>	<b>439.0</b>

14. This Trl is for gross borrowing and was set at a limit that would allow the Council to take its entire financing requirement as loans, if this was most cost effective. The limit was set to anticipate expected expenditure and it has not been exceeded during the period covered by this report. The maximum gross borrowing during the year being £245.2 million at 31 March 2011.

Trl 3 – External debt

	<b>31/3/10 Actual £ million</b>	<b>31/3/11 Expected £ million</b>	<b>31/3/11 Actual £ million</b>
Borrowing	205.2	205.2	245.2
Other Long Term Liabilities	£0.2	0.2	£0.2
<b>TOTAL</b>	<b>205.4</b>	<b>205.4</b>	<b>245.4</b>

15. This Trl shows the gross External Debt outstanding at year end. The actual borrowing figure is outstanding long term borrowing as shown in Appendix C (i). The difference between expected and actual borrowing reflects the decision to borrow £40 million for the reasons explained in the main body of the annual report (see paragraph 8 of the report).
16. Details of all long term loans taken during the year are given in Appendix C (i).

**Treasury Management Indicators within the Treasury Management Code**

Trl 4a and 4b – Upper Limit on Fixed Interest Rate Exposures and Interest Rate Exposures, respectively

**The Council's upper limit for fixed interest rate exposure for the period 2010-11 to 2013-14 is 100% of net outstanding principal sums.**

**The Council's upper limit for variable interest rate exposure is 16% for 2010-11, 20% for 2011-12, 30% for 2012-13 and 35% for 2013-14 of net outstanding principal sums.**

17. All loans and investments are at fixed rates of interest.

Trl 5 – Maturity Structure of Borrowing

<b>Limits on the Maturity Structure of Borrowing</b>	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Actuals 31/3/11</b>
Maturing Period:			
- under 12 months	15%	0%	0.5%
- 12 months and within 24 months	15%	0%	0.0%
- 2 years and within 5 years	45%	0%	9.7%
- 5 years and within 10 years	75%	0%	8.8%
- 10 years and above	90%	0%	81.0%

18. In addition to the main maturity indicators it is considered prudent that no more than 15% of long term loans should fall due for repayment within any one financial year. The actual maximum percentage falling due for repayment in any one year is currently 5.3% (£13 million) in both 2052-53 and 2053-54. The average interest rate on present long-term debt is 4.20%, which, according to the latest available information, continues to be one among the lowest local authority rates.

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

19. This Trl is covered by the Annual Investment Strategy, which is detailed in Appendix B.

**Other Treasury Management issues**

***Short Term Cash Deficits and Surpluses***

20. It was agreed that temporary loans and deposits would be used to cover short term cash surpluses and deficits that arise during the year. Such borrowing or investments would be made to specific dates at fixed rates, with reference to cash flow requirements. Investments have also been placed in Money Market Funds during the year.
21. Temporary loans and deposits are summarised in Appendix C (ii).

***Icelandic Bank Deposits***

22. During 2010-11 the Council received three interim dividends from the administrators of Heritable Bank totalling £1,364,936. No repayments have been received from Landsbanki.
23. According to the latest available information, the Council should expect to receive a total repayment from Heritable of between 79 and 85 pence in the pound. Indeed, in terms of Heritable and Landsbanki, the position has not changed materially from the previous financial year end and the guidance regarding the level of expected returns remains the same. Based on guidance from the Local Government Association and Bevan Brittan solicitors, the final total repayment from Landsbanki is expected to be around 95 pence in the pound. However, this (in line with the decision of the Reykjavik District Court on 1 April 2011 and current opinion that this decision will be upheld on appeal to



the Icelandic Supreme Court later in the year) assumes that local authorities retain priority status in terms of their deposits with the bank. In the unlikely event that the Supreme Court were to decide in favour of the appellants, the Council would be classified as a general creditor and receive a reduced total final repayment of around 38 pence in the pound, based on current advice.

24. The deposits outstanding with Icelandic banks are shown in Appendix C (ii) at impaired value, impairment being calculated using CIPFA guidance contained within LAAP Bulletin 82, Update 4, May 2011, less the dividends which have been received from Heritable administrators.

### ***Longer Term Cash Balances***

25. The tight monetary conditions following the 2008 financial crisis continued through 2010-11 with little material movement in the shorter term deposit rates. Bank Rate remained at its historical low of 0.5% throughout the year, although growing market expectations of the imminence of the start of monetary tightening saw 6 and 12 month rates picking up.
26. Overlaying the relatively poor investment returns was the continued counterparty concerns, most evident in the Euro zone sovereign debt crisis which resulted in rescue packages for Greece, Ireland and latterly Portugal. Concerns extended to the European banking industry with an initial stress testing of banks failing to calm counterparty fears, resulting in a second round of testing currently in train. This highlighted the ongoing need for caution in treasury investment activity.
27. In the current economic climate it is considered appropriate to keep investments short term and only invest with highly credit rated financial institutions, using Sector's suggested creditworthiness approach. Therefore, when available for investment, longer term cash balances were mainly placed on short term deposits. However, the opportunity arose to take advantage of the pick up, in longer term rates and investments were made with two suitable counterparties during the financial year.
28. Should the situation change in the next financial year, consideration will be given to investing further in the longer term where rates are attractive, whilst maintaining considerations regarding security and liquidity of investments.

## INVESTMENT STRATEGY FOR 2011-12

1. All investments of surplus cash balances were placed to ensure:
  - a) the security of capital, deposits only being placed with financial institutions which met the **high credit ratings** laid down in the approved Strategy;
  - b) the liquidity of investments, all deposits being placed for fixed periods at fixed rates of interest; and
  - c) all such investments were in sterling and in “Specified Investments”, as prescribed in the DCLG Guidance on Local Government Investments (the “Guidance”).
2. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
3. As summarised in Appendix C (ii), 326 deposit transactions were processed during the year, with a gross value of £1,073.826 million. Of deposits placed, 150 were placed direct with HSBC Bank Treasury on the Council’s overnight deposit account, 74 in call accounts, 76 through money market funds and 26 were placed with other counterparties.
4. Details of the deposits outstanding at the end of the year, totalling £82.067 million, are shown in Appendix C (ii). These deposits represent the Council’s reserves both long term, such as the PFI and Insurance funds, and short term such as creditors or payments in advance and include the deposits that remain outstanding from Icelandic banks at impaired value less repayments.
5. The opportunity was taken to place a proportion of these deposits in mid/longer term investments for six and 12 months, taking advantage of the pick up in interest rates for these maturity periods. These are shown within general deposits in Appendix C (ii).
6. A further Money Market Fund was opened during the year. The balances remaining within the (three) funds at the end of the year are also shown in Appendix C (ii).
7. The Council contracts with a treasury adviser, regularly reviewing credit ratings of potential organisations and their respective country's ratings, together with other 'tools' used to assess the credit quality of institutions such as credit default swaps. The Council uses this information to assess institutions with which it may place deposits or from which it may borrow, including interest rate forecasts for both borrowing and investment, together with setting a 'benchmark' borrowing rate. The Council's investment policy is 'aimed' at the prudent investment of surplus cash balances to optimise returns whilst ensuring the security of capital and liquidity of investments. However, the Council, like any other organisation, can be exposed to financial risk, which is negated as far as possible by the foregoing measures.

**SUMMARY OF LONG TERM BORROWING 1 APRIL 2010 - 31 MARCH 2011****LOANS RAISED During the Period**

Date raised	Lender	Amount (£m)	Type	Interest rate (%)	Maturity date	No. of years
March	PWLB	10.000	Maturity	3.050	Mar-15	4.00
March	PWLB	10.000	Maturity	3.420	Mar-16	5.00
March	PWLB	10.000	Maturity	3.740	Mar-17	6.00
March	PWLB	10.000	Maturity	4.020	Mar-18	7.00
<b>Total</b>		40.000				

Average period to maturity (years)

5.50

Average interest rate (%)

3.56**Maturity Profile at 31 March 2011**

Year	Amount (£m)	%age	Average rate (%)
1 to 5 years	24.080	9.8	3.190
6 to 15 years	28.123	11.5	3.971
16 to 25 years	48.500	19.8	4.420
26 to 50 years	128.500	52.4	4.367
Over 50 years	16.000	6.5	4.110
<b>Totals</b>	245.203	100.0	4.200

Average period to maturity (years)

30.01

**SUMMARY OF TEMPORARY LOANS AND DEPOSITS 1 April 2010 - 31 March 2011****Deposits Outstanding at 31 March 2011**

Borrower	Amount £m	Terms	Interest rate(%)
HSBC Bank PLC - Treasury	0.400	No fixed maturity date	0.25
Lloyds TSB Bank	5.000	Fixed to 11-Aug	2.05
Barclays Bank	15.000	Fixed to 15-Jun	1.10
Bank Of Scotland	2.910	No fixed maturity date	0.75
Santander UK	0.014	No fixed maturity date	0.80
Clydesdale Bank	14.314	No fixed maturity date	0.80
Svenska Handelsbanken AB	0.021	No fixed maturity date	0.75
Black Rock Money Market Fund	14.535	No fixed maturity date	0.58
JP Morgan Money Market Funds	10.037	No fixed maturity date	0.53
Prime Rate Money Market Fund	14.420	No fixed maturity date	0.77
Heritable Bank	1.002	Est Recoverable Amount	6.00
Heritable Bank	0.667	Est Recoverable Amount	6.00
Heritable Bank	1.002	Est Recoverable Amount	6.00
Heritable Bank	0.336	Est Recoverable Amount	5.42
Landsbanki	2.409	Est Recoverable Amount	6.10
<b>Total</b>	<b>82.067</b>		

Outstanding deposits with Icelandic Banks are shown at the estimated recoverable amount, which takes account of estimated impairments and, in the case of Heritable, any repayments received to date. The interest rates are the original rates at acquisition date.

**Transactions During the Period**

Type	Balance 1 Apr 10 £m	Raised		Repaid		Balance 31 Mar 11 £m	Interest Variance * High/Low(%)
		Value £m	No.	Value £m	No.		
<b>Temporary loans</b>							
- General	0.000	0.000	0	0.000	0	0.000	
<b>Total</b>	<b>0.000</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	
<b>Temporary deposits</b>							
- General	7.447	143.531	26	125.562	25	25.416	2.05/0.30
- HSBC Overnight	5.200	472.045	150	476.845	151	0.400	0.25/0.20
- Call Accounts	32.883	135.659	74	151.283	41	17.259	0.80/0.75
- Money Market Funds	17.071	322.591	76	300.670	68	38.992	0.85/0.36
<b>Total</b>	<b>62.601</b>	<b>1,073.826</b>	<b>326</b>	<b>1,054.360</b>	<b>285</b>	<b>82.067</b>	

\* Interest variance is the highest/lowest interest rate for transactions during the period.

\* In terms of general deposits, the high of 2.05% was obtained on a special 12 month deposit.

General deposits include impaired Icelandic investments less any repayments that have been received, to date.

**Wiltshire Council**

**Council**

**8 November 2011**

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## **Street Trading**

### **Summary**

- a) to adopt Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982, allowing the Council to control street trading within its area.**
- b) to start the process to designate all streets in the Wiltshire Council area as Consent Streets**
- c) to adopt the revised Consent Street Trading Scheme, as attached to this report.**

### **Proposals**

#### **Council is asked**

- a) to resolve that Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 shall apply to the whole of the Council's area with immediate effect;**
- b) to authorise the commencement of the process to designate all streets within the Wiltshire Council area as Consent Streets by giving notice of its intention to pass a resolution to that effect and**
- c) to adopt the revised Street Trading Scheme, as attached.**

### **Reasons for Proposals**

The adoption of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982 requires a resolution of Council. Once adopted, the process for designating consent streets in the Council's area can be started

**Ian Gibbons**

**Solicitor to the Council and Monitoring Officer**

## **Street Trading**

### Purpose of Report

1. The purpose of this report is to recommend that the Council adopts Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982, allowing it to control street trading within the Council's area. The Council is also recommended to authorise the commencement of the process for designating all streets in the Wiltshire Council area as Consent Streets and to adopt the revised Consent Street Trading Scheme, as attached to this report.

### Background

2. The Local Government (Miscellaneous Provisions) Act 1982 allows local authorities to control street trading within their areas, by designating streets as either consent streets, licence streets or prohibited streets. Where streets have been designated as consent or licence streets, a person wishing to trade in those streets can apply to the local authority for the necessary consent or licence (as appropriate). The local authority can place conditions on the grant of a licence or consent. Where a street has been designated as a prohibited street, then no street trading is allowed.
3. The powers in the 1982 Act are adoptive. This means that they can only be used once the local authority has resolved to adopt them.
4. The former district councils in Wiltshire chose to control street trading in different ways. In North and West Wiltshire there were two different consent street trading schemes. There were also a small number of prohibited streets in the Kennet area. There was no control of street trading in the Salisbury D.C. area, as the District Council had not adopted the powers in Schedule 4 to the 1982 Act.
5. It was therefore considered appropriate to devise a new street trading scheme to cover the whole of the Wiltshire Council area. Under this scheme, all streets would be designated as Consent Streets, and the issue of street trading consents would be governed by a new set of guidelines and conditions. A wide consultation exercise was undertaken on the proposed guidelines between January and March this year. A report on those consultations was made to the Licensing Committee in April. At the request of that Committee, changes were made to the draft Guidelines and a further consultation exercise was carried out in July and August. The results of this second consultation were presented to the Licensing Committee and the Guidelines were approved for adoption, with minor amendments.

## Issues

6. Before the street trading scheme, as set out in the attached Guidelines can be implemented, it will be necessary for the Council to formally adopt Schedule 4 to the 1982 Act and also to designate all streets within the Council's area as consent streets.
7. Once Schedule 4 to the 1982 Act is adopted, there is then a two-stage process that has to be undertaken, in order to designate all streets in the Council's area as Consent Streets. Firstly, the Council will need to publish notice of its intention to designate the streets in a local newspaper and also give notice to the Chief Officer of police. The notice gives an opportunity for members of the public to make representations on the proposals, which would then be considered before a resolution to designate the streets can be passed.
8. As well as recommending approval of the attached Street Trading Scheme, the Licensing Committee on 7<sup>th</sup> September also recommended that Council adopt Schedule 4 to the 1982 Act and designate all street within the Council's area as consent streets.

## Environmental Impact

9. The adoption a street trading consent scheme as attached will enable to the Council to control trading in streets and to impose conditions on the grant of any consents regarding the removal of litter arising from the trading

## Equality and Diversity

10. The public consultation carried out on the proposed trading scheme was compliant with the Council's principles for consultation

## Financial Implications

11. The proposed levels of fees for trading consents will ensure that the scheme is a cost neutral service.

## Legal Implications

12. There is a prescribed legal process to be undertaken to adopt the street trading legislation and to designate consent streets, as set out in this report. By undertaking this procedure, the Council will be able to control street trading and take legal action against unauthorised street trading.

**Ian Gibbons**  
**Solicitor to the Council and Monitoring Officer**

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Report author: Paul Taylor, Senior Solicitor

Appendix A – Revised draft Street Trading Scheme

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## **Harmonised Street Trading Scheme**

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### **Controlling the sale of goods in the Wiltshire Council area.**

**All streets in Wiltshire have been designated as consent streets. It is illegal to trade in a consent street without first obtaining a Street Trading Consent from the council.**

## **Guidelines**

### **How to apply for a Street Trading Consent**

#### **Contents**

## **Glossary**

**The council.** Means Wiltshire Council.

**The applicant.** The trader who has submitted an application for a Street Trading Consent.

**Consent Holder.** An individual that holds a Street Trading Consent.

**Trading area.** All street traders in town centres must trade within an area not exceeding 4 metres by 3 metres. This is known as the trading area. The pitch size for traders outside of town centres will be decided on a case by case basis at the discretion of the Authorised officer.

**Street trading.** The selling, exposing or offering of articles for sale in a street, excluding the exemptions listed in the legislation and on pages 5 to 6 of this policy.

**A Street.** Includes-any road, footway, beach or other area to which the public have access without payment, this does not include privately run shopping centres.

**Consent street.** A street in which street trading is prohibited without the consent of the council.

**Street Trading Consent.** A permission to trade, which is granted by a council subject to conditions and the payment of a fee.

**Block Street Trading Consent.** One Street Trading Consent issued to an individual who organises a street trading event with five or more traders. The holder of a Block Street Trading Consent is responsible for all individual trading activities.

**A roundsman.** An individual who visits a 'round' of customers and delivers the orders of those customers, for example a milkman. Ice-cream vans are not classed as rounds men.

**A pedlar.** To operate legally as a pedlar you must

- keep moving, stopping only to serve customers at their request
- move from place to place and not circulate within the same area
- carry all goods for sale and not use a trolley or stall
- hold a valid pedlar's certificate, issued by a Chief Constable of Police.

**Authorised officer.** An officer employed by Wiltshire Council and authorised by the council to act in accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1982.

**Licensing Sub-Committee.** Elected Wiltshire councillors who have received special training on licensing matters. The Licensing Sub-Committee is supported by a clerk and a solicitor and meets on a regular basis. Sub-Committee meetings are normally held in public unless there are matters to be considered that are of a confidential nature. The role of the Licensing Sub-Committee is to consider any appeals against decisions by Authorised officers.

**The Sub-Committee.** The Licensing Sub-Committee.

**A town.** A location that has a town council as opposed to a parish council.

**Town trader.** A street trader within the boundaries of a town council area.

### **Purpose**

Wiltshire Council's street trading policy aims to:

- create a street trading environment that complements premises based trading
- promote fairness and consistency across the county
- improve the local environment
- be sensitive to the needs and concerns of residents
- involve local communities in street trading decisions
- control street trading through a fair and proportionate enforcement procedure

### **What is street trading?**

Street trading is selling, exposing or offering articles for sale in a street.

This includes:

- trading from mobile and static structures, including kiosks
- the sale of food and drink
- ice-cream vans
- mobile artists and musicians who sell their recorded work on the street
- the sale of Christmas trees and other festive items

This does not include:

- the contractual sign up of gas, electricity or other domestic services
- subscriptions to motor breakdown organizations
- handing out promotional literature for goods, services or venues.

### **Exempted street trading activities**

Some types of street trading are legally exempt from the need to obtain a Street Trading Consent.

A Street Trading Consent is **not required** if you are:

- a pedlar with a valid pedlar's certificate issued by a chief constable of police
- trading in a charter market or a statutory market
- trading in a trunk road picnic area under the Highways Act 1980
- trading as a news vendor within a maximum area of 0.25 square metres and only sell newspapers and periodicals
- trading as a roundsman
- undertaking a permitted street collection
- trading on premises used as a petrol station or on the street adjoining premises used as a petrol station and you own the shop or petrol station
- trading in a kiosk placed on a highway under the Highways Act 1980
- operating refreshment facilities under the Highways Act 1980.

As a matter of Council policy a Wiltshire Council Street Trading Consent will **not** be required for the following activities:

- trading on private land (including land owned, leased or maintained by a town/parish council) where this is **not** a road, road lay-by, car-park or industrial estate with public vehicular/foot access or within 10 metres of any road, road lay-by, car-park or industrial estate with public access
- trading in a market run by Wiltshire Council. A list of current markets run by the council can be obtained from the council's web site or our markets team.
- trading in a market run by a town/parish council
- trading from a motorised ice-cream van that keeps moving from street to street not stopping in one place for longer than fifteen minutes
- fetes, carnivals or similar community based and run events, for example Christmas lights switch-on events
- non-commercial, community or charitable events where the profits are not used for private gain or are wholly passed to a charity or political/ educational organisation
- sales of articles by householders on land within the curtilage of their property, for example garage sales

- goods from working farms or smallholdings sold at the premises where they were produced
- trading in privately run shopping centres or *covered mall walkways, for example Emery Gate and Borough Parade in Chippenham and the Martingate centre in Corsham*
- *trading as part of a travelling fair where permission for the event has already been granted by the Wiltshire Council*
- *pavement cafes where payment takes place outside (a Highway Amenity Licence will be required for this activity)*
- *farmers markets organised by the Wiltshire Farmers Market Association.*

### **What is a street?**

A street is any area which the public can access without payment, including private land. This does not include privately run shopping centres.

**This street trading policy covers all streets in Wiltshire. All streets in Wiltshire have been designated as consent streets. (i.e. streets where consents are needed to trade)**

A Street Trading Consent is required to trade in the following locations:

- roads and walkways
- lay-bys and verges
- footpaths
- car-parks
- residential streets
- industrial estates
- any other publically controlled highway or land owned, leased or maintained by Wiltshire Council
- unenclosed land within 10 metres of any of the above.

### **What is a Street Trading Consent?**

A Street Trading Consent is a permission to trade. It is granted by Wiltshire Council subject to conditions and usually involves the payment of a fee.

It can be withdrawn at any time or not renewed if conditions are not complied with or the required fee is not paid.

A Street Trading Consent is specific to the person it is issued to and is non-transferable.

### **Who can apply for a Street Trading Consent?**

To apply for a Street Trading Consent **you must be:**

- over the age of 17
- a named individual (two people can apply jointly on the same consent). A company or body corporate can apply for a Street Trading Consent, but it must be issued to a named individual.
- legally entitled to live and work in the UK.

A Street Trading Consent **cannot be issued:**

- to trade on a highway controlled by the Highways Agency (at present the M4, A419, A36 and A303) without the permission of the Highways Agency
- for any trading in a highway to which a control order under section 7 of the Local Government (Miscellaneous Provisions) Act 1976 is in force, other than trading to which the control order does not apply. (This provision prevents trading on a Highway where such trading represents a danger to road users or it impedes the flow of traffic.)

### **Prohibited goods**

A Street Trading Consent will **not** normally be granted for the sale of the following items:

- Alcohol except:
  - sales of mulled wine and similar at street fairs or community events. No sale will be permitted to anyone under the age of 18.
  - for consumption with a sit down meal at the premises.

Note that any sale of alcohol will require a separate permission under the Licensing Act 2003.

- Firearms and replica firearms
- Knives
- Offensive weapons and replica weapons
- Tobacco products
- Fireworks
- Articles that would typically be sold in sex shops
- Animals

## **Types of Street Trading Consents**

Wiltshire Council will accept applications for the following types of street trading consents:

- **Annual Street Trading Consent.** Consent to trade on all days of the year.
- **Daily Street Trading Consent.** Consent to trade for single days, a number of days or a specific day for the year, including bank holidays where these fall on the days included in the consent. For example trading for a full week once a year, on all Mondays for one month, or all Saturdays throughout the year.
- **Block Street Trading Consent.** Consent for organisers of street trading events with five or more traders. The event organiser in receipt of a Block Street Trading Consent is responsible for all individual trading activities and must ensure that street traders at their event comply with the Standard Conditions and any Additional Conditions. A copy of the Standard Conditions is available at Appendix 1. Regular event organisers can apply Block Street Trading Consents on an annual basis for up to ten events per year.

The size of the trading area will be decided on an individual basis at the discretion of council officers. The size of the trading area will be specified on the Street Trading Consent.

## **Procedure for determining applications for Street Trading Consents**

### **How to submit the application**

An application for a Street Trading Consent must be made to Wiltshire Council **in writing**.

To apply for a Street Trading Consent you need to submit the following:

- A completed and signed Street Trading Application Form
- A non-refundable deposit of 10% of the full fee
- 3 copies of a map of at least 1:1250 scale. This should clearly identify the proposed site position by marking the site boundary with a red line.
- Written permission from the land-owner if you wish to trade on private land.
- If you intend to sell food, you must demonstrate that you are registered with the Wiltshire Council Food Safety Team, or another local authority. If you are

already registered with another local authority then you will not need to register with Wiltshire Council, but you will need to provide proof of this registration. If you are not currently registered, you should complete a separate Application to Register a Food Business Establishment Form **at least 28 days before you apply for a street trading consent.**

First time applications for Annual and Daily Street Trading Consents will take a **maximum of 60 days** to be determined.

### **Consultation on applications**

Officers will carry out a consultation process with all interested persons and groups before a street trading application is considered.

This will include:

- Wiltshire Council environmental protection, food and health and safety team, planning department, neighbourhood services (including the parking operations manager and highway enforcement officers) and trading standards
- The appropriate town or parish council
- Wiltshire Police
- Wiltshire Fire and Rescue Service
- Ward Councillors
- The land owner if you are applying to trade on private land
- The local Chamber of Commerce
- Local businesses

Written observations and recommendations will be taken into consideration when the application is determined.

**Full consultation will not take place on applications for Block Street Trading Consents for community events, although if necessary the Authorised officer may informally approach any of the consultees.**

### **Criteria for determining applications**

The Authorised officer will assess applications for Street Trading Consents against the following criteria:



- **Site safety.** The location should not present a substantial risk to the public in terms of road safety, obstruction or fire hazard. Observations from council officers will be taken into consideration.
- **Public order.** The street trading activity should not present a risk to public order in the locality in which it is situated. Observations from Wiltshire police and council officers will be taken into consideration.
- **Avoidance of nuisance.** The street trading activity should not present a substantial risk of nuisance from noise, smells, fumes, litter or the discharge of fluids to households or businesses in the vicinity of the proposed street trading site. Observations from council officers, residents and businesses will be taken into consideration.
- **Consultees' observations.** Consideration will be given to written objections from consultees. Objections and recommendations will be assessed by the Authorised officer for reasonableness and appropriateness before they are taken into consideration.
- **Permitted trading hours.** In town centres street trading hours will normally mirror those of shops in the immediate vicinity. However, the council will consider each application on its merits before agreeing permitted trading times. The council retains the right to specify permitted trading hours that are less than those applied for. Any trading involving hot food between 11pm and 5 am will also require a separate application under the Licensing Act 2003.
- **Planning Permission.** A Street Trading Consent will only be issued if planning permission for change of use has been granted or the council is satisfied that planning permission is not required. Observations from Wiltshire Council planning officers will be taken into consideration
- **Suitability of the applicant.** The council may take relevant unspent convictions, complaints received about the applicant's previous street trading activity and any previous revocation or surrender of a Street Trading Consent into account.
- **Proximity to schools and colleges.** No Street Trading Consents will be granted for trading at locations within a 200 metre walk using the public highway of a school or sixth form college, unless otherwise agreed in writing by Wiltshire Council.
- **Proximity to existing consent holders.** Consideration will be given to the number of existing consent holders in the area.

## **Objections**

The consultees listed will be asked to respond in writing **within 30 days**.

Officers will assess the reasonableness and appropriateness of all objections before they are taken into consideration.

## **How applications will be determined**

All applications will be determined by the Authorised officer acting on delegated authority.

Officers will evaluate applications against the criteria and then consider all reasonable and appropriate objections. Reasonable and appropriate objections are those that relate to the criteria and aims of this street trading policy.

The officer will approve the application if it:

- meets the criteria and
- there are no reasonable and appropriate objections.

If the application:

- does not meet the criteria, or
- there are reasonable and appropriate objections

the officer may contact the applicant and objectors to attempt to resolve the potential reasons for refusal.

The officer, applicant and objectors may discuss:

- changes that could be made to the proposed location, goods or trading hours and
- additional conditions that could be introduced.

If the applicant refuses the offer of a meeting the officer will either introduce additional conditions or refuse the application.

If the objections and failure to meet scheme criteria **can** be resolved by changing the application and/or introducing additional conditions the officer will **approve the application**.

If the objections and failure to meet scheme criteria **cannot** be resolved by making changes to the application or introducing additional conditions the officer will **refuse** the application.

### **Approval of applications**

The applicant will be advised by letter that their application has been successful and **they need to accept the offer of a Street Trading Consent and make a full payment within 21 days.**

After that time a letter will be sent to the applicant reminding them of the need to make a full payment.

If the fee is still not received within five working days the offer will lapse and the applicant will need to make a new application to the council and pay another ten percent deposit.

**A Street Trading Consent will not be issued until the street trading fee has been paid in full.**

Applications may be approved subject to additional conditions. **These additional conditions form part of the Street Trading Consent and must be complied with at all times.**

### **Refusal of applications**

Where the council refuses an application the applicant will be informed **in writing** of the reasons for not granting the application.

**The ten percent deposit is non-refundable and will not be refunded to the applicant if their application is refused.**

A waiting list will be kept in cases where an application has been refused where another trader is already trading in the location applied for.

Applicants who feel aggrieved by the officer's decision to refuse an application or to introduce additional conditions may appeal to the Licensing Sub-Committee. Please see '**Appeal to the Licensing Sub-Committee**' for more details.

**Note that trading will not be permitted during the appeal period when an application has been refused and can only take place within the conditions of any street trading consent that has already been granted where the appeal relates to conditions that have been imposed.**

**There is no right of appeal to the Magistrates Court .**

A person aggrieved by a decision of the Licensing Sub-Committee may make an application to the high court for judicial review of the decision. For further information on potential grounds for judicial review applicants should seek advice from an independent solicitor as soon as they receive notice of the decision.

## **Issue of Street Trading Consents**

Where approved, before the Street Trading Consent is issued the applicant will need to provide:

- An original copy of a certificate of insurance covering the street trading activity for third party and public liability risks up to £5 million
- Two passport photos- one for their Street Trader Identity Badge and one for the council's street trading records.

The applicant will also need to read and sign a copy of the Street Trading Consent, including the Standard Conditions and any additional conditions.

The Street Trading Consent will specify the location, times and days for which it is valid and the type of goods to be sold. **Consent Holders must follow the terms of their Street Trading Consent. Failure to do so may result in the Street Trading Consent being revoked or not renewed, or in a prosecution.**

All Street Trading Consents are issued subject to a set of Standard Conditions. The council may attach additional conditions to the Standard Conditions. Any appeal against the additional conditions will be dealt with by the Licensing Sub-Committee. Please see '**Appeal to the Licensing Sub-Committee**' for more details.

All conditions attached to the Street Trading Consent **must be complied with at all times. Failure to comply with either Standard Conditions or additional conditions may lead to the consent being revoked or not renewed.** Consent Holders are requested to familiarise themselves and their employees with the conditions attached to their Street Trading Consent.

**The granting of a Street Trading Consent does not in any circumstances exempt the Consent Holder from the need to obtain any other licence or permission that may be required or from obligation to comply with all other general or local legislation. There may be additional costs involved in obtaining these additional licences or complying with other legal requirements.**

**It is the obligation of the Consent Holder to familiarise themselves and their employees with this legislation. The council may revoke a Street Trading Consent for any failure to comply with any other general or local legislation.**

A Consent Holder shall not assign, underlet or part with his interest or possession of a Street Trading Consent, but it may be surrendered to the council at any time.

**The council reserves the right to revoke a Street Trading Consent at any time without compensation, although some fees will be reimbursed.**

If the Consent Holder wishes to alter any of the terms of the Street Trading Consent, an Application to Alter Terms and Conditions must be submitted to the council in

writing. Any changes to the terms and conditions of a Street Trading Consent will be subject to the payment of an administration fee.

### **Reimbursement of fees**

Fees will be reimbursed to Consent Holders where they cease to trade and surrender their Street Trading Consent to the council or have their Street Trading Consent revoked by the council.

Any refunds will be made from the date that:

- the Street Trading Consent is surrendered to Wiltshire Council
- the Street Trading Consent is revoked by Wiltshire Council.

Refunds will be based on the number of complete months remaining minus the current administration fee.

### **Business rate payers**

Consent Holders who can demonstrate that they have paid business rates will be eligible for a refund of part of their street trading fees. This refund will be calculated on the following formula:

The street trading fees paid by the Consent Holder minus the business rates paid by the Consent Holder **less** the current administration fee.

Where the Consent Holder has paid more in business rates than in street trading fees, the council will refund the whole of the street trading fees less the current administration fee.

### **Appeal to the Licensing Sub-Committee**

The role of the Licensing Sub-Committee (the Sub-Committee) is to consider any appeals against decisions by the officer.

The applicant can appeal to the Licensing Sub-Committee where the officer has decided to:

- refuse an application
- introduce additional conditions or
- revoke a Street Trading Consent.

**The right to appeal to the Licensing Sub-Committee does not apply if the Street Trading Consent has been revoked because the Consent Holder has not paid street trading fees.**

The Licensing Sub-Committee consists of elected Wiltshire councillors who have received special training in licensing issues. The Sub-Committee is supported by a clerk and a solicitor and meets on a regular basis. Committee meetings are normally held in public unless there are matters to be considered that are of a confidential nature.

Once arrangements have been made for the appeal to be heard by the Sub-Committee, the applicant will be informed in writing of the time, date and place where the appeal will be heard. The council will endeavour to hear all appeals as quickly as possible.

The applicant will be expected to attend the hearing and can be represented by a solicitor or supported by a friend or colleague. The Sub-Committee will follow a set procedure. The applicant will be notified of this procedure before the hearing, along with any officer reports that will be presented at the hearing.

In assessing the manager's decision the Sub-Committee will consider representations from the applicant and the officer. Both the applicant and the officer may call witnesses. Supporting documentation may be submitted to the Sub-Committee in advance of the hearing for consideration.

The Sub-Committee will consider all the evidence presented during the hearing and may ask questions of the applicant and manager.

After hearing the evidence presented to it the Sub-Committee will retire and come to a decision on the appeal. When a decision has been reached the Sub-Committee will inform the applicant of their decision and the reasons for reaching that decision.

The Sub-Committee's decision will be confirmed to the applicant **in writing** within 5 working days of the hearing.

The Licensing Sub-Committee will always strive to ensure that all persons get a proper and fair hearing by:

- considering each appeal on its merits
- using these guidelines to assess officer decisions to refuse the application or introduce additional conditions
- being impartial and balanced throughout the appeal
- ensuring that rules of natural justice are applied at all times
- giving the applicant and officer sufficient opportunity to present their case, ask questions of officers and members of the Sub-Committee and present information for consideration in support of their case.

### **Renewals**

All Street Trading Consents will be renewed automatically unless:

- there have been any complaints from members of the public, or
- concerns raised by consultees` or council officers, or
- consent conditions have been breached.

In these circumstances a full or revised application process may be used at the discretion of the officer.

If a renewal offer is not accepted or payment has not been made within 21 days, this offer will be withdrawn and the trader will need to make a new application. Priority will be given to the next relevant person on the waiting list.

### **Enforcement**

**The council may revoke a Street Trading Consent at any time and shall not be liable to pay compensation to the Consent Holder, although some fees will be reimbursed. Please see Issue of Street Trading Consents for more details on the reimbursement of fees.**

The following principles will be applied to all enforcement action:

- **Openness and transparency.** Council officers will discuss all problems, including failure to comply with conditions, clearly and in plain language. The council will be open about how it enforces street trading legislation and will inform interested parties of what they can expect from the enforcement procedure.
- **Consistency.** Council officers will seek to take a similar approach in similar circumstances and will carry out their duties in a fair and equitable manner.
- **Proportionality.** The council will ensure that the action taken is proportionate to the risks involved or the seriousness of the breach of conditions.
- **Helpfulness.** The council will provide advice on the relevant legislation and assist with compliance. Council officers will provide a courteous and efficient service.

The Local Government (Miscellaneous Provisions) Act 1982 offences are as follows:

‘A person who engages in street trading in a consent street without being authorised to do so, or being authorised by a consent, trades in that street

- (i) from a van, cart, barrow or other vehicle, or
- (ii) from a portable stall,

without first having been granted permission to do so contravenes a condition imposed shall be guilty of an offence.

It shall be a defence for a person charged with such an offence to prove that he took all reasonable precautions and exercised due diligence to avoid commission of the offence.

Any person who in connection with an application for a consent makes a false statement which he knows to be false in any material respect, or which he does not have reason to believe to be true, shall be guilty of an offence.

A person guilty of an offence shall be liable on summary conviction to a fine. The maximum fine is level 3 on the standard scale, currently £1000.'

## **Appendices**

### **Appendix 1: Standard conditions for all Consent Holders**

#### **Appendix 2: Street trading fees**

### **Appendix 1: Standard conditions for all Consent Holders**

#### **General conditions for all traders**

1. The Street Trading Consent Plate shall be displayed at all times and must be clearly visible to customers. The Consent Holder shall wear the Street Trader Identity Badge during all trading hours.
2. Trading may only take place on the days and during the times specified on the Street Trading Consent, unless special authorisation has been given by Wiltshire Council in writing.
3. The Consent Holder shall pay all Street Trading Consent fees in advance.
4. The Consent Holder shall at all times maintain a valid insurance policy covering the street trading activity for third party and public liability risks up to £5 million. The Consent Holder must produce a valid certificate for this insurance at any time on the request of an authorised council officer.
5. Trading may only take place when the Consent Holder is at the trading area for the majority of the time on each trading day.
6. The Consent Holder must have written permission from the owner of the land to trade on private land which is not part of the public highway.
7. Consent Holders shall not trade outside of the designated trading area.
8. The trading area must be located:



- In the general area specified in the street trading consent
  - At least 3 metres away from any ground floor window, door or other opening of any premises, except where those premises are occupied by the person holding the street trading consent unless agreed in writing by Wiltshire Council
  - At a place which does not obstruct access to any other premises by vehicles or pedestrians
  - At any exact location specified by an officer of the Licensing Authority.
9. The siting of the street trading vehicle or stall shall not impede the access of emergency vehicles. The street trading activity shall not obstruct any street furniture, signs or lighting.
10. All activities of storage and display and any temporary structure such as a stall or tables and chairs, must be contained within the trading area specified on the Street Trading Consent.
11. The Consent Holder must not cause or allow anyone to cause damage to the street surface, street furniture, lighting and landscaping within the trading area and will be responsible for making good any such damage.
12. The Consent Holder will vacate the pitch upon request ,and for as long as necessary, to enable highway inspections, repairs, street works and highway improvements to be undertaken, or if the pitch is required to facilitate temporary traffic and/ or pedestrian management arrangements. **No compensation will be paid to the Consent Holder for lost trading days as a result of the above or for any loss of business as a result of unforeseen occurrences on the highway network.**
13. A clear pedestrian route of at least 2 metres shall be maintained along the highway, adjacent to the building line. A minimum distance of 2 metres width should be kept between the edge of the trafficked route and the street trading unit boundary. The street trading activity shall not impede any existing driver or pedestrian sight lines.
14. The Consent Holder shall not do anything that is likely to cause danger, nuisance, annoyance, obstruction, damage or inconvenience to the council, adjacent/ neighbouring premises, road users or members of the public. This includes noise, smoke, fume or odour.
15. A rubbish bin must be provided in the Trading Area where goods are sold that are for immediate use or consumption. Waste must not be placed in litter bins provided for public use. Any waste arising from the trading activity within 100m of the stall in any direction must be removed and properly disposed of at the end of each trading day.

16. Consent Holders and their employees should have access to suitable and sufficient sanitary accommodation at all trading times.
17. No live or recorded music shall be played at any time.
18. Advertisements or other notices must not be placed outside of the trading area.
19. The use of generators is not permitted, unless permission has been specifically granted by an authorised council officer.
20. Consent Holders and their employees shall not trade under the influence of any illegal or intoxicating substance.
21. **A Street Trading Consent does not relieve the Consent Holder, or any person employed to work on the stall, of any obligation to comply with all other general or local legislation, such as the Road Traffic Act, Highways Act 1980, the Food Safety Act 1990, the Town and County Planning Acts, the Control of Pollution Act 1974, the Environmental Protection Act 1990, the Licensing Act 2003. It is the obligation of the Consent Holder to familiarise themselves and their employees with this legislation. The Council may revoke a Street Trading Consent for any failure to comply with general or local legislation.**
22. **A Consent Holder shall not assign, underlet or part with his interest or possession of a Street Trading Consent.**

## **Appendix 2: Street trading fees**

### **Town traders**

<b>Type of Street Trading Consent</b>	<b>Fee</b>
<b>Annual Street Trading Consent</b> – all days of the year, including all bank holidays.	£ 2800
<b>Daily Street Trading Consent- All days of the week</b> including bank holidays where these fall on the days included in the consent.	£ 35 per day
<b>Block Street Trading Consent</b>	£ 35 per day

**All other traders**

<b>Type of Street Trading Consent</b>	<b>Fee</b>
<b>Annual Street Trading Consent</b> – all days of the year, including all bank holidays.	£1400
<b>Daily Street Trading Consent-</b> all week days including bank holidays	£15 per day
<b>Block Street Trading Consent</b>	£40 per day

Fees can be paid by cheque, debit or credit card:

- Online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)
- By telephone on .....
- In person to the Licensing Team at your local Wiltshire Council office

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## WILTSHIRE POLICE AUTHORITY

MINUTES of a MEETING held at POLICE HEADQUARTERS, LONDON ROAD, DEVIZES on THURSDAY 16<sup>TH</sup> JUNE 2011

PRESENT: Mr C Hoare (Chairman), Mr R Bluh, Mr R Britton, Mr C Caswill, Mr R Fisher, Mr B Fishlock, Mr B Ford, Ms J Hillyer, Mr C Humphries, Mr A Johns, Mr A Macpherson, Mr R Rogers, Mrs G Stafford, and Ms Tawiah

IN ATTENDANCE: Chief Constable B Moore, T/DCC P Geenty, ACC M Veale, Mr M Bennion-Pedley, Mr K Kilgallen, Mr M Prince, and Miss S Kyte

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1. **Membership** The Chief Executive reported the Membership as follows:

Local Authority Members

*Conservative*

Mr R Bluh

Mr R Britton

Mr R Fisher

Mr B Ford

Mr C Humphries

Mrs C Soden

*Labour*

Ricky Rogers

*Liberal Democrat*

Mr C Caswill

Mr P Sample

Independent Members

Mr B Fishlock

Mr C Hoare

Ms J Hillyer

Mr A Johns

Mr A Macpherson

Mrs G Mortimer

Mrs G Stafford

Ms G Tawiah

2. **Appointment of Member to Preside at the Election of a Chairman**

Resolved: To appoint Mr Fishlock to preside.

3. **Election of Chairman**

Resolved: To elect Mr Hoare as Chairman of the Authority until the next Annual Meeting.

4. **Election of Vice-Chairman**

Resolved: To elect Mr Ford and Mrs Soden as Vice-Chairmen of the Authority until the next Annual Meeting.

5. **Apologies** Apologies for absence were received from Mrs Mortimer, Mr Sample, and Mrs Soden.

6. **Public Questions** There were none.

7. **Declarations of Interest** There were none.

8. **Chairman's Announcements**

Appointment of Assistant Chief Constable

The Chairman reported that Mike Veale had been successful in the recent recruitment process for the Assistant Chief Constable vacancy. The Chairman congratulated ACC Veale on his appointment on behalf of all Members.

The Chief Constable reported the following staffing changes:

As Detective Chief Superintendent, James Vaughan would lead the Protective Services Department and be supported by Superintendent Kier Pritchard. Chief Superintendent Steve Hedley and Superintendent Gavin Williams, who had both previously acted up in these ranks, had been confirmed as substantive.

Superintendent Steve Fulcher had been selected to join the National Police Improvement Agency (NPIA) on secondment as a Homicide Advisor for a period of approximately 18 months.

The Chief Constable also confirmed that a replacement had been identified for Superintendent Wayne Bonne, based in Swindon, following his retirement at the end of July.

Resolved:

- 1) *To note the appointment of Mike Veale as Assistant Chief Constable.*
- 2) *That the Chairman would write a letter of congratulations on behalf of all Members to those Officers made substantive and to Superintendent Fulcher on his secondment to the NPIA.*

9. **One Swindon Update** The Chairman welcomed Mr James Griffin, Head of Policy, Swindon Borough Council, to the meeting. An update report by Mr Griffin on One Swindon had been circulated along with the Delivery Plan. Mr Britton stated that the report did not make mention of Clusters and queried the engagement model that would be used to deliver the One Swindon project. Mr Bluh responded that discussion at partnership boards focused on localities and that this structure was being reviewed.

Mrs Stafford asked how success would be measured as it was recognised that this would be a long process. The Force were also asked that they were happy to sign up to the budgeting and planning of this as relevant resources would need to be aligned appropriately. Mr Griffin responded that there was a delivery plan for each objective which had been scrutinised closely by the Director of Finance at Swindon Borough Council. Key milestones had also been identified which would be reported on at six monthly intervals.

Ms Tawiah commented that the success of this would rely on the public getting involved and they would need to feel that they were engaged, otherwise they would be less likely to support this. Mr Bluh stated this would be taken into the communities to get them engaged.

Resolved: *To note the update provided by Mr Griffin.*

10. **Minutes of the Meeting held on 7<sup>th</sup> April 2011**

Operation Brunel

Mrs Stafford reported that the Governance Board for Operation Brunel had had its first meeting. Mrs Stafford was elected as Chairman for the first year and the Terms of Reference had been broadly agreed with some minor changes. There would be two governance meetings a year and two management meetings. These would be structured so that the meetings fell quarterly and Mrs Stafford would attend both meetings. Better financial information was required and a briefing had been given on expectations on reports for future meetings. It was also reported that other Forces were interested to know how this was progressing. The Chief Constable stated that there would appear to be good prospects for this collaboration to be successful and the vibe from the staff was positive.

- Resolved: 1) To note the update provided by Mrs Stafford.
- 2) To approve and sign the minutes of the meeting held on 7<sup>th</sup> April 2011.

11. **Outstanding Actions**

7<sup>th</sup> April 2011, Minute 8.3): The Chief Constable stated that the report he had commissioned had not yet been received but that he would share this with Members at the earliest opportunity. Ms Hillyer stated that now the Chief Constable had been appointed as Chairman of the Wiltshire Criminal Justice Board, it would be useful to have an overview from him on the problematic areas that he intended to review. The Chief Constable welcomed this opportunity.

- Resolved: 1) To ask the Chief Constable to provide an overview of the Wiltshire Criminal Justice Board to Members at the September Briefing Session.
- 2) To note the updates provided.

12. **WPA and Force Risk Register** The Chairman reported that the Audit Committee would fully review the WPA risk register at its next meeting on 27<sup>th</sup> June 2011.

The T/DCC reported that three changes had taken place to the Force Corporate Risk Register since the last WPA meeting in April and that the Force risk appetite remained at 30.

Resolved: To note the content of the WPA and Force risk registers.

13. **Olympics Update** A report by the Chief Constable had been circulated. It was now known that the Olympic Torch would be visiting Wiltshire twice although the route had not yet been identified. The Metropolitan Police would provide an escort for the Torch for its route through the whole of the Country and a regional command structure had been proposed for the route of the Torch in the South West. The Bronze Commander would be provided by each host Force.

Resolved: To note the content of the report.

14. **WPA Report on Force Performance 2010-11** A report commenting on the Force's performance by the Authority for 2010-11 had been circulated. As Lead Member for Performance, Mr Macpherson gave an overview of the changes made during the performance year by the Government and the impact these had on the initial measures set, such as the loss of the confidence target and the Policing Pledge. The performance level applied for 2010-11 were comparisons with Wiltshire's Most Similar Forces (MSF) and where this was not available, then comparison would be against previous performance. Force performance was considered to be 'Good', although performance in some areas of activity may be worse than in previous years. This was the case with serious violent crime detection rates.

Looking forward, Mr Macpherson stated that the Authority would need to test the commitment it and the Force had given to the public that numbers would not be reduced from Neighbourhood Policing Teams. No formal comment had been made in the report with regard to Strategic Priority 5 (Creating a Sustainable Policing Model for Wiltshire), as this was continually monitored by the Authority's Value and Productivity Group. In summary, the Authority was pleased to endorse the Force's self-assessment of performance as 'Good', although there were some variations in the detailed analysis.

The Chairman sought comments from Members on this report:

- Mr Humphries asked the Force to provide numbers of staff allocated to Neighbourhood Policing Team from 2006 (split into Sergeants, Constables, and PCSOs) to present day. Mr Caswill also shared this request.
- Mr Johns stated that the poor performance in relation to satisfaction with follow-up would continue to impact upon public confidence in the police. The Chief Constable welcomed the Authority's assessment of this area of business and agreed that more effort was required.
- Mr Caswill stated that the wording in Paragraph 3.5 of the report should be amended to omit the word 'police', as confidence in criminal justice effectiveness was a partnership matter.

- Resolved:
- 1) *To ask the Force to provide details of numbers of staff allocated to Neighbourhood Policing Teams from 2006 to present day. This should be categorised, per area, in terms of Sergeants, Constables, and PCSOs.*
  - 2) *To omit the word 'police' in Paragraph 3.5 of the report.*
  - 3) *To note the content of the Authority's assessment of Force performance for 2010-11.*

15. **Chief Constable's End of Year Performance Report 2010-11** A report by the Chief Constable had been circulated which attempted to describe the inputs, outputs and outcomes of performance for the Force for 2010-11. It did not yet align budget allocation to performance which the Chief Constable was willing to do. Members asked that this be done and the report re-circulated to Members.

- Resolved:
- 1) *That the Chief Constable would include details of budget allocation and impact upon performance in the 2010-11 Performance Report and that this would be re-circulated to Members.*
  - 2) *To note the content of the report.*

16. **Chief Constable's Performance Report 2011-12** A report by the Chief Constable covering the period 1<sup>st</sup> April to 31<sup>st</sup> May 2011 had been circulated. The Strategic Priorities against which performance would be measured for 2011-12 were:

SP1 Tackling Violent Crime

SP2 Managing those that cause the most harm in our communities

SP3 Tackling Anti-Social Behaviour and associated local crime issues

SP4 Creating a Sustainable Policing Model for Wiltshire

Of the measures set for the first three Strategic Priorities, the level of performance was graded as follows:

8 areas were considered excellent

11 areas were considered good

2 areas were considered fair; and

2 areas were considered poor

The areas considered poor were Distraction Burglary and Distraction Burglary Detection Rate. It was reported that the numbers involved were very small.

The two areas considered fair were Criminal Damage and All Crime Resolved Rate. The Joint Strategic Performance Board would be reviewing the figures for



Criminal Damage and look to develop tactical plans around dealing with this matter.

The Chief Constable also reported on the following:

- He had commissioned a review of the investigation of the Force's handling of the Donovan Van Lil case following the acquittal of a man charged with his murder. This would be lead by Operation Brunel.
- A new file of evidence had been prepared for the Crown Prosecution Service in relation to the murder of Mr Cooksey in March 2009.
- The Earl Ferrer's Trophy (a National award for Specials and Support Staff) had been awarded to Wiltshire Special Constabulary for their role in Operation Diamond (tackling violence associated with the night time economy in Swindon). A second team from Wiltshire Police of Human Resources personnel and Special Constables were highly commended in their category for the work they had done in increasing the Special Constabulary to 300 and keeping a high retention rate.

The Chairman then invited Members to comment:

- With regard to the criminal damage figures, Mr Bluh asked whether it was possible to tell what damage was being caused and where. The T/DCC stated that an analysis on data would be done which would provide some more detail. He would arrange for this to be shared with Mr Bluh.
- Mr Caswill queried why no data had been provided for the number of killed and seriously injured. The T/DCC reported that this was a ten year national target which had now been completed although it would continue to be monitored by the Joint Strategic performance Board.

- Resolved:
- 1) *To note the content of the report and the verbal update provided by the Chief Constable.*
  - 2) *That the Chairman would write, on behalf of all Members, to the Special Constabulary and the Force Human Resources Department congratulating them on their awards.*
  - 3) *That the analysis to be done on the criminal damage figures would be shared with Mr Bluh.*

17. **Annual Treasury Management Report** A report by the Treasurer had been circulated.

- Resolved:
- 1) *To note the report and the net return for 2010-11 from the investment of surplus cash of £0.299million.*
  - 2) *To note and endorse that on 13<sup>th</sup> June 2011 the Treasurer exercised his delegated authority, in consultation with the Chief Executive, to renew the £3million deposit with Barclays for 7 months at 1.125%.*

18. **Revenue Outturn 2010-11** A report by the Chief Constable had been circulated. The following comments and observations were made:

- That vehicle and fuel excess should be looked at as part of the policing model.
- That transport costs also included insurance costs and the excess paid in event of an accident. The Force's excess on its current insurance policy is £50k.

- That the extent and associated costs of use of external Solicitors in Inquests and Misconduct Hearings should be questioned.

Resolved: *To note the provisional out-turn and the general reserve position at 31<sup>st</sup> March 2011 of £7.682million.*

19. **Revenue and Capital Budget Monitoring Statements** Due to technical difficulties with the Force finance system it had not been possible to produce these reports for consideration by Members at this meeting. Members noted that they were due to be considered at the Budget Action Group meeting scheduled for 27<sup>th</sup> June 2011.

20. **Committee Membership and Terms of Reference** A report by the Chief Executive had been circulated.

- Resolved:
- 1) *To rename the Audit Committee as the 'Audit and Risk Committee'.*
  - 2) *To remove Paragraph 19 of the Professional Standards Terms of Reference.*
  - 3) *To amend Paragraph 7 of the Joint Strategic Board Terms of Reference to read 'To draft and oversee implementation of WPA Transition Plan'.*
  - 4) *To approve the Committee Membership and the Lead Member appointments for 2011-12.*

21. **Committee Reports** The minutes of the following meetings were circulated:

<u>Meeting</u>	<u>Date</u>
Strategy, Direction and Progress	29 <sup>th</sup> March 2011
	24 <sup>th</sup> May 2011
Professional Standards	9 <sup>th</sup> May 2011

- Resolved:
- 1) *To note the above minutes.*
  - 2) *That the Chief Executive would liaise with Mr Britton over his allocation of performance monitoring of Strategic Priority 3 as a number of areas he had previously reviewed were within Strategic Priority 2.*

22. **Group Reports**

Resolved: *To note the verbal updates provided.*

23. **Conferences and Meetings Attended by Members since the Previous Meeting, and Future Conferences / Seminars**

Operation Drench

Mr Ford stated that he had been involved with this and would be writing a report for the Community Engagement Working Group.

Police Federation Conference, 17<sup>th</sup>-18<sup>th</sup> May 2011

The Chairman reported that he had attended the Conference as a guest of the Wiltshire Federation.

Resolved: *To note the updates provided.*

**24. Dates of Police Authority Meetings in 2011 and 2012**

<b>2011</b>	<b>2012</b>
22 <sup>nd</sup> September	9 <sup>th</sup> February
3 <sup>rd</sup> November	19 <sup>th</sup> April
8 <sup>th</sup> December	

Resolved: *To note that the meetings scheduled for 20<sup>th</sup> October 2011 and 5<sup>th</sup> April 2012 had been cancelled and replaced with the November 2011 and April 2012 dates as detailed above.*

**25. Urgent Items** The Chairman agreed to accept the following urgent items:

i. Forensics Services

Resolved: *To delegate authority to the Strategy, Direction and Progress Committee to sign contracts as required in connection with Operation Slingshot.*

ii. National Air Support Service

The Chief Executive stated that a bespoke business case for each Authority would be circulated shortly and it was likely that Authorities would need to sign up to this by the end of July 2011.

Resolved: *To delegate authority to the Strategy, Direction and Progress Committee to sign contracts as required in connection with the National Air Support Service.*

iii. Statement of Accounts 2010-11

Resolved: *To delegate authority to the Audit Committee to approve the Statement of Accounts 2010-11 at its June meeting.*

**26. Exclusion of the Public**

Resolved: *In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items 27 and 28 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 1, 2, 3, and 4 of Schedule 12A to the Act.*

**27. Committee Reports** The minutes of the following meetings were circulated:

<u>Meeting</u>	<u>Date</u>
Strategy, Direction and Progress	29 <sup>th</sup> March 2011
	24 <sup>th</sup> May 2011

Resolved: *To note the above minutes.*

**28. Report on Inquest into Kayran** A report by the Chief Constable which had been considered at the Professional Standards Committee meeting held on 9<sup>th</sup> May 2011 had been circulated.

Resolved: *To arrange a meeting with the Force and those Members who wish to discuss this matter and to report back at the next meeting.*

**29. Urgent Items** The Chairman agreed to accept the following confidential urgent items:

i. Tri-Force Firearms Training Service

A confidential report by the Chief Executive had been circulated.

Resolved: *To delegate authority to the Chairman, Ms Hillyer, and Mrs Stafford to approve the Heads of Terms for the Collaboration Agreement for the Tri-Force Firearms Training Service.*

ii. Olympics Update

The T/DCC informed Members that the Force were now aware of the number of Officers required from Wiltshire to support the Olympics.

Resolved: *To note the update provided by the T/DCC.*

(Duration of Meeting: 10.30am to 1.00pm)

## WILTSHIRE POLICE AUTHORITY

MINUTES of a MEETING held at POLICE HEADQUARTERS, LONDON ROAD, DEVIZES on THURSDAY 22<sup>ND</sup> SEPTEMBER 2011

PRESENT: Mr C Hoare (Chairman), Mr R Bluh, Mr R Britton, Mr C Caswill, Mr R Fisher, Mr B Fishlock, Mr B Ford, Ms J Hillyer, Mr C Humphries, Mr A Johns, Mrs G Mortimer, Mr P Sample, Mrs C Soden, and Mrs G Stafford

IN ATTENDANCE: Chief Constable B Moore, T/DCC P Geenty, ACC M Veale, Mr M Bennion-Pedley, Mr J Parker (*Item 8 Only*), Mr K Kilgallen, Mr M Prince, and Miss S Kyte

- 
1. **Apologies** Apologies for absence were received from Mr Macpherson, Mr Rogers, and Ms Tawiah.
  2. **Public Questions** There were none.
  3. **Declarations of Interest** There were none.
  4. **Chairman's Announcements** There were none.

5. **Minutes of the Meeting held on 16<sup>th</sup> June 2011**

Resolved: *To approve and sign the minutes of the meeting held on 16<sup>th</sup> June 2011.*

6. **Outstanding Actions**

Resolved: *To note the updates provided on the outstanding actions.*

7. **WPA and Force Risk Register**

The T/DCC stated that Risk 1.3 (Data Quality) and Risk 1.4 (Equality Act 2010) would both be reviewed in October following the introduction of control measures. Risk 1.5 (Introduction of New Finance System) would be moved to the finance risk register although it would be escalated back to the Corporate Risk Register if it was thought it would have a Forcewide impact.

Resolved: 1) *To amend the WPA Risk Register as follows:*

*Risk 1.10 (Force's Chief Officer Team is not at full strength): To amend the likelihood scoring from 5 to 2, giving a score of 16.*

*Risk 1.40 (Continued diligence – can the Police Authority maintain an efficient and effective force pending the arrival of Police and Crime Commissioners): To amend the likelihood scoring from 5 to 2, giving a score of 20.*

2) *To note the content of the WPA and Force risk registers.*

8. **Introduction of the New Single Non-Emergency Number – 101** The Head of Corporate Communications provided Members with an update on the new single non-emergency number which was launched on 19<sup>th</sup> September 2011. 24,000 flyers, leaflets and cards had been printed (at a cost of £360) promoting the new number and sent to contacts within local communities such as doctor surgeries, dentists, leisure centres, Town and Parish Councils. Articles had also been included in the Wiltshire Council and Swindon Borough Council magazines (free

of charge) and Neighbourhood Policing Teams were also being used to help promote 101. The launch of 101 would form part of a wider People First communications strategy which would be formally evaluated at the conclusion. However, early indications showed the move to 101 as a positive step by the public as it is an easier number to remember than the current 0845 number and the cost was reasonable.

All police forces are expected to move to 101 by January 2012. The South West region all went live with 101 on the same date. A regional launch was managed by Avon and Somerset and a local informal media briefing was arranged for the Wiltshire media at Police Headquarters.

*Resolved: To note the update provided by the Head of Corporate Communications.*

9. **Introduction of Police and Crime Commissioners** The Chief Executive stated that following the granting of Royal Assent on the Police Reform and Social Responsibility Bill, elections for Police and Crime Commissioners (PCCs) would be held on 15<sup>th</sup> November 2012. The Joint Committee responsible for Councillor appointments to the Police Authority would need to meet to consider any appointments due to expire before this date. There are a number of Independent Members whose appointments are due to expire before November 2012; it is likely that these will be automatically extended by the Home Office although there is currently no confirmation of this.

*Resolved: To note the verbal update provided by the Chief Executive.*

10. **Chief Constable's Performance Report 2011-12** A report by the Chief Constable covering the period 1<sup>st</sup> April to 31<sup>st</sup> July 2011 had been circulated. A verbal update was also provided and the following noted:

Strategic Priority 1: Tackling Violent Crime

- Levels of recorded violence had reduced by 20% against last year.
- The ACC had been asked to look into the service provided by Wiltshire to victims of violent crime and low levels of satisfaction with this service.

Strategic Priority 2: Managing those who cause the most harm in our communities

- Detection of serious sexual offences was currently showing amber, with distraction burglary detection rate showing as red. Both were only one detection away from target.

Service Delivery

- The Force Global Rostering System (GRS) was now able to provide further data around abstraction rates for Neighbourhood Policing Team (NPT) officers and this was currently 88.2% against a target of 80%.

The Chief Constable also reported on the following:

- Wiltshire commenced its pilot of the Domestic Violence Protection Orders on 1<sup>st</sup> July 2011. Two other Forces were also taking part (West Mercia and an area in Manchester). So far over 60 Domestic Violence Protection Notices (DVPNs) had been issued in Wiltshire of which 52 had been supported by Magistrates. The first quarterly review had been held with the Home Office and the pilot was evaluated as proceeding well.
- Operation Dagnet was taking place in Swindon today (22<sup>nd</sup> September) with NPT officers conducting various searches. The ACC would arrange a briefing note for Members.

- A number of Roadshows were being delivered to all staff which provided detail on the new policing model. A WPA Member had been identified to attend each of these Roadshows.

The Chairman then invited Members to comment:

- On behalf of Mr Macpherson, the Chairman stated that the report should refer to 'measures' rather than targets.
- Mrs Stafford queried how Wiltshire compared with the two other pilot areas in relation to DVPNs. The Chief Constable responded that Wiltshire was currently issuing approximately four times as many notices.
- The Chief Constable reported to Members on the death of a man arrested for the murder of a Swindon man. The death had occurred in prison and not in the custody of the Force and the Force should not, therefore, be involved in the investigation.
- The T/DCC stated that the Force IT Department were looking to provide analysis on those meeting details and priorities listed on the NPT pages on the Force external website to ensure compliance in these areas. Technical problems had been encountered in order for this to be done automatically but were being worked on.
- In response to Mr Caswill's request for an update on the Donovan Van Lill case, the ACC offered to provide a briefing to Mr Caswill and any other Member that was interested.
- The ACC also offered to provide a briefing to Members on the re-investigation into the murder of Adrian Cooksey.
- Mr Britton queried where the data for those killed and seriously injured (KSI) on Wiltshire roads was now recorded in the Chief Constable's performance report. KSI was not a specific measure for the Force due to the partner element to it. Although not included in the Chief Constable's report, the figures were still monitored through the Joint Strategic Performance Board.

- Resolved:
- 1) *To note the content of the report and the verbal update provided by the Chief Constable.*
  - 2) *To ask the Force to produce a briefing note for circulation to all Members on Operation Dagnet.*
  - 3) *That the ACC would provide a briefing to Mr Caswill, plus any other interested Member, on the Donovan Van Lill murder enquiry.*
  - 4) *That the ACC would provide a briefing to Members on the re-investigation into the murder of Adrian Cooksey.*

11. **Revenue and Capital Budget Monitoring Statements** A report by the Chief Constable from 1<sup>st</sup> April to 31<sup>st</sup> August 2011 had been circulated, the detail of which would be considered at the Budget Action Group meeting scheduled for 28<sup>th</sup> September. A report on the Automatic Number Plate Recognition (ANPR) project would be submitted to the October Strategy, Direction and Progress Committee meeting.

- Resolved:
- 1) *To note the content of the report.*

2) *That a report on the ANPR Project would be submitted to the October Strategy, Direction and Progress Committee meeting.*

12. **Medium Term Financial Strategy** A report by the Chief Constable had been circulated. The key points to note reported by the Director of Resources were:

- WPA was in a strong position with general reserves of £7.716m;
- The latest estimate of savings required was £14.141m;
- The Vision Wiltshire programme was currently estimated to save £13.399m;
- Council tax increases had been assumed at 2.5% each year;
- Pay awards had been assumed at 2.5% from September 2013;
- Inflation had been allowed at 3.5% in the first year and 2.5% in subsequent years;
- It was assumed that Police and Crime Commissioners (PCCs) would be cost neutral;
- The current rolling capital plan showed a balance of £0.800m in 2014-15; and
- WPA would not need to borrow in the foreseeable future.

Members reminded the Director of Resources that the costs for the office of the PCC may not be cost neutral as the structure was yet to be confirmed and there could be a major shift of resources to PCCs. The Chief Executive stated that on the appointment of a PCC, all police staff would be employed by the PCC. In the following six months some police staff would transfer back to the Chief Constable. There would need to be clarity within the budget detailing the transfer of staff / budgets so that any increases could be demonstrated to be part of the change in functions.

Resolved: *To approve the Medium Term Financial Strategy for 2012-13 to 2014-15.*

13. **Recruitment Strategy** A report by the Chief Constable had been circulated. The Director of Resources stated that the South West region was looking at a pre-assessment / initial recruit selection process for future Police Officer recruitment. There was some urgency to this as Wiltshire would be looking to commence recruitment in January 2012. The process for training new intakes was also being reviewed as there was not currently the capacity within the Force to support an average of 60 recruits per annum over the next few years.

Members commented as follows:

- If candidates were required to undertake a qualification then the Force would need to ensure it was satisfied with the quality that was being delivered.
- Random deselection should be minimised in favour of competence based selection. It should also take place sooner in the process to ensure good quality candidates. The Director of Resources stated that the Project Team were looking at this.
- Need to ensure that lessons learnt by other organisations using a similar process were identified and considered in the Wiltshire process.
- Ideally any new process identified should be tested and piloted before used by Wiltshire in January 2012. The Director of Resources stated that this was unlikely to happen due to timescales.



Resolved: *That a small group of WPA Members would work on the issues identified above with the Director of Resources.*

14. **Health and Safety Annual Performance Report 2010-11** A report by the Chief Constable had been circulated. Mr Fishlock, as Lead Member for Health and Safety, stated that it was encouraging to see the number of near misses had increased. The reporting of a near miss provided the opportunity for the matter to be researched and errors corrected or issues identified.

Resolved: *To note the content of the report.*

15. **Stop and Search Recording of Data and Disproportionality** A report by the Chief Constable had been circulated. The T/DCC stated that at the beginning of 2011, the disproportionality figure was 6.75 which had since reduced to 5.31 for the period 1<sup>st</sup> April to 30<sup>th</sup> June. The Stop Watch Group had been re-instated with representatives from County and Swindon Division, Community Advisors, and the Police Authority in attendance (Ms Tawiah is the WPA representative). The Group would continue to monitor stop and search data on a monthly basis and the Joint Strategic Performance Board would review this on a quarterly basis.

Resolved: *To note the content of the report.*

16. **National Riots and Impact on Wiltshire** A report by the Chief Constable had been circulated. The ACC stated that the Neighbourhood Policing Teams in Swindon worked hard during this period to provide reassurance to the public and the business community. Wiltshire deployed a number of officers to the Met and the Force had received positive feedback from them on the professionalism, capability and equipment used by Wiltshire officers. Recognition should also be made for those police staff who supported the front line, such as the workshop staff who worked to ensure a quick turn around of vehicles.

Cllr Bluh thanked the Force for the work that they did in Swindon during the national riots as it had had a huge impact on the reassurance given to the public.

Resolved: *To note the content of the report.*

17. **Protective Services** The ACC stated that following conversations with the WPA Protective Services Lead Member, Gill Stafford, it was felt that the governance arrangements in place for Protective Services should be reviewed. It was agreed that the Strategic Performance Lead Members would meet with the ACC and Local Commanders on a monthly basis. It was not intended to replicate other force meetings and the focus would remain at a strategic level. It was thought that as this process developed and the new policing model was implemented and matured, other opportunities for governance overview could be looked at.

Resolved: *To note the proposed new approach to the governance structure for protective services matters.*

18. **Committee Reports** The minutes of the following meetings were circulated:

<u>Meeting</u>	<u>Date</u>
Audit	27 <sup>th</sup> June 2011
Strategy, Direction and Progress	19 <sup>th</sup> July 2011
	2 <sup>nd</sup> August 2011
	6 <sup>th</sup> September 2011
Professional Standards	28 <sup>th</sup> July 2011

Resolved: *To note the above minutes.*

19. **WPA and Force Strategies** The Chairman stated that copies of those strategies discussed and approved by the Strategy, Direction and Progress Committee in August and September were available for Members' collection. These were:

- Business Improvement Strategy
- Collaboration Strategy
- Estate Strategy
- Information Management Strategy
- Information Systems and Technology Strategy
- People Strategy
- Procurement Strategy

20. **Group Reports**

Resolved: *To agree that the Value and Productivity Group Chairman should sit on the Budget Action Group so as to provide a link between the two Groups, with Mr Johns attending in the absence of the Chairman.*

21. **Conferences and Meetings Attended by Members since the Previous Meeting, and Future Conferences / Seminars**

Resolved: *To note Mr Ford's report on his involvement in Operation Drench.*

22. **Dates of Police Authority Meetings in 2011 and 2012**

2011	2012
3 <sup>rd</sup> November	9 <sup>th</sup> February
8 <sup>th</sup> December	19 <sup>th</sup> April

23. **Urgent Items** There were none.

24. **Exclusion of the Public**

Resolved: *In accordance with Section 100A (4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items 25 to 29 below because it is likely that if a member of the public were present there would be disclosure to them of exempt information as defined in Paragraphs 1, 2, 3, and 4 of Schedule 12A to the Act.*

25. **Committee Reports** The minutes of the following meetings were circulated:

<u>Meeting</u>	<u>Date</u>
Professional Standards	28 <sup>th</sup> July 2011
Strategy, Direction and Progress	2 <sup>nd</sup> August 2011
	6 <sup>th</sup> September 2011

Resolved: *To note the above minutes.*

26. **Report on Inquest into Kayran** Mr Johns, Professional Standards Committee Chairman, informed Members that a meeting had taken place with the Force where this matter and Members' concern had been discussed. Mr Caswill stated that he was not clear of the extent to which the lessons learnt had been identified and implemented.

Following discussion, Mr Britton proposed that the minutes should record that Members had heard and accepted the Chief Constable's reassurance that lessons had been learnt and implemented. This was seconded by Mr Humphries and a vote taken. 12 Members voted to support the proposal with both Mr Caswill and Mr Sample abstaining from the vote.

- Resolved: 1) *To re-circulate the Chief Constable's report submitted to the Professional Standards meeting in May and to the Police Authority meeting in June to all Members.*
- 2) *To record that Members had heard and accepted the Chief Constable's reassurance that lessons had been learnt and implemented (Mr Caswill and Mr Sample abstained).*

27. **National Police Air Service** A confidential report by the Chief Constable was circulated.

Resolved: *To give approval to the Value and Productivity Group to consider the proposal.*

28. **WPA Estate** A joint report by the Chief Executive and the Chief Constable had been circulated.

Resolved: *To authorise the disposal of Unit 4, Prince Maurice Court, Devizes subject to:*

- i) The Chief Executive, Treasurer, and Chief Constable approving the marketing and disposal process;*
- ii) A chartered surveyor certifying that the disposal price is the best consideration that can be reasonable obtained for the Property; and*
- iii) The disposals being otherwise on terms to be agreed by the Chief Executive, Treasurer, and Chief Constable.*

29. **Urgent Items** The Chairman agreed to accept the following urgent items:

i) Olympics

The ACC provided Members with a brief update. A significant amount of planning was taking place on a regional basis as well as locally. Decisions would be made in relation to annual leave in the near future. A report on how the Force would deal with abstraction rates during the Olympics and also for the period before and after was requested.

Resolved: *To note the update provided by the ACC and to request a report on this subject for the December Police Authority meeting.*

(Duration of Meeting: 10.30am to 1.35pm)

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**WILTSHIRE COUNCIL – November 2011  
REPORT BY CAROLE SODEN**

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**WILTSHIRE POLICE PERFORMANCE**

Overall Wiltshire Police have maintained a good performance, comparing figures for the year to August 2011 with the year to August 2010. Comparisons are made at force level with Wiltshire’s Most Similar Forces (MSF).

**Overall Crime**

- The incidence of Overall Crime has fallen by 7% (2,810 crimes) and Wiltshire is currently performing better than peers for overall crime with 53.6 crimes per 1,000 residents.
- The sanctioned detection rate for overall crime has fallen over the last year with 26.0% detected compared to 27.3%. However, if disposal by Local Resolutions<sup>1</sup> were included this would increase the detection rate by 2.8%.

**Violent Crime**

- The incidence of Violent Crime has fallen by 20% (1,755 crimes).
- The sanctioned detection rate for Violent Crime over the last year was 47.7% compared to 45.9% in the previous year.

**Vehicle Crime** and **Criminal Damage** have both experienced an 11% reduction compared to the previous year, and **Dwelling Burglary** a 6% reduction. The combined reduction of the three crime types equates to 1,391 fewer offences.

	Most Similar Force Position*	Previous Year - Most Similar Force Position	Comparison - Current and Previous Year
All Crime	↑	↘	-7% (2810 fewer crimes)
All Detections**	↘	↘	-23% (201 fewer detections)
Violent Crime	↑	↘	-20% (1755 fewer crimes)
Violent Crime Detections**	↘	↘	-17% (708 fewer detections)
Serious Acquisitive Crime	↑	↘	-9% (475 fewer crimes)
Serious Acquisitive Crime Detections**	↘	↘	-23% (201 fewer detections)
Vehicle Crime	↘	↘	-11% (433 fewer crimes)
Dwelling Burglary	↑	↑	-6% (103 fewer crimes)
Criminal Damage	↘	↘	-11% (855 fewer crimes)

\* Position for year from Sept 10 - Aug 11

\*\* Includes sanction detections only, comparisons against MSF is not available for Local Resolution

Key	
Better than peers	↑
Inline with peers and better than average	↘
Inline with peers and worse than average	↙
Worse than peers	↓

<sup>1</sup> **Local Resolutions:** Dealing with low level crime and anti-social behaviour by engaging with offenders, victims and witnesses.

### **Wiltshire Police Performance**

Wiltshire continue to compare well nationally with regard to rates of violent crime with the 12 months from September 2010 to August 2011, seeing the force record the 4<sup>th</sup> lowest rate nationally with 10.9 offences per 1,000 population. This is 25% lower than the national average of 14.6 offences per 1,000 population.

### **WPA Vision Wiltshire Consultation**

Councillors will recall that earlier this year, WPA Members attended Area Board meetings and spoke to those present about the savings WPA was required to make. The views of those attending and the wider public were sought. The report into this consultation has now been published and is available on the WPA website ([www.wiltshire-pa.gov.uk](http://www.wiltshire-pa.gov.uk)). The consultation endorsed our strategy to maintain the level of resources in neighbourhood and response policing.

### **Appointment of Deputy Chief Constable**

Members will recall that my May report announced that Pat Geenty had been appointed as Temporary Deputy Chief Constable for a minimum period of six months. WPA is now looking to make a permanent appointment for this position and is currently advertising the post. An appointment is expected to be made in early December.

### **Police Reform and Social Responsibility Act – Police and Crime Commissioners**

Councillors will be aware that the Bill received Royal Assent in early September and that elections for Police and Crime Commissioners will be held on 15<sup>th</sup> November 2012. Work has now commenced on establishing a transition plan to ensure a seamless transition from a Police Authority to a Police and Crime Commissioner.

The Government will be writing to all Councils in due course with regard to the establishment of Police and Crime Panels and hosting events in connection with this. The Police and Crime Commissioner's remit will eventually extend to responsibility for Community Safety Partnerships and they will hold the budget for this, although the date for when this will take effect this has yet to be announced.

### **Police Authority Meeting Dates**

8<sup>th</sup> December 2011

9<sup>th</sup> February 2012

19<sup>th</sup> April 2012

**Carole Soden, WPA Vice-Chairman**

**MINUTES of a MEETING of the WILTSHIRE & SWINDON FIRE AUTHORITY  
held at the WILTSHIRE FRS TRAINING & DEVELOPMENT CENTRE, DEVIZES  
on THURSDAY 22nd SEPTEMBER 2011**

**Present :** Cllr Brig. R Hall (Chairman), Cllr P Davis, Cllr Mrs M Groom  
Cllr H Marshall, Cllr C Newbury, Cllr J Osborn, Cllr G Payne, Cllr G Perkins,  
Cllr Mrs B Wayman, Cllr D Wren , Cllr R Wright

**44 Minutes of Last Meeting**

The minutes of the meeting held on 25 May 2011 were confirmed and signed.

**45 Apologies**

Apologies were received from Cllrs C Devine and N Martin

**46 Members' Interests**

The Chairman reminded members of the need to declare personal or prejudicial interests, or dispensations granted by the Standards Committee.

**47 Chairman's Announcements**

The Chairman reported on recent events which he or the Vice-Chairman had attended on behalf of the Authority including:

- **Medal Ceremony Evening.** The Chairman recorded the Authority's thanks to the Lord Lieutenant for Wiltshire, John Bush OBE, for having presented the awards in what was his final year as Lord Lieutenant.
- **Emergency Services Show.** The Chairman thanked staff of Wiltshire Fire & Rescue Service for all their efforts in making this a very successful event.
- The Chairman reported on his attendance at the **All Party Parliamentary Fire Safety & Rescue Group** in London. He suggested he would not routinely attend the Group as, in his opinion, it was of limited advantage to the Authority to do so.
- **Firefighters' Memorial Service.** Cllr Wren reported on his attendance and that of the ACFO (Resources) at the Annual Firefighters' Memorial Service at which he had laid a wreath on behalf of the Service.
- The Chairman reminded members of the **Induction Day** to be held on 30th September.

**48 Appointments Panel**

Resolved:

*To note formally the decision of the Appointments Panel on 9 June 2011 to appoint Simon Routh-Jones to the post of Chief Fire Officer & Chief Executive.*

**49 Programme & Scrutiny Board**

- (1) The report of the meeting of the Programme & Scrutiny Board held on 25 August 2011 was received
- (2) The Board's annual report for 2010/11 was received

**50 Finance Review & Audit Committee**

The minutes of the meetings of the Finance Review & Audit Committee held on 28 June 2011 and 13 September 2011 were received. It was noted that the Committee, at its meeting on 13 September 2011, had received the external auditor's unqualified report on

the audit of the 2010/11 accounts. Noting also the projected year-end underspending on the revenue budget, Cllr Osborn expressed the thanks of Members to Phil Chow, Finance Director, and his team for such excellent financial results.

**51 Protection, Prevention and Intervention**

A short visual presentation was made. This included a feature on the Mobile Data Terminals (MDTs) now installed in every fire appliance.

**52 Staffing Committee**

The minutes of the meetings of the Staffing Committee held on 25th May and 3 August 2011 were received.

**53 Standards Committee**

The Committee's annual report for 2010/11 was received. The Chairman thanked Mr Digby Barker, the Chairman of the Committee, for his work. Members noted there would be an opportunity to debate the future direction of the work of the Committee once the Localism Bill had been enacted.

**54 Delegations to Committees**

On considering a paper by the Clerk to the Authority,

Resolved:

*To amend the powers delegated to the Appeal Committee to enable the Committee to hear and determine appeals by an employee against dismissal where employment has been terminated by the Staffing Committee.*

**55 Exclusion of the Public**

Resolved :

*In accordance with Section 100A(4) of the Local Government Act 1972, to exclude the public from the business specified in minute no.56 below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.*

**56 Premises**

On considering a paper by the Chief Fire Officer, Finance Director and Clerk to the Authority,

Resolved :

*a) To note the report.*

*b) To place on record the Authority's willingness to consider, on a without prejudice basis, any proposal to vary the basis of the Authority's occupation of the premises referred to in the paper presented which could be demonstrated to be in the interests of the Authority and of the wider emergency services community.*

*c) To note officers' intention to present a further report to a future meeting of the Authority.*

(Duration of meeting 10.30 a.m. to 11.55 a.m. )





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**Wiltshire Council**

**Council**

**8 November 2011**

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## **Parliamentary Boundary Review**

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### **Summary**

The Boundary Commission for England (BCE) has published its initial proposals for new Parliamentary constituencies and is consulting on those proposals until 5 December 2011.

The Council at its meeting on 17 May 2011 agreed to establish a Working Party to consider the initial proposals and to prepare a response for consideration by Council.

This report sets out the BCE's initial proposals and a proposed response as suggested by the Working Party.

### **Proposals**

- A. That the Division of Lyneham reverts to the proposed Chippenham Constituency.**
- B. That the Council accepts with reluctance the proposals for the Corsham local government Divisions to be split between two Constituencies and the resultant split of both Town Council and Community Area boundaries.**
- C. That the following constituencies be re-named:-**
  - I. the Chippenham Constituency be re-named North Wiltshire; and**
  - II. the Trowbridge Constituency be re-named West Wiltshire.**

### **Reason for Proposal**

To respond to the BCE proposals.

**Cllr Tony Deane , Chairman of the Working Party**

## **Parliamentary Boundary Review**

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### **1 Purpose of Report**

- 1.1 The Boundary Commission for England (BCE) has published its initial proposals for new Parliamentary constituencies, and is consulting on the proposals until 5 December 2011.

### **2. Background**

- 2.1 The BCE is required to make a formal report to the Government by 1 October 2013, recommending any changes that it believes are appropriate to the distribution, size, shape, name or designation of constituencies in England. Any representations from the BCE proposals will be taken both in writing and at public hearings and the BCE may revise their proposals in the light of any views submitted.
- 2.2 The Parliamentary Voting System and Constituencies Act 2011 Act (PVSCA) provides a mathematical formula to determine how many constituencies each of the four parts of the UK should be allocated, based on the electorate figures as at the review date.
- 2.3 The electorate figures used in the review are those from the electoral registers that were required to be published on or before 1 December 2010. The BCE may have regard to 'local government boundaries' in developing its proposals i.e. the local government boundaries in force as at 6 May 2010. The South West region of England has been allocated 53 seats.
- 2.4 With limited (named) exceptions every constituency must have an electorate (as at the review date) which is no less than 95% and no more than 105% of the 'UK electoral quota'. The UK electoral quota for the 2013 Review is, to the nearest whole number, 76,641. This gives a range of between 72,810 and 80,473 electors per constituency.
- 2.5 The BCE uses wards (in district and borough council areas) or electoral divisions (in areas of unitary authorities that have a county status) as the basic building blocks for designing constituencies. Consequently the proposals (see Maps set out at Appendix 1 to this report) show four constituencies contained within Wiltshire, with a fifth straddling the Wiltshire/Dorset border (with the greater population on the Wiltshire side). A spreadsheet indicating the electorate per constituency as proposed by

the BCE and the suggested proposals of the Working Party is attached at Appendix 2.

- 2.6 The BCE is required by the Act to specify a name and designation for each proposed constituency. The BCE's policy on the naming of constituencies is that when constituencies remain largely unchanged, the existing constituency name should usually be retained. In such cases constituency names are likely to be altered only where there is good reason for change. Generally, the BCE considers that the name should normally reflect the main population centre(s) contained in the constituency, though if a suitable alternative name is proposed which generally commands greater support locally than that proposed by the BCE, it will usually be prepared to recommend that alternative.
- 2.7 An objection accompanied by a viable counter-proposal is likely to carry more weight than a simple statement of objection. In this respect a counter-proposal setting out the composition of each constituency in an area will generally be viewed as more persuasive than a proposal for the composition of only one constituency which does not address any knock-on effects on the electorate figures of other constituencies.
- 2.8 As soon as possible after 5 December 2011 the BCE will publish all of the representations that it has received for each region (including transcripts of the public hearings). Once the representations have been published there is a further statutory four-week period during which people can submit written comments on those representations.

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

- 3.1 The Council at its meeting on 17 May 2011 agreed to establish a Working Party to consider the initial proposals published by the Boundary Commission and to prepare a response for consideration by Council.
- 3.2 The Working Party has now met on three occasions and the notes of these meetings are attached at Appendix 3 to this report.
- 3.3 In summary the Working Party on 29 September agreed the following objectives for their review and that the proposed constituencies should:-
  - A. best serve the residents of Wiltshire
  - B. reflect minimum change where possible
  - C. reflect community cohesion/identities
- 3.4 The number of constituencies and the cross county border proposals were agreed in principle and that any revised proposals, which could include amendments to constituency names, should be supported by arguments that reflect the above objectives.
- 3.5 In considering the revised proposals at its meeting on 18 October the Working Party agreed to recommend the following motion to Council:-

“In consideration of the Boundary Commission proposals for the reorganisation of Parliamentary Constituencies in Wiltshire and Dorset, Wiltshire Council is mindful of the requirement to achieve Constituencies with a prerequisite number of voters and the complexity of achieving this task. Wiltshire Council would also prefer to retain the cohesion of Community Areas where at all possible.

Whilst there are several local government Divisions where the residents would prefer to be part of a Constituency other than that proposed by the Boundary Commission the plight of the Lyneham Division being separated from its natural topographical, Community Area and political connections to Wootton Bassett is the most dire and could be resolved without any further realignment of local government divisions. Wiltshire Council therefore recommends that the Division of Lyneham reverts to the proposed Chippenham Constituency.

Wiltshire Council has considered the realignment of the whole of the Corsham Community Area within one Constituency but accepts that this would produce a knock on effect that would leave other local government Divisions so similarly disaggregated as to make any proposals to realign Corsham equally unfair. Wiltshire Council thus accepts with reluctance the proposals for the Corsham local government Divisions to be split between two Constituencies and the resultant split of both Town Council and Community Area boundaries.

Wiltshire Council is also concerned at the names suggested for the new Constituencies. The Constituency of Chippenham is largely similar to the pre 2005 Constituency of North Wiltshire but adopting the name of “Chippenham” would ignore the inclusion of the other Towns of Wootton Bassett, Cricklade and Malmesbury within the new Constituency. Wiltshire Council recommends that this Constituency be renamed North Wiltshire accordingly. Similarly the Council suggests that the name of Trowbridge is inappropriate for a Constituency that also contains the significant towns of Melksham and Bradford on Avon and recommends that the name of West Wiltshire would be more appropriate.”

- 3.6 Following this meeting all members of the Council were asked if they had any revised proposals to submit to the final meeting of the Working Party prior to its recommendations to Council.
- 3.7 At its meeting on 24 October the Working Party considered revised proposals submitted to it for the inclusion of the Lavingtons and Erlestoke division within the Devizes constituency and for the Till and Wylye division within the Salisbury constituency. Neither proposal was agreed by the Working Party who also confirmed the draft recommendations as now set out in this report.

#### **4. Equalities Impact of the Proposal**

- 4.1 The BCE proposals are required to ensure that every constituency has an electorate of between 72,810 and 80,473 Parliamentary electors and this will ensure that electoral equality exists.

#### **5. Risk Assessment**

- 5.1 The proposed Warminster and Shaftesbury constituency is partly within the Council's administrative area and partly within North Dorset District Council's area. Where a constituency is shared across boundaries, the Ministry of Justice normally allocates the role of Acting Returning Officer (ARO) to the Electoral Registration Officer (ERO) with the greater number of electors in that constituency. The Council is fortunate to have all present constituencies self contained within Wiltshire, but the proposed new arrangements will require one ERO to assume the ARO role. In the event of the 2015 Parliamentary election being held on the same day as the scheduled District and Parish elections, the ARO may well also assume responsibility for the District elections in that part of North Dorset, although parishes would probably be deferred for four weeks. Such an arrangement would require clear delegation arrangements and accountability, and also require close sharing of data particularly in respect of postal vote issue and opening.

#### **6. Financial Implications**

- 6.1 There are unlikely to be any significant financial consequences arising from this review.

#### **7. RECOMMENDATIONS TO COUNCIL**

- A. That the Division of Lyneham reverts to the proposed Chippenham Constituency.**
- B. That the Council accepts with reluctance the proposals for the Corsham local government Divisions to be split between two Constituencies and the resultant split of both Town Council and Community Area boundaries.**
- C. That the following constituencies be re-named:-**
- I. the Chippenham Constituency be re-named North Wiltshire; and**
  - II. the Trowbridge Constituency be re-named West Wiltshire.**

**Cllr Tony Deane, Chairman of the Working Party**

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24 October 2011.

### **Background Papers**

None

The BCE website contains the original proposals plus further information at:

<http://consultation.boundarycommissionforengland.independent.gov.uk/>

Individual constituency maps can be found at:

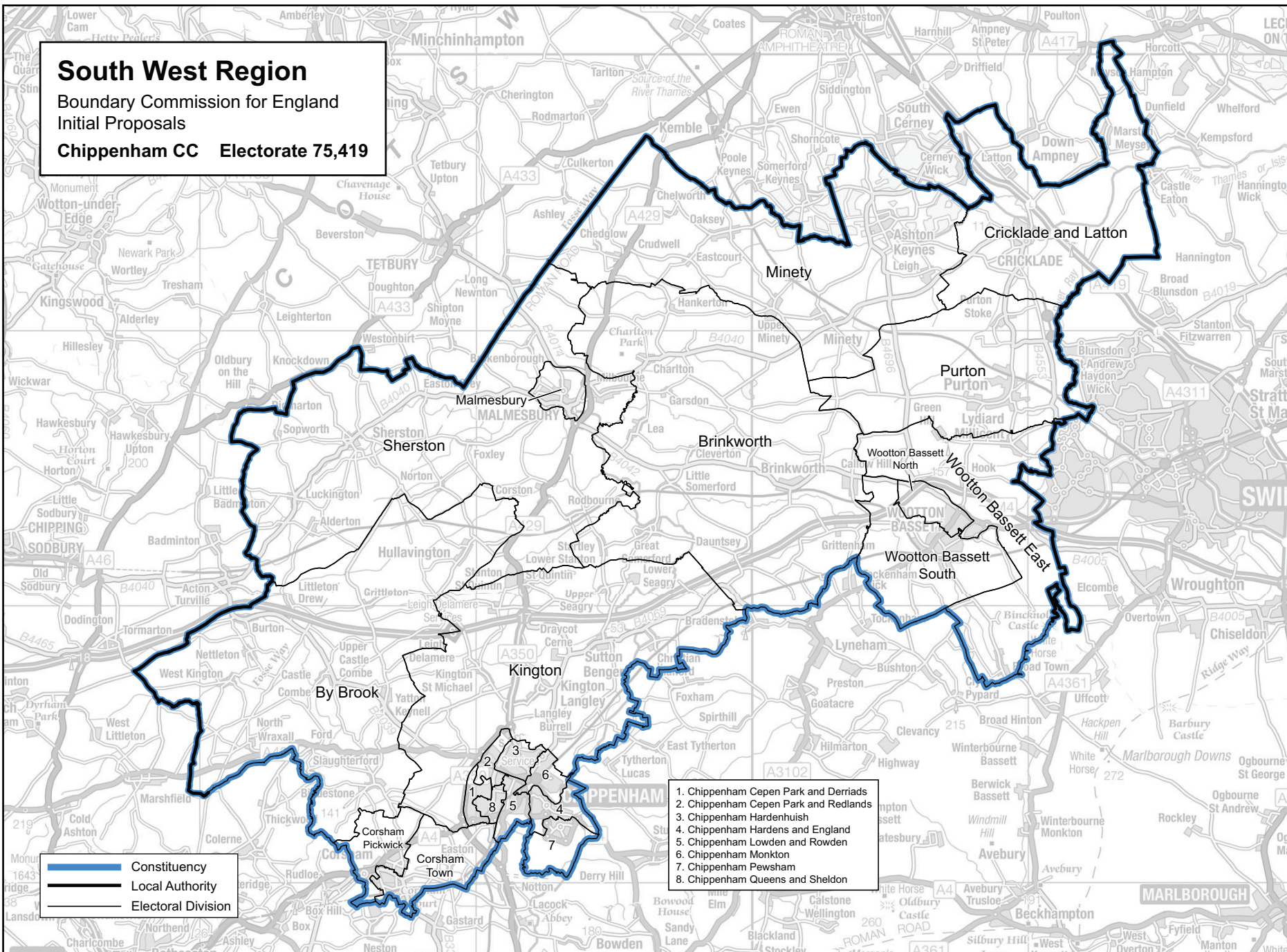
<http://consultation.boundarycommissionforengland.independent.gov.uk/whats-proposed/south-west/dorset-and-wiltshire/>



# South West Region

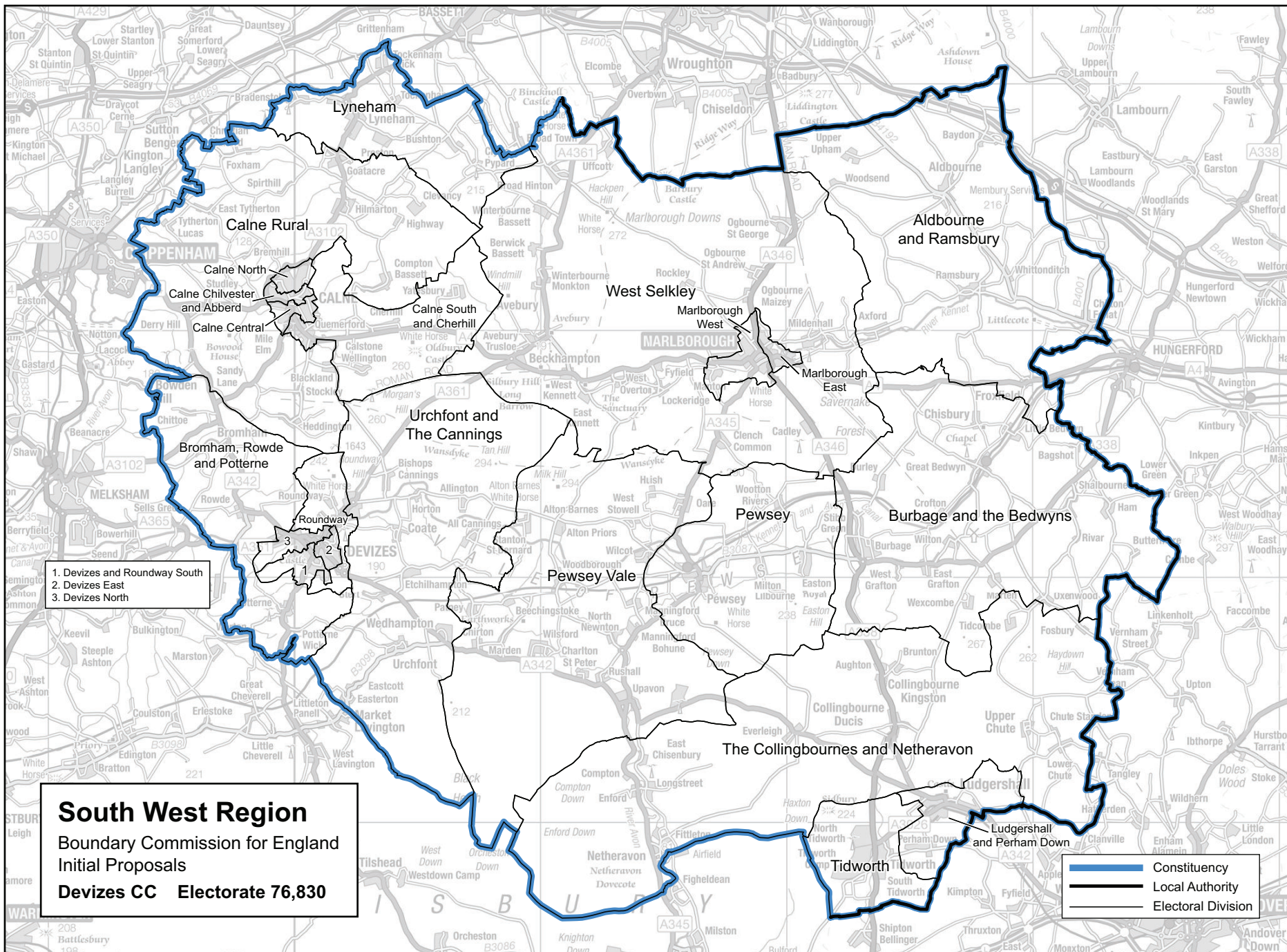
Boundary Commission for England  
Initial Proposals

Chippenham CC Electorate 75,419



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- 1. Devizes and Roundway South
- 2. Devizes East
- 3. Devizes North

**South West Region**  
 Boundary Commission for England  
 Initial Proposals  
**Devizes CC Electorate 76,830**




— Constituency  
 — Local Authority  
 — Electoral Division

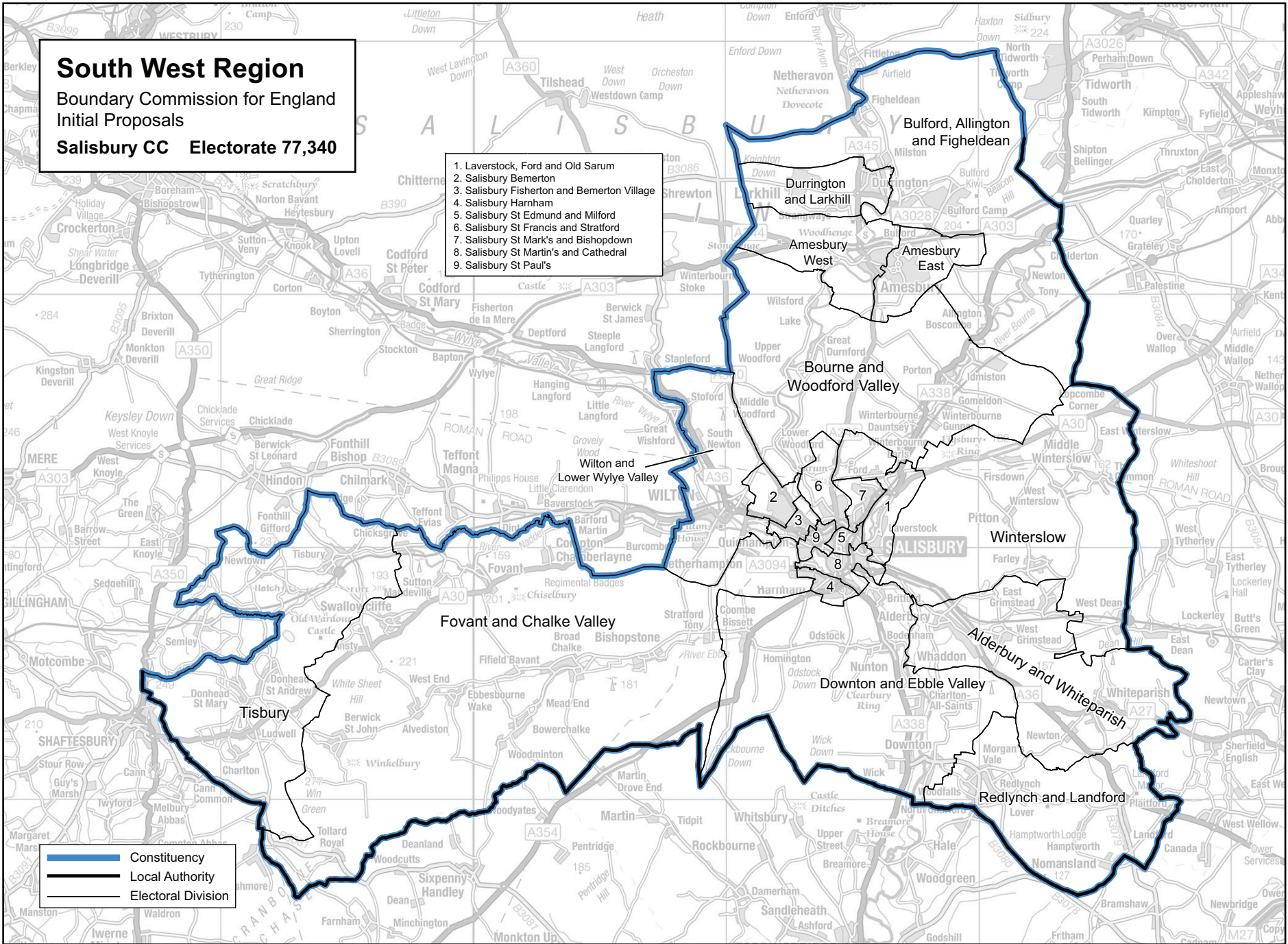
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**South West Region**  
 Boundary Commission for England  
 Initial Proposals  
**Salisbury CC Electorate 77,340**

1. Laverstock, Ford and Old Sarum
2. Salisbury Bemerton
3. Salisbury Fisherton and Bemerton Village
4. Salisbury Harnham
5. Salisbury St Edmund and Milford
6. Salisbury St Francis and Stratford
7. Salisbury St Mark's and Bishopdown
8. Salisbury St Martin's and Cathedral
9. Salisbury St Paul's

 Constituency  
 Local Authority  
 Electoral Division



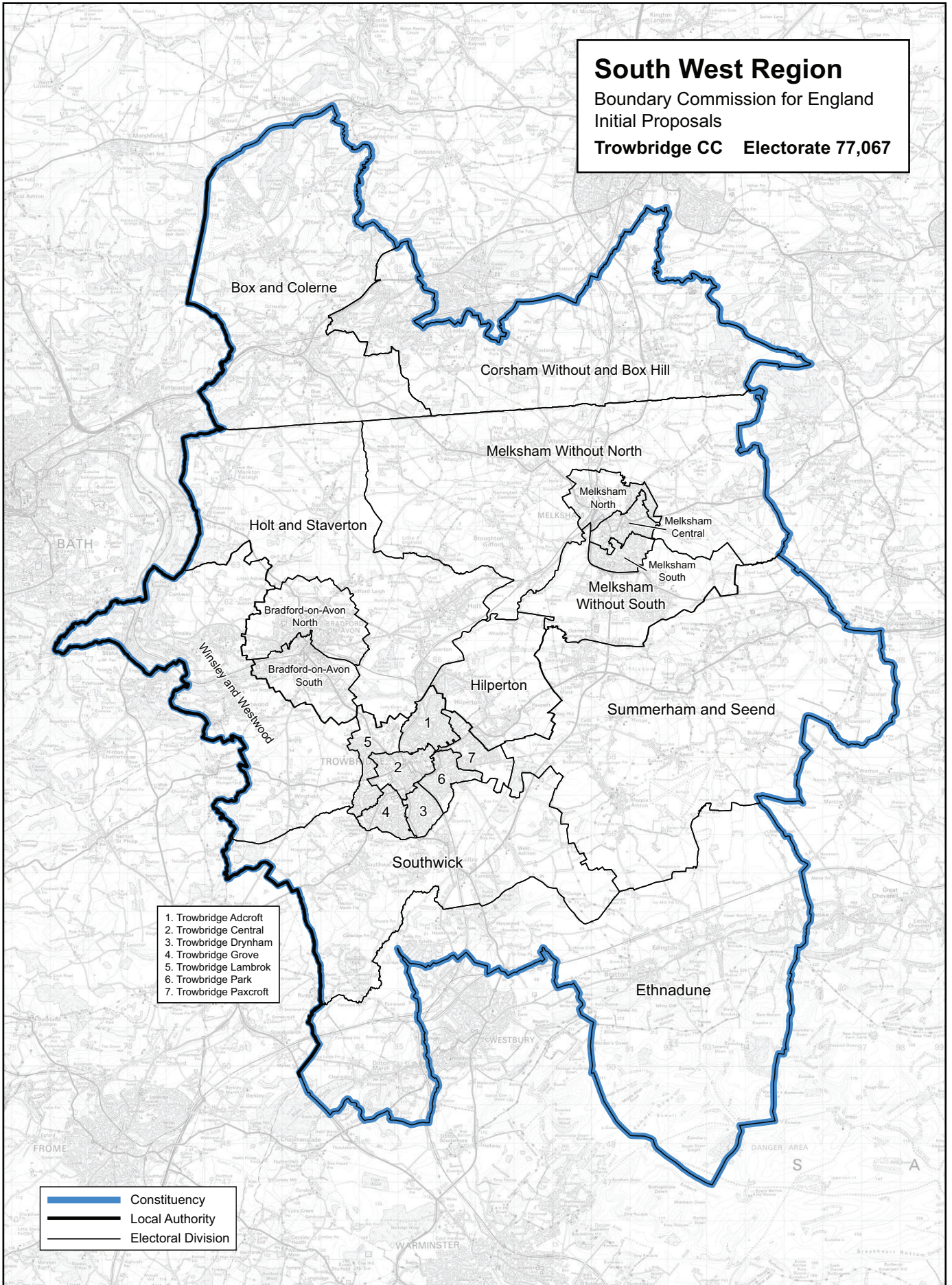
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# South West Region

Boundary Commission for England  
Initial Proposals

Trowbridge CC Electorate 77,067



- 1. Trowbridge Adcroft
- 2. Trowbridge Central
- 3. Trowbridge Drynham
- 4. Trowbridge Grove
- 5. Trowbridge Lambrok
- 6. Trowbridge Park
- 7. Trowbridge Paxcroft

— Constituency  
— Local Authority  
— Electoral Division

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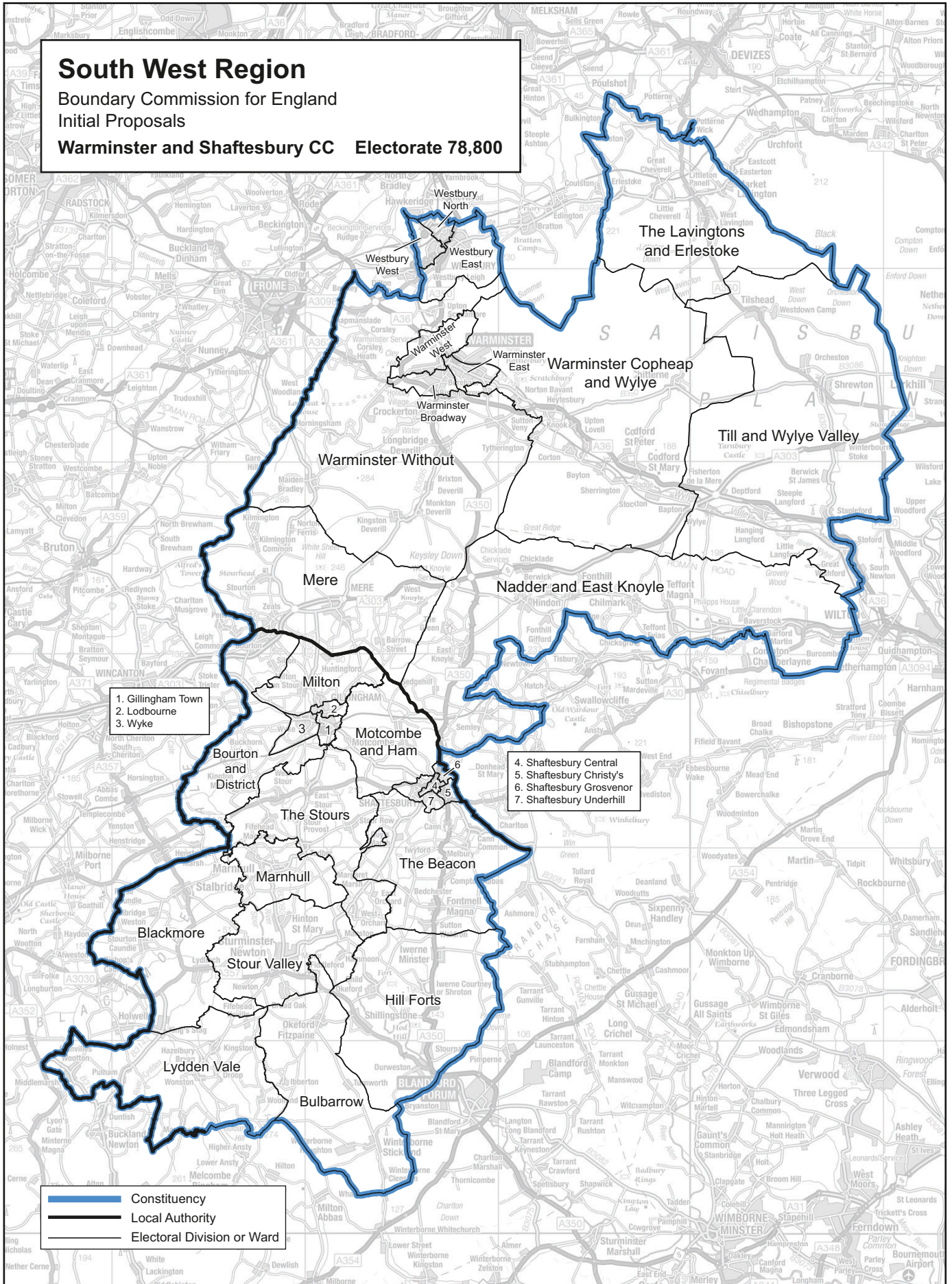
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# South West Region

Boundary Commission for England  
Initial Proposals

**Warminster and Shaftesbury CC Electorate 78,800**



1. Gillingham Town
2. Lodbourne
3. Wyke

4. Shaftesbury Central
5. Shaftesbury Christy's
6. Shaftesbury Grosvenor
7. Shaftesbury Underhill

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Divisions (current)	Community Area Board	County	Proposed 2013	BCE'S 2013 PROPOSALS					WORKING PARTY 18 OCTOBER 2011					Working Party's proposed constituency	
				Range = 72,810 to 80,473					Range = 72,810 to 80,473						
				Chippenham	Devizes	Salisbury	Trowbridge	Warm&Shaft	North Wiltshire	Devizes	Salisbury	West Wiltshire	Warm&Shaft		
Amesbury East	Amesbury	Wiltshire	Salisbury		3,813						3,813				Salisbury
Amesbury West	Amesbury	Wiltshire	Salisbury		3,644						3,644				Salisbury
Bourne and Woodford Valley	Amesbury	Wiltshire	Salisbury		3,453						3,453				Salisbury
Bulford, Allington and Figheld	Amesbury	Wiltshire	Salisbury		3,537						3,537				Salisbury
Durrington and Larkhill	Amesbury	Wiltshire	Salisbury		4,607						4,607				Salisbury
Till and Wylve Valley	Amesbury	Wiltshire	Warminster and Shaftesbury					3,601					3,601		Warminster and Shaftesbury
				0	0	19,054	0	3,601			0	0	19,054	0	3,601
Bradford-on-Avon North	Bradford-on-Avon	Wiltshire	Trowbridge				3,764						3,764		West Wiltshire
Bradford-on-Avon South	Bradford-on-Avon	Wiltshire	Trowbridge				3,853						3,853		West Wiltshire
Holt and Staverton	Bradford-on-Avon	Wiltshire	Trowbridge				3,451						3,451		West Wiltshire
Winsley and Westwood	Bradford-on-Avon	Wiltshire	Trowbridge				3,375						3,375		West Wiltshire
				0	0	0	14,443	0			0	0	14,443	0	
Calne Central	Calne	Wiltshire	Devizes		3,210						3,210				Devizes
Calne Chilvester and Abberd	Calne	Wiltshire	Devizes		3,342						3,342				Devizes
Calne North	Calne	Wiltshire	Devizes		3,311						3,311				Devizes
Calne Rural	Calne	Wiltshire	Devizes		3,465						3,465				Devizes
Calne South and Cherhill	Calne	Wiltshire	Devizes		3,689						3,689				Devizes
				0	17,017	0	0	0			0	17,017	0	0	0
By Brook	Chippenham	Wiltshire	Chippenham	3,502							3,502				North Wiltshire
Chippenham Cepen Park and	Chippenham	Wiltshire	Chippenham	3,386							3,386				North Wiltshire
Chippenham Cepen Park and	Chippenham	Wiltshire	Chippenham	3,529							3,529				North Wiltshire
Chippenham Hardenhuish	Chippenham	Wiltshire	Chippenham	3,394							3,394				North Wiltshire
Chippenham Hardens and Eng	Chippenham	Wiltshire	Chippenham	3,193							3,193				North Wiltshire
Chippenham Lowden and Row	Chippenham	Wiltshire	Chippenham	3,433							3,433				North Wiltshire
Chippenham Monkton	Chippenham	Wiltshire	Chippenham	2,972							2,972				North Wiltshire
Chippenham Pewsham	Chippenham	Wiltshire	Chippenham	3,398							3,398				North Wiltshire
Chippenham Queens and She	Chippenham	Wiltshire	Chippenham	3,392							3,392				North Wiltshire
Chippenham Queens and She	Chippenham	Wiltshire	Chippenham	3,697							3,697				North Wiltshire
				33,896	0	0	0	0			33,896	0	0	0	0
Corsham Pickwick	Corsham	Wiltshire	Chippenham	3,781							3,781				North Wiltshire
Corsham Town	Corsham	Wiltshire	Chippenham	3,801							3,801				North Wiltshire
Box and Colerne	Corsham	Wiltshire	Trowbridge				3,750						3,750		West Wiltshire
Corsham Without and Box Hil	Corsham	Wiltshire	Trowbridge				3,949						3,949		West Wiltshire
				7,582	0	0	7,699	0			7,582	0	0	7,699	0
Bromham, Rowde and Potteri	Devizes	Wiltshire	Devizes		3,895						3,895				Devizes
Devizes and Roundway South	Devizes	Wiltshire	Devizes		3,493						3,493				Devizes
Devizes East	Devizes	Wiltshire	Devizes		3,106						3,106				Devizes
Devizes North	Devizes	Wiltshire	Devizes		3,184						3,184				Devizes
Roundway	Devizes	Wiltshire	Devizes		3,062						3,062				Devizes
Urchfont and The Cannings	Devizes	Wiltshire	Devizes		3,515						3,515				Devizes
The Lavingtons and Erlestoke	Devizes	Wiltshire	Warminster and Shaftesbury					4,131					4,131		Warminster and Shaftesbury
				0	20,255	0	0	4,131			0	20,255	0	0	4,131
Brinkworth	Malmesbury	Wiltshire	Chippenham	3,679							3,679				North Wiltshire
Malmesbury	Malmesbury	Wiltshire	Chippenham	3,903							3,903				North Wiltshire
Minety	Malmesbury	Wiltshire	Chippenham	3,910							3,910				North Wiltshire
Sherston	Malmesbury	Wiltshire	Chippenham	3,840							3,840				North Wiltshire
				15,332	0	0	0	0			15,332	0	0	0	0

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Divisions (current)	Community Area Board	County	Proposed 2013 Range = 72,810 to 80,473	BCE'S 2013 PROPOSALS					WORKING PARTY 18 OCTOBER 2011 Range = 72,810 to 80,473					Working Party's proposed constituency	
				Chippenham	Devizes	Salisbury	Trowbridge	Warm&Shaft	North Wiltshire	Devizes	Salisbury	West Wiltshire	Warm&Shaft		
Aldbourne and Ramsbury	Marlborough	Wiltshire	Devizes		4,110										Devizes
Marlborough East	Marlborough	Wiltshire	Devizes		3,137										Devizes
Marlborough West	Marlborough	Wiltshire	Devizes		3,049										Devizes
West Selkey	Marlborough	Wiltshire	Devizes		3,403										Devizes
				0	13,699	0	0	0	0	0	13,699	0	0	0	
Melksham Central	Melksham	Wiltshire	Trowbridge				3,784						3,784		West Wiltshire
Melksham North	Melksham	Wiltshire	Trowbridge				3,374						3,374		West Wiltshire
Melksham South	Melksham	Wiltshire	Trowbridge				3,929						3,929		West Wiltshire
Melksham Without North	Melksham	Wiltshire	Trowbridge				3,425						3,425		West Wiltshire
Melksham Without South	Melksham	Wiltshire	Trowbridge				3,717						3,717		West Wiltshire
Summerham and Seend	Melksham	Wiltshire	Trowbridge				3,526						3,526		West Wiltshire
				0	0	0	21,755	0	0	0	0	0	21,755	0	
Burghage and The Bedwyns	Pewsey	Wiltshire	Devizes		3,903										Devizes
Pewsey	Pewsey	Wiltshire	Devizes		3,743										Devizes
Pewsey Vale	Pewsey	Wiltshire	Devizes		3,614										Devizes
				0	11,260	0	0	0	0	0	11,260	0	0	0	
Salisbury Bemerton	Salisbury	Wiltshire	Salisbury			4,145						4,145			Salisbury
Salisbury Fisherton and Bemere	Salisbury	Wiltshire	Salisbury			3,461						3,461			Salisbury
Salisbury Harnham	Salisbury	Wiltshire	Salisbury			3,843						3,843			Salisbury
Salisbury St Edmund and Milfr	Salisbury	Wiltshire	Salisbury			3,649						3,649			Salisbury
Salisbury St Francis and Stratf	Salisbury	Wiltshire	Salisbury			4,157						4,157			Salisbury
Salisbury St Marks and Bishop	Salisbury	Wiltshire	Salisbury			3,519						3,519			Salisbury
Salisbury St Martins and Cath	Salisbury	Wiltshire	Salisbury			4,211						4,211			Salisbury
Salisbury St Pauls	Salisbury	Wiltshire	Salisbury			3,513						3,513			Salisbury
				0	0	30,498	0	0	0	0	0	30,498	0	0	
Devant & Chalke Valley	South West Wiltshire	Wiltshire	Salisbury			3,461						3,461			Salisbury
Salisbury	South West Wiltshire	Wiltshire	Salisbury			3,476						3,476			Salisbury
Salisbury and Lower Wylve Valle	South West Wiltshire	Wiltshire	Salisbury			3,768						3,768			Salisbury
Mere	South West Wiltshire	Wiltshire	Warminster and Shaftesbury					3,609					3,609		Warminster and Shaftesbury
Nadder and East Knoyle	South West Wiltshire	Wiltshire	Warminster and Shaftesbury					3,549					3,549		Warminster and Shaftesbury
				0	0	10,705	0	7,158	0	0	0	10,705	0	7,158	
Aldbury and Whiteparish	Southern Wiltshire	Wiltshire	Salisbury			3,456						3,456			Salisbury
Downton and Ebble Valley	Southern Wiltshire	Wiltshire	Salisbury			3,687						3,687			Salisbury
Laverstock, Ford and Old Saru	Southern Wiltshire	Wiltshire	Salisbury			2,942						2,942			Salisbury
Redlynch and Landford	Southern Wiltshire	Wiltshire	Salisbury			3,829						3,829			Salisbury
Winterslow	Southern Wiltshire	Wiltshire	Salisbury			3,169						3,169			Salisbury
				0	0	17,083	0	0	0	0	0	17,083	0	0	
Ludgershall and Perham Dow	Tidworth	Wiltshire	Devizes		3,688							3,688			Devizes
The Collingbournes and Neth	Tidworth	Wiltshire	Devizes		3,398							3,398			Devizes
Tidworth	Tidworth	Wiltshire	Devizes		3,871							3,871			Devizes
				0	10,957	0	0	0	0	0	0	10,957	0	0	
Hilperton	Trowbridge	Wiltshire	Trowbridge				3,598						3,598		West Wiltshire
Southwick	Trowbridge	Wiltshire	Trowbridge				3,409						3,409		West Wiltshire
Trowbridge Adcroft	Trowbridge	Wiltshire	Trowbridge				3,110						3,110		West Wiltshire
Trowbridge Central	Trowbridge	Wiltshire	Trowbridge				3,319						3,319		West Wiltshire
Trowbridge Drynham	Trowbridge	Wiltshire	Trowbridge				3,057						3,057		West Wiltshire
Trowbridge Grove	Trowbridge	Wiltshire	Trowbridge				3,380						3,380		West Wiltshire
Trowbridge Lambrok	Trowbridge	Wiltshire	Trowbridge				3,651						3,651		West Wiltshire
Trowbridge Park	Trowbridge	Wiltshire	Trowbridge				3,191						3,191		West Wiltshire
Trowbridge Paxcroft	Trowbridge	Wiltshire	Trowbridge				2,861						2,861		West Wiltshire
				0	0	0	29,576	0	0	0	0	29,576	0	0	
Warminster Broadway	Warminster	Wiltshire	Warminster and Shaftesbury					3,647						3,647	Warminster and Shaftesbury

Divisions (current)	Community Area Board	County	Proposed 2013 Range = 72,810 to 80,473	BCE'S 2013 PROPOSALS					WORKING PARTY 18 OCTOBER 2011 Range = 72,810 to 80,473					Working Party's proposed constituency	
				Chippenham	Devizes	Salisbury	Trowbridge	Warm&Shaft	North Wiltshire	Devizes	Salisbury	West Wiltshire	Warm&Shaft		
Warminster Copheap and Wy	Warminster	Wiltshire	Warminster and Shaftesbury					3,607						3,607	Warminster and Shaftesbury
Warminster East	Warminster	Wiltshire	Warminster and Shaftesbury					3,982						3,982	Warminster and Shaftesbury
Warminster West	Warminster	Wiltshire	Warminster and Shaftesbury					3,798						3,798	Warminster and Shaftesbury
Warminster Without	Warminster	Wiltshire	Warminster and Shaftesbury					3,474						3,474	Warminster and Shaftesbury
				0	0	0	0	18,508	0	0	0	0	18,508		
Ethandune	Westbury	Wiltshire	Trowbridge					3,594					3,594	West Wiltshire	
Westbury East	Westbury	Wiltshire	Warminster and Shaftesbury					3,646					3,646	Warminster and Shaftesbury	
Westbury North	Westbury	Wiltshire	Warminster and Shaftesbury					3,390					3,390	Warminster and Shaftesbury	
Westbury West	Westbury	Wiltshire	Warminster and Shaftesbury					3,773					3,773	Warminster and Shaftesbury	
				0	0	0	3,594	10,809	0	0	0	3,594	10,809		
Cricklade and Latton	Wootton Bassett and Cricklade	Wiltshire	Chippenham	3,937					3,937						North Wiltshire
Purton	Wootton Bassett and Cricklade	Wiltshire	Chippenham	3,404					3,404						North Wiltshire
Wootton Bassett East	Wootton Bassett and Cricklade	Wiltshire	Chippenham	3,686					3,686						North Wiltshire
Wootton Bassett North	Wootton Bassett and Cricklade	Wiltshire	Chippenham	3,637					3,637						North Wiltshire
Wootton Bassett South	Wootton Bassett and Cricklade	Wiltshire	Chippenham	3,945					3,945						North Wiltshire
Lyneham	Wootton Bassett and Cricklade	Wiltshire	Devizes		3,642				3,642						North Wiltshire
				18,609	3,642	0	0	0	22,251	0	0	0	0	0	
Blackmore	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					2,916						2,916	Warminster and Shaftesbury
Bourton and District	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,625						1,625	Warminster and Shaftesbury
Bulbarrow	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,556						1,556	Warminster and Shaftesbury
Gillingham Town	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,638						1,638	Warminster and Shaftesbury
Hill Forts	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					3,609						3,609	Warminster and Shaftesbury
Lodbourne	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,471						1,471	Warminster and Shaftesbury
Madon Vale	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,568						1,568	Warminster and Shaftesbury
Marnhull	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,665						1,665	Warminster and Shaftesbury
Milton	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,679						1,679	Warminster and Shaftesbury
Notcombe and Ham	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					2,165						2,165	Warminster and Shaftesbury
Shaftesbury Central	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,554						1,554	Warminster and Shaftesbury
Shaftesbury Christys	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,306						1,306	Warminster and Shaftesbury
Shaftesbury Grosvenor	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,292						1,292	Warminster and Shaftesbury
Shaftesbury Underhill	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,218						1,218	Warminster and Shaftesbury
Stour Valley	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					3,587						3,587	Warminster and Shaftesbury
The Beacon	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,603						1,603	Warminster and Shaftesbury
The Stours	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					1,521						1,521	Warminster and Shaftesbury
Wyke	ZZ - outside the county of Wiltshire	Dorset	Warminster and Shaftesbury					2,620						2,620	Warminster and Shaftesbury
				0	0	0	0	34,593	0	0	0	0	34,593		
				75,419	76,830	77,340	77,067	78,800	79,061	73,188	77,340	77,067	78,800		
								385,456					385,456		

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**NOTES OF THE PARLIAMENTARY BOUNDARY REVIEW WORKING PARTY**

**29 SEPTEMBER 2011**

**Present : Councillors Carter, Cochrane, De Rhe-Philipe, Hubbard, Humphries, Macrae, Morland, Jeff Osborn, Packard, Seed.**

1. Councillors agreed that they would not elect a chairman for this meeting.
2. John Quinton informed members of the working party of their role in reporting to Council on the initial proposals from the Boundary Commission for England.
3. John Watling ran through his briefing paper which outlined the process for consultation and on the proposals from the Boundary Commission.
4. Members of the working party discussed various options for revisions to the proposals but agreed that they would prepare any alternative proposals that they wished to present for consideration by the group at its next meeting – these proposals will reflect the following objectives – proposed constituencies should
  - A. best serve the residents of Wiltshire
  - B. reflect minimum change where possible
  - C. reflect community cohesion/identities
5. The number of constituencies and the cross county border proposals were agreed in principle and that any revised proposals, which can include amendments to constituency names, would be supported by arguments that reflect the above objectives.
6. It was agreed that the next meeting would take place on Tuesday 18 October 2011.

## NOTES OF THE PARLIAMENTARY BOUNDARY REVIEW WORKING PARTY

18 OCTOBER 2011

**Present : Councillors Bucknell, Cochrane, Deane, Groom, Hubbard, Macrae, Morland, Jeff Osborn, Packard, Seed.**

### **Apologies received from Cllr Carter.**

1. Councillors agreed to elect Councillor Deane as chairman of the Working Party.
2. John Quinton reminded Members of the role of the Working Party and of the decisions taken at the last meeting.
3. John Watling ran through the paperwork that had been circulated to councillors on 4 October – copies of which were available at the meeting.
4. Councillor Seed was then invited to introduce the motion that had been circulated prior to the meeting and which set out the following revised proposals for consideration by the Working Party;-

“In consideration of the Boundary Commission proposals for the reorganisation of Parliamentary Constituencies in Wiltshire and Dorset, Wiltshire Council is mindful of the requirement to achieve Constituencies with a prerequisite number of voters and the complexity of achieving this task. Wiltshire Council would also prefer to retain the cohesion of Community Areas where at all possible.

Whilst there are several local government Divisions where the residents would prefer to be part of a Constituency other than that proposed by the Boundary Commission the plight of the Lyneham Division being separated from its natural topographical, Community Area and political connections to Wootton Bassett is the most dire and could be resolved without any further realignment of local government divisions. Wiltshire Council therefore recommends that the Division of Lyneham reverts to the proposed Chippenham Constituency.

Wiltshire Council has considered the realignment of the whole of the Corsham Community Area within one Constituency but accepts that this would produce a knock on effect that would leave other local government Divisions so similarly disaggregated as to make any proposals to realign Corsham equally unfair. Wiltshire Council thus accepts with reluctance the proposals for the Corsham local government Divisions to be split between two Constituencies and the resultant split of both Town Council and Community Area boundaries.



Wiltshire Council is also concerned at the names suggested for the new Constituencies. The Constituency of Chippenham is largely similar to the pre 2005 Constituency of North Wiltshire but adopting the name of “Chippenham” would ignore the inclusion of the other Towns of Wootton Bassett, Cricklade and Malmesbury within the new Constituency. Wiltshire Council recommends that this Constituency be renamed North Wiltshire accordingly. Similarly the Council suggests that the name of Trowbridge is inappropriate for a Constituency that also contains the significant towns of Melksham and Bradford on Avon and recommends that the name of West Wiltshire would be more appropriate.”

5. Members agreed the first two paragraphs. In relation to paragraph 3 Cllr Macrae reported the views of Corsham Town Council who objected to the proposal from the Boundary Commission for England (BCE) which would split the Corsham Community area and indeed the Corsham Town Council area between two different constituencies. Cllr Macrae accepted that moving the whole of the Corsham community area into either of the adjoining constituencies would not meet the electorate tolerances set by the BCE. On being put to the vote paragraph 3 of Councillor Seed’s motion was agreed with Councillor Macrae abstaining from the vote.
6. In relation to paragraph 4 the Working Party considered the issues of Chippenham and Trowbridge separately. In relation to Chippenham various members of the working party put forward arguments to support the name change to the North Wiltshire constituency namely, that the constituency as proposed is very similar to the previous North Wiltshire constituency and therefore the proposal was to revert back to the correct description, and secondly, that outside of Chippenham the majority of local support was for the name of North Wiltshire for the constituency. This element of paragraph 4 was also agreed.
7. In relation to Trowbridge the argument in support of the use of the West Wiltshire Constituency name was that Trowbridge did not reflect the main population centre in that it was outnumbered by a combination of Melksham and Bradford on Avon. Geographically West Wiltshire would be a more accurate description and identity for the constituency. In opposition to this proposal members of the Working Party pointed out that Trowbridge was the main population centre for the area and that the description of West Wiltshire failed to recognise that the large population centres of Warminster and Westbury were not contained within it. On being put to the vote the proposal as contained within Cllr Seed’s motion was agreed by 7 votes to 1 (with Councillor Osborn voting against the proposal).
8. The Working Party then considered a number of other proposals, namely

- A. Moving the Till and Wylde division into the Salisbury Constituency and the Tisbury division into the new Shaftesbury and Warminster constituency
  - B. Moving the Lavingtons and Erlestoke division in to the Devizes constituency
  - C. Moving the Ethandune division into the new Shaftesbury and Warminster division
9. There was no consensus on any of these proposals and Members agreed to meet again on 24 October to consider these matters further together with any other proposals referred to it by any other member of the Council.

## **NOTES OF THE PARLIAMENTARY BOUNDARY REVIEW WORKING PARTY**

**24 OCTOBER 2011**

**Present : Councillors Cochrane, Deane ( in the chair), De Rhe-Philipe, Hubbard, Humphries, Macrae, Morland, Jeff Osborn, Packard, Seed.**

**Councillor Gamble attended to present a revised proposal in relation to the Lavingtons and Erlestoke division.**

1. The Working Party considered the business outstanding from the last meeting and any revised proposals submitted by members of the Council.
2. Following the last meeting all members of the Council had been asked to submit any revised proposals for consideration by the Working party prior to its report to Council.
3. Councillor Gamble outlined the arguments behind his proposal for the Lavingtons and Erlestoke division to remain within the Devizes constituency. There were geographical and historic affiliations between this division and the town.
4. Councillor Hubbard also outlined the proposal submitted from Councillor West that had been circulated with the agenda that the Till and Wylve Valley division should remain in the Salisbury constituency.
5. The Working Party had a wide ranging discussion on these proposals. On being put to the vote both revised proposals were not agreed. Councillors Hubbard, Morland and Osborn voted in favour of each of the revised proposals as presented to the Working Party.
6. The Working Party then proceeded to consider their draft report to Council and the recommendations that it would make as set out in that report.
7. The recommendation in relation to Lyneham was agreed with Councillor Hubbard requesting that his abstention from the vote be recorded. Likewise the recommendation in respect of Corsham was agreed.
8. In relation to the third recommendation and the proposed re-naming of constituencies the Working Party felt that it would be easier to manage the debate at Council if it was broken down into two separate recommendations.
9. In relation to the North Wiltshire recommendation four members of the council had submitted representations in support of the proposal and stated that their local councils were also in support of it. On being put to the vote this recommendation was confirmed by the Working Party.

10. In relation to the proposed Trowbridge constituency one councillor had submitted a representation in support of the proposal to name the constituency Trowbridge, as had the Town Council. One councillor had also submitted a representation in support of the proposal to name the constituency West Wiltshire. On being put to the vote the draft recommendation was agreed that the constituency should be renamed West Wiltshire.
11. It was agreed that the draft report for Council would be updated to reflect the Working Party discussions and circulated to members for comment.

Wiltshire Council

Council

8 November 2011

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## Senior Management Restructure - Consequential Matters

### Summary

To consider various consequential matters arising from Cabinet's decision of 6 October 2011 to make changes to the senior management structure of the Council.

### Proposals

1. To consider the decision of the Senior Officer's Employment Sub-Committee regarding the proposed termination of the Chief Executive's employment on the grounds of redundancy.
2. To designate the statutory function of head of paid service to the Service Director, Human Resources and Organisational Development and to amend the constitution accordingly.
3. To appoint a corporate director (name to be confirmed) to the statutory role of Electoral Registration Officer and Returning Officer for local authority and local elections from a date to be confirmed.
4. To propose the appointment of the Solicitor to the Council as the Clerk of the Lieutenancy, subject to the agreement of the Lord-Lieutenant.
5. To adopt Part 3B of the Council's constitution as amended in Appendix C with effect from a date to be agreed by the Monitoring Officer.
6. To agree that a designated corporate director acts as the liaison officer for the political groups and to amend the constitution accordingly.
7. To request the Standards Committee through its Focus Group on the Review of the Constitution to review the constitution in light of the senior management restructuring and recommend any necessary changes to Council.

**Reason for decisions**

To deal with consequential matters arising from Cabinet's decision of 6 October 2011 to make changes to the senior management structure of the Council to ensure that the Council is able to discharge its functions efficiently and effectively in the light of these changes.

**Ian Gibbons****Solicitor to the Council and Monitoring Officer**

## **Senior Management Restructure - Consequential Matters**

### **Purpose of Report**

1. To consider various consequential matters arising from Cabinet's decision of 6 October 2011 to make changes to the senior management structure of the Council.

### **Background**

2. Cabinet at its meeting held on 6 October 2011 considered a report by the Leader of the Council on a proposal to restructure the senior management of the Council. A copy of the report is attached as background information at Appendix A.
3. Cabinet agreed the proposal. A copy of the minute of the decision is attached at Appendix B. The revised structure as approved by Cabinet involves the deletion of the post of Chief Executive and one of the four Corporate Director posts. This gives rise to a number of issues on which a decision of the Council is required, as set out below.

### **Main considerations for the Council**

4. The Senior Officers' Employment Sub-Committee is responsible for the dismissal of the head of the Council's paid service, corporate and service directors. However, under the statutory rules any proposal to dismiss the head of paid service is subject to confirmation by the Council before notice of dismissal may be issued.
5. The Senior Officers' Employment Sub-Committee will meet on 2 November 2011 to consider a report on the dismissal of the Chief Executive, Mr Andrew Kerr on the grounds of redundancy. Their recommendation will be circulated to members as soon as possible before the Council meeting. It is proposed that consideration of this item will take place in Part 2 of the Council's agenda as the information relates to a particular individual.
6. The Officers Appointments Committee is responsible for appointing corporate directors and service directors in accordance with the Officer Employment Procedure Rules as set out in Part 15 of the Council's constitution. This Committee will be meeting on the 31 October 2011 and 1 November 2011 to consider appointments to the three remaining corporate director posts under the new arrangements. Their decision will be reported to Council at the meeting.

7. The Senior Officers' Employment Sub-Committee will then meet again on 25 November 2011 to consider the dismissal of a corporate director on the grounds of redundancy.

### **Proposal**

**To consider the decision of the Senior Officer's Employment Sub-Committee regarding the proposed termination of the Chief Executive's employment on the grounds of redundancy.**

8. Subject to Council's decision in paragraph 7 the following consequential matters covered below arise.

### **Appointment of Head of Paid Service**

9. The Council has a statutory duty under Section 4 of the Local Government and Housing Act 1989 to designate one of its officers as the head of its paid service. The Council's constitution currently designates the chief executive as the head of paid service. It can, however, be discharged by any officer, other than the monitoring officer.
10. The head of paid service has a duty, where they consider it appropriate to do so, to prepare a report to the council setting out their proposals in respect of the following matters:
  - the manner in which the discharge of the different functions of the council is co-ordinated;
  - the number and grades of staff required by the council for the discharge of its functions;
  - the organisation of the council's staff; and
  - the appointment and proper management of the council's staff.
11. Under statutory rules incorporated in the Council's constitution the function of appointment and dismissal of, and taking disciplinary action against, a member of staff of the council (other than specified senior officers) must be discharged, on behalf of the council, by the head of paid service or by an officer nominated by him. In the case of senior officers, including the head of paid service, corporate directors and service directors responsibility for these functions rests with members.
12. The statutory role of the head of paid service most closely aligns with the responsibilities of the service director human resources and organisational development. Cabinet has therefore recommended Council to designate the statutory function of head of paid service to this post. This has the advantage of providing appropriate checks and balances, together with the Monitoring Officer and Section 151 Officer, within the corporate leadership team.



## **Proposal**

**To designate the statutory function of head of paid service to the Service Director, Human Resources and Organisational Development and to amend the constitution accordingly.**

### **Appointment of Officer for Electoral Purposes**

13. The Council will need to appoint an officer to the statutory role of Electoral Registration Officer and Returning Officer. These functions are currently discharged by the Chief Executive.
14. Section 8 of the Representation of the People Act 1983 requires the Council to formally appoint an officer of the Council as Electoral Registration Officer. The main duty of the Electoral Registration Officer is to prepare and maintain the electoral register which is used at Local, Parliamentary and European Elections and polls.
15. Section 35 of the same Act requires the Council to appoint an officer of the Council as Returning Officer for local authority elections. This is a personal appointment, and, once made, the Returning Officer is not subject to the direction of council or members.
16. Regulation 4 of the Parish and Community Meetings (Polls) Rules 1987 requires the Council to appoint an officer of the Council to be Returning Officer where a poll consequent on a Parish or Community meeting is required to be taken. The person appointed as Returning Officer for local authority elections is usually the person appointed as Returning Officer for local elections.
17. It is considered appropriate for these roles to be discharged by a corporate director with relevant experience in these areas. Council will be advised of the proposed appointee following the decision of the Officer Appointments Committee on 2 November 2011.

## **Proposal**

**To appoint a corporate director (name to be confirmed) to the statutory role of Electoral Registration Officer and Returning Officer for local authority and local elections from a date to be confirmed.**

### **Arrangements to support the Lieutenancy**

18. The historic office of Lord-Lieutenant dates from the reign of Henry VIII, at which time the holder of the office had responsibility for the maintenance of order in the Lieutenancy and for military measures necessary for defence.
19. A Lord-Lieutenant is appointed by Her Majesty The Queen for each County in England and Wales, and each area in Scotland. The Lord-Lieutenant for

Wiltshire covers the whole County and therefore includes the administrative areas of Wiltshire Council and Swindon Borough Council.

20. The Lieutenancies Act 1997 provides that there must be a Clerk of the Lieutenancy for each county or area, appointed by the Lord-Lieutenant. In many counties, the role is normally carried out by the chief executive of the county council. Customarily in Wiltshire, the Chief Executive has been appointed Clerk of the Lieutenancy.
21. In the absence of a chief executive and subject to the agreement of the Lord-Lieutenant, it is proposed that the Solicitor to the Council would be an appropriate officer to assume the role of Clerk of the Lieutenancy.

### **Proposal**

**To propose the appointment of the Solicitor to the Council as the Clerk of the Lieutenancy, subject to the agreement of the Lord-Lieutenant.**

### **Amendments to the Constitution**

22. The Council's constitution will require revision to reflect changes to the senior management structure and, in particular, the deletion of the posts of chief executive and a corporate director and the re-designation of the role of head of paid service. At this stage it is proposed to deal only with those changes which are necessary to ensure the smooth and efficient operation of the Council. In the longer term a more detailed review of the constitution will be undertaken by the Focus Group on the Review of the Constitution with recommendations to Council through the Standards Committee.
23. It will be necessary to amend the Scheme of Delegation to Officers in Part 3B of the constitution to ensure that this reflects the approved revised management structure. A copy of Part 3 B with proposed amendments shown as tracked changes is attached as Appendix C for Council's approval. As indicated in Schedule 1 of Appendix C, the areas of responsibility for the three corporate directors under the new arrangements will be revised after the allocation of service responsibilities have been agreed.
24. With reference to support for political groups, paragraph 9 of Protocol 2 to the constitution on councillor / officer relations currently provides that any request by a political group for a private and confidential briefing on matters of policy should be made through the chief executive. It is proposed that one of the corporate directors is designated to act as the liaison point for these purposes.

## **Proposals**

- (a) To adopt Part 3B of the Council's constitution as amended in Appendix C with effect from a date to be agreed by the Monitoring Officer.**
- (b) To agree that a designated corporate director acts as the liaison officer for the political groups.**
- (c) To request the Standards Committee through its Focus Group on the Review of the Constitution to review the constitution in light of the senior management restructuring and recommend any necessary changes to Council.**

## **Financial Implications**

25. As stated in the Cabinet report (see paragraph 6) the senior management restructure will reduce the Council's annual management costs by approximately £ 200,000 in 2011/12 and deliver full year savings in 2012/13 of £ 400,000. This is a saving of £ 1.4 million over the period of the current business plan 2011-2015.
26. A redundancy fund exists to fund the one-off costs of redundancy.

## **Equalities and Diversity Implications**

27. The Council recognises its responsibilities to comply with the requirements of the Equality Act 2010 including its responsibilities as an employer and its general equality duty as a public authority under Section 149 of the Equality Act 2010. It has carried out a full equalities impact assessment of the proposals and has concluded that there are no specific equalities implications relating either to service delivery or to employment issues arising out of this report. The Council will continue to take full account of its equalities responsibilities through the implementation of any proposals.

## **Risks**

28. The risks associated with the senior management restructure are identified at paragraph 8 of Appendix A.

**Ian Gibbons**  
**Solicitor to the Council and Monitoring Officer**

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## List of Background Papers

Unpublished documents relied upon in the preparation of this report:

None.

Report author:

Yamina Rhouati, Democratic Governance Manager

25 October 2011

## Appendices

Appendix A – Cabinet report dated 6 October 2011

Appendix B – Cabinet minute dated 6 October 2011 (extract)

Appendix C – Part 3B Scheme of Delegation (with proposed tracked changes)

## Wiltshire Council

### Cabinet

6 October 2011

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**Subject:** Proposal for Senior Management Restructure

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

**Key decision:** No

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#### Executive Summary

To consider proposals to make changes to the senior management of the Council following consultation with the relevant staff. If approved, this would result in the removal of the posts of Chief Executive and one Corporate Director.

#### Proposals

That Cabinet:

- (a) Approve the proposed new senior management structure attached in Appendix 1 at corporate director level on the understanding that the alignment of services below that level will be determined by the Head of Paid Service following discussion by the corporate directors and in consultation with the leader and cabinet in accordance with paragraph 4.7 of the report;
- (b) Subject to (a) above:
  - (i) recommend Council to designate the statutory function of Head of Paid Service to the Service Director, Human Resources and Organisational Development;
  - (ii) note that the appointment of the Returning Officer, the arrangements for the support of the lieutenancy and any consequential changes to the constitution, including the scheme of delegation to officers will be the subject of a separate report to Council and
  - (iii) to adopt formal individual external appraisals for corporate directors.

#### Reason for Proposals

Since the formation of Wiltshire Council in April 2009 we have made radical and positive changes saving more than £14 million in the first year.

A four year Business Plan has been produced setting out actions to deliver the vision. The plan is bold, ambitious and realistic. It reflects the impact of the general election in May

2010, and how this has changed the way in which the council needs to be organised to manage the financial challenges it faces. However the financial pressures cannot be underestimated.

Over 4 years (2010-2015) the council has to absorb a cut of 28.4 per cent of grant funding from the government.

Next year 2012/13 the council will need to find savings of £36 million.

Given the financial pressures the Council is faced with, to achieve savings on the senior management costs of the Council in order to minimise the reduction of resources on front line services and to continue to deliver the Business Plan.

**Jane Scott**  
**Leader of the Council**

**Subject: Proposal for Senior Management Restructure**

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

**Key decision: No**

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## **1. Purpose of Report**

- 1.1 To seek Cabinet's approval to make changes to the senior management of the Council, following consultation with relevant staff since 7 September 2011 on a proposal to remove the post of chief executive and a corporate director post.

## **2. Background**

- 2.1 Since its formation in April 2009 Wiltshire Council has made radical and positive changes. The merger of five councils into a new unitary council was upheld nationally as exemplary and a role model for managing change and making significant efficiencies. More than £14 million was saved in our first year
- 2.2 We made significant progress focusing on the transition to one council and in the past two years we have been transforming the way we work and deliver services. We have a clear vision; to create stronger and more resilient communities. And, our vision is underpinned with three clear goals: Provide high quality, low cost, customer focused services; ensure local, open and honest decision making and to work with partners to support Wiltshire's communities.
- 2.3 We have published a four year business plan, which sets out our actions to ensure we deliver our vision. The plan is bold, ambitious and realistic. It reflects the impact of the general election in May 2010, and how this has changed the way in which we need to be organised to manage the financial challenges we face.
- 2.4 Over 4 years (2010-2015) the council has to absorb a cut of 28.4 per cent of grant funding from the government.
- 2.5 We also know that there will be fundamental changes in the growth of the number of older people and younger people needing council services in the next few years. The business plan sets out how the council will meet these challenges, how we will allocate our resources, and how we will deliver the savings required. Becoming a unitary has allowed us to be

ambitious and to do more than other local authorities. Over the next few years it will invest over £85 million into frontline services, protect the most vulnerable in local communities and save over £100 million.

### 3. **Proposal**

- 3.1 The financial pressures cannot be underestimated. Next year - 2012/13 – we will need to find savings of £36 million.
- 3.2 Whilst the areas for making these savings are set out in the business plan the corporate leadership team and cabinet met in July to review these areas. A proposal from the chief executive and corporate leadership team was presented to cabinet to further reduce management costs by £500,000. This proposal was in addition to the £8 million that has already been saved as a result of reducing the number of managers by 220.
- 3.3 As the leader, I gave this proposal serious and extensive consideration and worked with the deputy leader to evolve the proposed senior management model. The proposal is a reflection of the strong position that we are currently in, and the strategic plan that we have sets out how we intend to manage the challenges over the next few years. Our key priority is to make sure that we focus on delivering the plan.
- 3.4 It is in this context that the senior management model is proposed. It is critical that we continue to deliver our front line services and to minimise the reduction of resource in these services.
- 3.5 The proposal reflects on the need to focus on delivery. It reduces the strategic capacity by deleting two posts; the chief executive and one corporate director, reducing the number of corporate directors from four to three. The proposed senior management structure is attached in Appendix 1.
- 3.6 Whilst the proposal may be considered radical, it is based on delivering what I believe is best for the people of Wiltshire at this time and over the next few years. It reduces resources from senior strategic posts in order to minimise the impact on front line service delivery. I am aware that different models of leadership are being reviewed, applied and tested across local authorities nationwide. It is, however, difficult to make any direct comparisons, as each local authority will decide what is best for their community. I fundamentally believe that the proposal that we are considering is the best for Wiltshire communities.
- 3.7 We need to consider the proposal in the context of the new style leader and cabinet executive model of governance which Wiltshire Council has adopted in its Constitution since 2009. Under this model the leader decides how executive functions are to be exercised within the council's budget and policy framework, except where these are specifically reserved to the cabinet e.g. proposing the budget to council or proposing new policies (or amendments to existing policies) within the policy framework.



In practice, in the interests of openness and transparency, the leader chooses to take significant policy matters to cabinet, but has also agreed arrangements for delegation of executive functions to cabinet committees, individual cabinet members, area boards and officers. The proposal envisages that the existing decision making arrangements will, broadly, remain the same, subject to any necessary changes to the officer scheme of delegation to reflect the removal of the chief executive post. Advice and recommendations on decisions to be made will continue to be put forward to cabinet by the corporate leadership team, and the leader and cabinet will provide the strategic direction of the council within the overall budget and policy framework set by the council.

- 3.8 It is envisaged that all corporate management decisions will be made by the three corporate directors, supported and advised by appropriate senior officers, where necessary. Corporate leadership team meetings will be chaired by one of the corporate directors on a rotating basis.
- 3.9 In addition, the council will continue to have in place the jointly funded post of director of public health and protection and an extended leadership team consisting of twenty service directors. This team has the knowledge, capacity and capability to continue to deliver excellent services and new initiatives for the people of Wiltshire in line with the business plan priorities.
- 3.10 I invited feedback on the proposal as part of the consultation process. A joint response was received from the current four corporate directors, affected by the proposal and the joint director of public health. This is attached in Appendix 2.
- 3.11 The response states their joint commitment to the proposal, and their view that the proposal reflects the changing role of local authorities which will require new models of leadership to be developed and tested.
- 3.12 They have outlined how they view the role of the corporate directors and how the proposed new senior management structure could work to deliver the business plan, manage the budget and financial pressures that we face and embed a culture that places our customers first, focuses on communities and working locally, and adopts a can-do approach in everything we do.
- 3.13 The priorities of the corporate director's role will change. There will be less focus on departmental performance and operations and more emphasis on corporate business planning, policy development with cabinet, and overseeing the direction of cross cutting, transformational change and improvement programmes. Whilst this is already reflected in the current generic corporate director job description, it will be refreshed to ensure these priorities are clear.
- 3.14 It is envisaged that the corporate directors will work with members to promote and lead the culture, values and success of Wiltshire Council. The selection criteria for the appointments process will include an

assessment of the ability to remove silo thinking and working and developing one culture supporting our values.

- 3.15 I have already indicated that the corporate director posts will focus on corporate management as highlighted in 3.12 – 3.14. The detail of which service functions that will be aligned under each of the three corporate directors will be considered by the newly appointed corporate directors working closely with cabinet. The decision will take into account the feedback received during the consultation process. The final arrangements and sign off by the head of paid service through his/her delegated power.
- 3.16 The joint response in Appendix 2 also proposes that we adopt formal individual external appraisals for corporate directors. This replicates good practice and still enables elected members to be involved in the process. It is in the interests of the corporate directors, and the council, that robust appraisal processes are in place and an externally facilitated appraisal arrangement will contribute to both clarity and transparency.
- 3.17 The proposed senior management re-structure will reduce annual management costs by approximately £200,000 in 2011/12 and this will deliver full year savings in 2012/13 of £400,000. That is a saving of £1.4 million over the period of the current business plan 2011-2015.
- 3.18 The council has a statutory duty under Section 4 Local Government and Housing Act 1989 to designate one of its officers as the head of its paid service. The Council's Constitution currently designates the chief executive as the head of paid service. It can, however, be discharged by any officer, other than the monitoring officer.
- 3.19 The head of paid service has a duty, where they consider it appropriate to do so, to prepare a report to the council setting out their proposals in respect of the following matters:
- the manner in which the discharge of the different functions of the council is co-ordinated
  - the number and grades of staff required by the council for the discharge of its functions
  - the organisation of the council's staff; and
  - the appointment and proper management of the council's staff.

Under the Officer Employment Procedure Rules in the Constitution (incorporated as a statutory requirement) the function of appointment and dismissal of, and taking disciplinary action against, a member of staff of the council (other than specified senior officers) must be discharged, on behalf of the council, by the head of paid service or by an officer nominated by him. In the case of senior officers, including the head of paid service, corporate directors and service directors, responsibility for these functions rest with members.

- 3.20 The statutory role of the head of paid service most closely aligns with the responsibilities of the service director human resources and organisational development and it is proposed that the role is designated to this post, subject to council's approval. This has the advantage of providing appropriate checks and balances, together with the monitoring officer and Section 151 Officer, within the corporate leadership team. I recognise that the proposed designation of the head of paid service role to a post below the most senior level in the organisation, though lawful, could be seen to create a challenge for the postholder in discharging the role. However, in common with all of our other statutory posts that also sit at service director level, the role transcends the hierarchical organisational arrangements and the council will ensure direct and unfettered access to senior decision makers on any issues where the statutory role is being exercised. The joint response in Appendix 2 also supports this proposal, and I believe that this designation will work effectively within the context of the structure that is proposed.
- 3.21 It is proposed that the service director human resources and organisational development will continue to be a member of the corporate leadership team as head of paid service, as well as the director of public health and protection, solicitor to the council/monitoring officer, chief finance officer, service director communications and service director policy, performance and partnership.

#### **4. Consultation responses**

- 4.1 The consultation on the proposed senior management structure started on 7<sup>th</sup> September. Feedback and alternative proposals to deliver savings of £500,000 from senior management costs were invited from the four corporate directors and chief executive. Feedback and alternative proposals were also invited from staff as part of the consultation process.
- 4.2 The deadline for receipt of feedback and alternative proposals was 21<sup>st</sup> September. The feedback and comments received have been considered in the preparation of this report.
- 4.3 The four corporate directors and joint director for public health provided a joint response on the proposal, as outlined in paragraphs 3.10 to 3.12, 3.16 and 3.20 and in Appendix 2. No formal response has been received from the chief executive.
- 4.4 Feedback has been received from eighteen staff or groups of staff. In three cases there was support for the proposal. One questioned whether there would be a relative reduction in cabinet and portfolio responsibilities and eleven related to questions on the make up of the three director areas. These issues do not relate to the question of structure but rather relate to the implementation phase.
- 4.5 There are three cases where feedback has challenged the proposed deletion of the chief executive post. The feedback in those three cases

questions where the accountability for management will sit, how decisions will be made, who will take responsibility for the decisions made and who will provide the vision for the Council. These points have been addressed in paragraphs 3.7 to 3.9 above.

- 4.6 There have been no suggestions from staff that indicate a need to retain four corporate directors.
- 4.7 In all other cases the feedback is concerned with how services will be aligned in the three directorates proposed. Whilst the proposed senior management structure (Appendix 1) includes a proposal about how services could be aligned, it is suggested that this should be considered further by the new corporate directors, working closely with cabinet and taking into account the feedback and proposals from staff on how services should be aligned to deliver the councils objectives and 4 year business plan. This will then be signed off by the head of paid service. (see para 3.15).
- 4.8 It will be important to ensure that the council's statutory responsibilities for safeguarding are met. There is no statutory requirement to have a chief executive for safeguarding purposes. However, in the absence of this post it may be prudent to include some element of external review to assist the leader in overseeing the effectiveness of the council's safeguarding arrangements.
- 4.9 Consideration will also need to be given to the arrangements for support of the lieutenancy, which is currently provided through the chief executive.

## 5. **Legal Advice**

- 5.1 It is open to the council within the context of the challenging financial situation it faces to reduce the number of senior officers in the manner proposed. Whilst the removal of the post of chief executive may be unusual for an organisation of this size, it is an option that the council may lawfully adopt. It is necessary to ensure that the governance arrangements underpinning the proposed new structure are sound and robust, particularly with regard to decision making and accountability, and the proposal has been developed with this in mind. Subject to cabinet's approval of this proposal, the council's scheme of delegation to officers will need to be revised to reflect the changes and ensure that decision making responsibilities are clearly defined. This would be a constitutional change requiring the approval of council.
- 5.2 There would be further constitutional changes requiring council approval, including designation of the statutory role of head of paid service, as referred to above, and the appointment of the returning officer. As already identified in paragraph 4.9, the arrangements for supporting the lieutenancy would need to be agreed and would be the subject of a separate report to council in the event that this proposal is agreed. Interim

arrangements could be put in place, if necessary, pending council's consideration of these matters.

- 5.3 The proposal involves the re-allocation of duties among fewer senior officers and creates a potential redundancy situation for the staff concerned. The council's policy and process for redundancy is being followed to ensure fairness and minimise the risk of legal challenge.
- 5.4 Implementation of this proposal, if approved, will be carried out by the senior officer's employment sub-committee and the officer appointments sub-committee. These bodies will decide on the non executive staffing related implementation issues arising from the new structure if cabinet approves these proposals. Any recommendation for the dismissal of the chief executive is subject to confirmation of the council.

## **6. Financial Implications**

- 6.1 The proposed senior management re-structure will reduce annual management costs by approximately £200,000 in 2011/12 and this will deliver full year savings in 2012/13 of £400,000. That is a saving of £1.4 million over the period of the current business plan 2011-2015.
- 6.2 A review of administrative support services is currently underway and once completed it is anticipated that further savings will be found.
- 6.3 The cost of any redundancies is difficult to accurately quantify at this stage until the individuals have been identified but will be in line with the Council's policies. However a redundancy fund exists that would fund these one-off costs.

## **7. Equalities and Diversity Implications**

- 7.1 The Council recognises its responsibilities to comply with the requirements of the Equality Act 2010 including its responsibilities as an employer and its general equality duty as a public authority under Section 149 of the Equality Act 2010. It has carried out an initial equalities assessment of the proposals and has concluded that there are no specific equalities implications relating either to service delivery or to employment issues arising out of this report. However there will be a full equalities impact assessment carried out prior to the cabinet meeting on the 6<sup>th</sup> October 2011. The Council will continue to take full account of its equalities responsibilities through the implementation of any proposals.

## **8. Risks**

- 8.1 In proposing the senior management re-structure a number of risks have been considered, namely:

**Legal issues** and risks are covered at point 5 above.

The risk of legal challenge by any interested party is being managed by following proper processes and advice from relevant officers.

**Financial implications** - the risk is that the proposal does not achieve the anticipated savings.

The report sets out the anticipated savings, and these have been verified by the chief financial officer. Direct costs associated with this change mainly relate to redundancy. These will be met from the provision set aside for redundancies in the financial plan. This means that savings from the changes may be realised without the Council having to find additional budget for redundancy costs.

- **Short term impact on delivery:** The risk is that there will be a short term disruption to focus and activity due to uncertainty and anticipated reorganisation of services into new departments.

The proposal is based on Wiltshire Council being a strong local authority with a clear and robust business plan and financial plan. The existing controls and management arrangements remain in place in the interim period, and staff have been reassured about the focus on the delivery of services and are being kept informed. The period of uncertainty is short. All this should help to minimise any short term detrimental impact.

- **Capacity to deliver:** The risk is that senior management will not have sufficient capacity to deliver the business plan and financial plan, and the changes being made by government.

Wiltshire has a four year business plan and financial plan that sets a strong direction for the future. The roles of corporate directors will change to include responsibility for the performance of the council as a whole, and this will be reflected in the roles of the service directors. The corporate leadership team and Cabinet will work closely together. The scheme of delegation to officers will be reviewed to facilitate clear accountability and efficient decision making whilst ensuring that any significant policy decisions are made by members. It is proposed that we will engage an element of external review to assist the leader in overseeing the effectiveness of the council's safeguarding arrangements.

- **Reputation and confidence:** the risk is that the council's reputation may be damaged.

The proposal has raised interest, both locally and nationally. Communications activity has been put in place, both internally for staff and councillors and externally for the public, partners, the media, government and external auditors.

- 8.2 It is important to balance the need for local people to be informed with the need to ensure that the decision making process is fair and protects the interests of the council and of the individuals concerned.
- 8.3 Based on risks outlined above the overall risk is assessed as Medium, but will be kept under review.

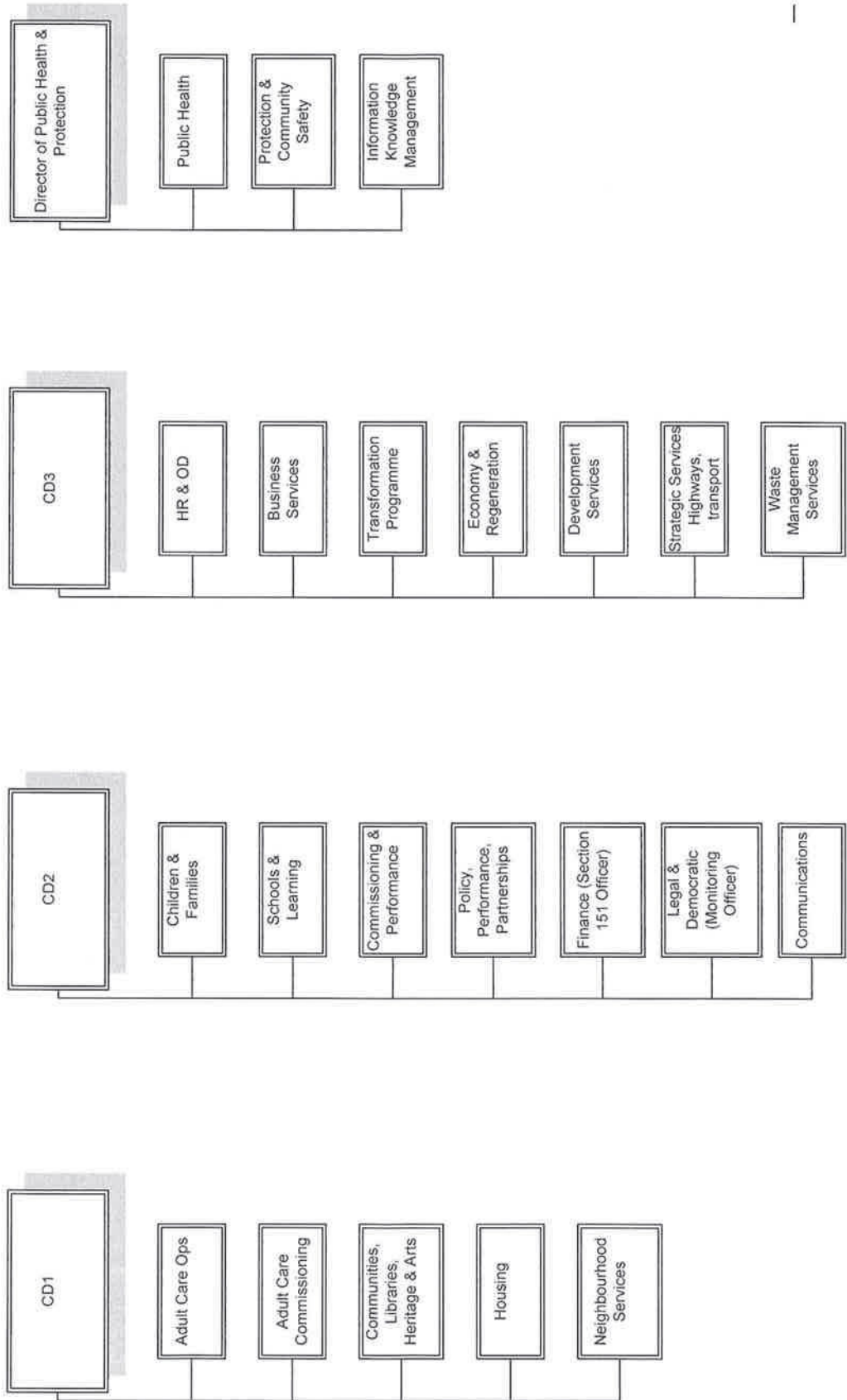
**Jane Scott**  
**Leader of the Council**





APPENDIX 1

Proposed CLT Structure – September 2011





## **Joint Response to the Proposed Senior Management Restructure**

### **Background and context**

The four corporate directors directly affected by the proposed senior management restructure, together with the Joint Director of Public Health, welcome the opportunity to feedback on the proposal for a new leadership model for Wiltshire Council that will delete the post of chief executive and reduce the number of corporate directors from four to three.

Our combined response sets out our thoughts and considerations and is an illustration of our joint commitment to the vision presented in the proposal. It reaffirms our belief that together we can be a strong and dynamic senior management team that can lead the organisation to deliver its four year plan and effectively manage the challenges that it faces over the next few years.

We recognise that the council is in a strong position and that the strategic plans, that are in place, clearly set out what we will achieve and deliver for the people of Wiltshire in the next few years. We also recognise that these plans must be delivered.

We acknowledge and understand the financial challenges facing the council and the need to make substantial savings over the few years, including £36 million next year.

In this context, we have reflected on the proposal and are confident that by continuing to work closely with the cabinet that the 4 year business plan will be delivered, the budget and financial pressures will be managed, and that we will promote and embed a culture that places our customers first, focuses on communities and working locally, and adopts a can-do approach in everything that we do.

### **The proposed model – leading the council**

We are quite clear that the leadership of the council is the politicians who set the vision, direction and policies for the council, and that the corporate leadership team manages staff, plans and resources to deliver this vision.

Whilst we realise that the model will take some time to develop and evolve, and that its success will be based on establishing close and effective working relationships, we believe that the team is mature enough to achieve this and that the organisation is ready for a new model.

The changing role of local authorities' means new models of leadership must be developed and tested. We recognise the need to continue to build closer relationships with communities and partner organisations and we have all signed up to the principals that our communities and customers are at the forefront of everything we do. This model reflects that culture.

The proposal will place Wiltshire Council in the spotlight and we will be viewed as a vanguard being the first unitary to adopt such a model. We welcome this opportunity

to be part of developing and testing a new model and to work with the leader, deputy leader and the cabinet to make this exciting opportunity a model of best practice leadership for other authorities to adopt.

### **The role of the corporate directors**

The role of the corporate directors will need to change from our current definition. A reduction of forty per cent in capacity at senior management level will mean a fundamentally different role.

This will include:

- Delivering the business plan
- Delivering a balanced budget
- Future business and financial planning
- Being the champions for safeguarding across the organisation
- Policy development with cabinet – responding to emerging legislation changes - particularly around the community and place agenda
- Transformational change and improvement programmes, and
- Shaping and embedding our values and behaviours to reflect a culture of excellence and can-do.

The test of success for this model will be our approach and working together with a focus on the whole organisation. We will have a corporate overview, building our knowledge, insight and understanding of all service areas. The proposed structure will also mean working closely with the service directors to enhance their role and visibility in the organisation to deliver the business plan and the organisational values and behaviours.

We would suggest that the corporate directors:

- Work closely with the cabinet to advise and deliver
- Deliver the business and financial plan
- Share responsibility for all the management decisions
- Have equal responsibility and accountability for all aspects of the business, including the budget and service performance, risk and reputation management
- Are accountable for embedding the council's values and behaviours and are role models for the organisation
- Focus on building a team with the service directors
- Deliver consistent messages and effective communication to all staff and members
- Support and challenge one another to encourage improved performance and delivery

### **How the new model CLT could work**

How the new model CLT works together will be vital. The organisation will look to this team as its role model for performance, delivery and behaviours.

We would propose that:

- CLT meets weekly and that part of the meeting is allocated as time to meet with the leader, deputy leader and other relevant cabinet members, as appropriate, to ensure clear policy advice and development, communication and fast decision making.
- There would be real benefit from having the additional membership of the statutory officers of the council, namely the 151 officer, the monitoring officer, as well as communications (and as appropriate other posts). This will be critical over the next 2-3 years, as we strive to embed the values and behavioural change in the organisation. We will be a dynamic corporate team, accountable for increasing organisational effectiveness and performance and we will provide strong and clear leadership.
- With the help and expertise of the PAs in the corporate and cabinet offices we will review the support arrangements and agree the best model for the future.
- Responsibilities including those previously held by the chief executive post will be shared equitably across the team. We would propose that the Head of Paid Service is allocated to the Director for HR and Organisational Development as this is essentially a role related to staff management.
- Each corporate director would have a statutory responsibility in addition, CD1 (adults), CD2 (children), CD3 (returning officer).
- The scheme of delegation is reviewed and revised to meet the changes proposed in line with the new model.
- Cabinet and CLT will continue to meet regularly – at least monthly.
- A formal individual external appraisal system is adopted with a provider such as SOLACE, or similar to provide objective feedback, constructive challenge and development for the corporate directors.

Mark Boden  
Carlton Brand  
Carolyn Godfrey  
Maggie Rae  
Sue Redmond

21 September 2011



## **Extract from the minutes of the 6 October 2011 meeting of Cabinet.**

### **131. Senior Management Restructuring**

#### Public Participation

Mr Phil Matthews addressed Cabinet on this matter suggesting that any savings made should be used for health care.

The Leader presented her report which proposed changes to the senior management structure of the Council. If approved, the changes would result in the deletion of the posts of Chief Executive and one Corporate Director. Details of the structure as proposed were presented.

The Leader explained the context in which she had developed her proposal. The Council was under financial pressures to make savings of £100 million over the next four years, with £36 million of those savings to be found next year. The proposal would reduce annual management costs by approximately £200,000 in the current year 2011/12 and would deliver full year savings in 2012/13 of £400,000. This would provide a saving of £1.4 million over the period of the current four year Business Plan.

The Leader explained that the Council was in a strong position to be able to realise its key priority to deliver the strategic four year Business Plan which set out how the Council intended to manage the challenge it faced over the next few years.

The Leader acknowledged that the senior management restructuring as proposed could be regarded by some to be radical but that it had been reached after careful consideration and was based on delivering what she believed to be best for the people of Wiltshire. The proposal would reduce resources from senior strategic posts in order to minimise the impact on front line services.

Local authorities had a statutory duty to designate one of its officers as head of paid service. The statutory role of the head of paid service was most closely aligned with the responsibilities of the Council's Service Director, Human Resources and Organisational Development. It was therefore proposed that the role be designated to this post, subject to Council's approval.

Feedback on the proposal had been invited specifically from those directly affected and from all other staff. A joint response from the Corporate Directors and the Joint Director of Public Health who was not affected by the proposal was presented. The response stated their commitment to the proposal.

The Council's external auditors, KPMG had been made aware of the proposal and had provided some helpful feedback.

The Service Director, Law and Governance explained the consequential matters which would be required should the proposal be approved such as reviewing the Scheme of Delegation for Officers and other parts of the constitution. He also

explained that the Senior Officers Employment Sub-Committee would need to meet to consider the dismissal of the Chief Executive and a Corporate Director on the grounds of redundancy with any such decision on the Chief Executive post requiring confirmation by the full Council. The Officers Appointments Committee would also need to meet to determine the appointment to the three remaining Corporate Director posts.

The Leader opened the proposal to full debate and responded to questions which included responding to the points submitted by the Devizes Guardian group, details of which were circulated.

The Leader took the opportunity to thank Andrew Kerr for all his hard work and commitment to Wiltshire. His contribution in delivering a clear strategic plan for the next few years had provided a strong foundation for the Council to now move forward and be in a position to adopt a new model of leadership.

Following debate, it was:

**Resolved:**

**That Cabinet:**

- (a) approve the new senior management structure as detailed at Appendix 1 of the report presented at corporate director level on the understanding that the alignment of services below that level would be determined by the Head of Paid Service following discussion by the corporate directors and in consultation with the Leader and Cabinet in accordance with paragraph 4.7 of the report presented;**
- (b) recommend to Council to designate the statutory function of Head of Paid Service to the Service Director, Human Resources and Organisational Development;**
- (c) note that the appointment of the returning officer, the arrangements for the support of the lieutenancy and any consequential changes to the constitution, including the scheme of delegation to officers would be the subject of a separate report to council and**
- (d) adopt formal individual external appraisals for corporate directors.**

**Reason for Decisions**

Since the formation of Wiltshire Council in April 2009 we have made radical and positive changes saving more than £14 million in the first year.

A four year Business Plan has been produced setting out actions to deliver the vision. The plan is bold, ambitious and realistic. It reflects the impact of the general election in May 2010, and how this has changed the way in which the council needs to be organised to manage the financial challenges it faces. However the financial pressures cannot be underestimated.



Over 4 years (2010-2015) the council has to absorb a cut of 28.4 per cent of grant funding from the government. Next year 2012/13 the council will need to find savings of £36 million.

Given the financial pressures the Council is faced with, to achieve savings on the senior management costs of the Council in order to minimise the reduction of resources on front line services and to continue to deliver the Business Plan.

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# Part 3B

## Scheme of delegation to Officers

This scheme of delegation authorises ~~the chief executive and~~ the directors to exercise the functions of Wiltshire Council as set out in this document. It repeals and replaces all previous schemes of delegation.

This scheme is without prejudice to the exercise of the council's functions by the council, the Cabinet, and the council's committees, sub-committees and panels.

For the purposes of this scheme "the directors" means the corporate and service directors whose job title and areas of responsibility are set out in Schedule 1 below.

The ~~chief executive and the~~ directors are empowered to make decisions on behalf of the council in accordance with the following general principles:

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- a. If a function, power or responsibility has not been specifically reserved to the Full Council, a committee, or the Cabinet, the director within whose remit the matter falls is authorised to act;
- b. Full Council, its committees and the Cabinet will make decisions on matters of significant policy. The ~~chief executive and the~~ directors have express authority to take all necessary actions to implement council, committee and cabinet decisions that commit resources, within agreed budgets in the case of financial resources, as necessary and appropriate;
- c. The ~~chief executive and the~~ directors are empowered to take all operational decisions, within agreed policies, in relation to the services for which they are responsible;
- d. The ~~chief executive and the~~ directors are empowered to take all necessary decisions in cases of emergency;
- e. In relation to all delegated authority conferred on the directors by this scheme, the ~~chief executive~~ head of paid service may allocate or re-allocate responsibility for exercising particular powers to any officer of the council in the interests of effective corporate management as he or she thinks fit;
- f. Where a director is absent from the workplace for a period of time that requires others to exercise delegated authority in that officer's absence, another officer should be nominated by the ~~chief executive~~ head of paid service. This nomination should be formally recorded in writing.
- g. Where there is doubt over the responsibility for the exercise of a delegated power, the ~~chief executive~~ head of paid service or their nominee is authorised to act;
- ~~h. Anything delegated to a director is also delegated to the chief executive;~~
- i. These delegations should be interpreted widely to aid the smooth running of the organisation, the effective deployment of resources, the efficient delivery of services, and the achievement of the council's goals.

For the purposes of this scheme, emergency shall mean any situation in which the relevant officer believes that there is a risk of damage to property, a threat to the health or well being of an individual or that the interests of the council may be compromised.

In deciding whether or not to exercise such delegated powers, the ~~chief executive and the~~ directors should consider whether to consult the appropriate cabinet member(s) or committee

chairman and have regard to their views. Officers shall always be entitled to refer matters for decision to the appropriate member body where they consider it expedient to do so.

The ~~chief executive and the~~ directors may authorise officers in their service areas to exercise, on their behalf, powers delegated under this scheme.

All delegations conferred under this scheme must be recorded in writing by ~~the chief executive and the~~ directors ~~as the case may be~~ (including for the avoidance of doubt any delegation under paragraph 4 (e) above). Any decision taken under such authority shall remain their responsibility, and must be taken in their name.

The monitoring officer will maintain a central record of all delegations under this scheme and make this available for public inspection. The ~~chief executive and~~ directors are responsible for recording all delegations under paragraph 8 above in such form as the monitoring officer may prescribe.

In exercising these delegated powers the officers concerned shall have broad discretion, subject to complying with all relevant legislation, the council's constitution, including its contract and financial procedures and regulations, and overall council policy, to use the most efficient and effective means available, including the deployment of staffing and other resources within their control and the procurement of other resources necessary, whether within or outside the council.

Without prejudice to the generality of the foregoing the ~~chief executive and the~~ directors shall have the power:

- a. to take all lawful action consistent with overall council policy to deliver agreed strategy, plans and policy within their area of responsibility and within approved budgets. This shall include, but not exhaustively:
  - invitation and acceptance of tenders
  - submission of bids for funding
  - write-off of irrecoverable debts
  - virement (within the budget framework)
  - disposal and acquisition of assets
  - service and placing of any necessary statutory or other notices (other than those expressly reserved to a council, committee or cabinet)
  - after consultation with the solicitor to the council, authorising the institution, defence or appearance in criminal or civil proceedings in relation to any legislation which they are responsible for monitoring, enforcing or otherwise implementing on behalf of the council.
- b. to put in place management arrangements, which define the area of responsibility of all officers under their area of responsibility.
- c. in the case of any overspend to notify the chief finance officer in the role of Section 151 officer in accordance with the financial procedure rules and regulations.
- d. to determine staffing arrangements within approved budgets, subject to agreement on grading with the ~~director of resources head of paid service~~ and conformance with council policies.
- e. To take all action to recruit, appoint, develop, manage and reward employees within approved council policies and procedures (including operation of policies for voluntary severance, early retirement, redundancy and redeployment) and relevant conditions of service.

12. In taking any decision, the officer concerned must be satisfied that the following issues have been properly considered and completed where appropriate. All of these issues should be considered at the earliest possible stage.
  - a. a key decision should be taken in accordance with the relevant requirements;
  - b. the views of the relevant cabinet member(s), committee chairman, area board(s) following the application of the consultation criteria set out in paragraph (c) below;
  - c. consideration of the area boards and delegated decision checklist for officers on the issue of when and how to involve local councillors and Area Boards in decisions about local services;
  - d. the implication of any council policy, initiative, strategy or procedure. Officers need to be aware of any potential impact of a delegated decision on other services. In such cases, consultation with officers, relevant cabinet members(s) or committee chairman from any affected portfolio and local members, where the issue relates to a specific area, should take place;
  - e. consultation in accordance with the council's consultation strategy and the views emanating from that process;
  - f. the range of available options;
  - g. the staffing, financial and legal implications.
  - h. the assessment of any associated risks in accordance with the council's risk management strategy.
  - i. the involvement of appropriate statutory officers and/or other directors;
  - i. the relevance of any regional or national guidance from other bodies.
  - j. the council's constitution, including the forward work plan, its contract and financial procedures and regulations, all relevant guidance, legislation, codes of practice and protocols.
13. Any councillor may request that decisions taken by officers under delegated powers are scrutinised by the appropriate overview and scrutiny committee.
14. The solicitor to the council is authorised:
  - a. to take any action to implement any decision taken by or on behalf of the council, including the signature and service of statutory and other notices and any document;
  - b. to institute, defend, settle or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the council or in any case where the solicitor to the council considers that such action is necessary to protect the council's interests.
  - c. to instruct counsel, solicitors and other experts in relation to legal proceedings, public inquiries, and other matters involving the council.
  - d. to enter objections to any proposal affecting the county, the council or the inhabitants of the county.
15. For the avoidance of doubt anything which is not covered by this scheme, including the appointment of a proper officer for the purpose of any statutory function, will be

determined by the ~~chief executive~~ head of paid service after consultation with monitoring officer.

16. The council has given a general indemnity to any officer acting in the purported discharge of any authority delegated to him for any action, costs, claim or liability incurred by him or her as set out in Schedule 2.

## Part 3B

### Scheme of delegation to Officers

#### Schedule 1

#### Chief executive and directors areas of responsibility

Post	Areas of responsibility
<p><del>Chief executive Service Director, Human Resources and Organisational Development</del></p>	<ul style="list-style-type: none"> <li>the <del>chief executive- Service Director, Human Resources and Organisational Development</del> will be the head of paid service for <u>the</u> purposes of Section 4 (1) of the Local Government and Housing Act 1989</li> <li><del>as head of paid service he/she will have overall responsibility for running the council within the policies currently adopted by the council and for managing the council to achieve its aims</del></li> <li><del>for that purpose he/she will have authority over all other employees of the council</del></li> <li><del>the chief executive will be the proper officer for all statutory purposes unless otherwise determined by him/her except as provided in this constitution.</del></li> </ul> <p><u>The sections below will be revised once the allocation of service responsibilities between the three new corporate directors has been agreed.</u></p>
<p><u>Corporate director of resources and relevant service directors within the directorate</u></p>	<ul style="list-style-type: none"> <li><u>participate in the corporate management of the council</u></li> <li><u>provide a range of services including legal, democratic and member services, business transformation, customer care, shared services, human resources, organisational development, ICT, financial, procurement and property in support of the council's corporate and service strategies and objectives</u></li> <li><u>ensure the council meets its statutory obligations in these areas.</u></li> </ul>
<p><u>Corporate director for children &amp; education and relevant service directors within the directorate</u></p>	<ul style="list-style-type: none"> <li><u>participate in the corporate management of the council.</u></li> <li><u>direct the children and education department in the provision of educational services and childcare services in support of the council's corporate goals.</u></li> <li><u>ensure the council meets its statutory obligations under the Children Acts 1989 and 2004 and Section 75 of the National Health Service Act 2006 and as Local Education Authority</u></li> <li><u>acts as the council's statutory director of children's</u></li> </ul>

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	<p><u>services under section 18 of the Children Act 2004.</u></p>
<p><u>Corporate director of Neighbourhood and Planning and relevant service directors within the directorate</u></p>	<ul style="list-style-type: none"> <li>• <u>participate in the corporate management of the council</u></li> <li>• <u>direct the neighbourhood and planning department in the provision of a range of services in support of the council's corporate goals including economy and enterprise, development, housing, neighbourhood, strategic services and waste management services.</u></li> <li>• <u>ensure that the council meets its statutory obligations in these areas.</u></li> </ul>
<p><u>Corporate director of community services and relevant service directors within the directorate</u></p>	<ul style="list-style-type: none"> <li>• <u>participate in the corporate management of the council</u></li> <li>• <u>direct the community services department in the provision of adult care services, libraries, arts and heritage, community planning and governance and community safety services in support of the council's corporate goals and manage its partnership arrangements with external bodies, particularly the voluntary sector and health service</u></li> <li>• <u>ensure that the council meets its statutory obligations under adult social services and other legislation</u></li> <li>• <u>act as the council's statutory director of adult social services under section 6 of the Local Authorities Social Services Act 1970.</u></li> </ul>
<p><u>Corporate director of public health and wellbeing and relevant service directors within the directorate</u></p>	<ul style="list-style-type: none"> <li>• <u>participate in the corporate management of the council</u></li> <li>• <u>direct the public health department to support the council's corporate goals</u></li> <li>• <u>direct the public protection services in the provision of public protection, environmental protection and licensing, commercial and consumer protection, emergency planning and community safety</u></li> <li>• <u>ensure the council meets its responsibility for improving health, assessing the needs of the population and reducing health inequalities</u></li> <li>• <u>direct the corporate research function of the council</u></li> <li>• <u>ensure that the council meets its statutory obligations in these areas.</u></li> </ul>



## **Part 3B**

### **Scheme of delegation to officers**

#### **Schedule 2**

#### **Indemnity to staff**

Wiltshire Council will, subject to the exceptions set out below, indemnify its employees and former employees against claims made against them (including costs awarded and reasonable costs incurred) and will not itself make claims against them for any loss or damage (other than claims falling within the cover provided to its employees under any policy of insurance taken out by the council or any motor vehicle insurance policy taken out by the employee) occasioned by any neglect, act, error or omission committed by them in pursuit of their duties as they may from time to time undertake in the course of their employment with the council whilst acting within the scope of their authority which shall include when they are acting for other persons or other bodies with the council's consent.

#### **Exceptions**

The indemnity will not extend to loss or damage directly or indirectly caused by or arising from:

- (a) fraud, dishonesty or a criminal offence on the part of the employee;
- (b) any neglect, error or omission by the employee otherwise than in the course of his duties;
- (c) liability in respect of losses certified by the district auditor as caused by wilful misconduct.

The indemnity will not apply if an employee, without the written authority of the council, admits liability or negotiates or attempts to negotiate a settlement of any claim falling within the scope of this resolution, or where there is evidence that the employee had acted with reckless disregard for the consequences.

The indemnity is without prejudice to the right of the council to take or institute disciplinary action against an employee in respect of any neglect, act, error or omission.

