

Councillors Briefing Note

No. 317

Service : Corporate
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Date Prepared: 24/01/2017
Direct Line: (01225 713601)

2017/18 Budget Proposals Published

Budget proposals detailing how we will protect vital frontline services while continuing to invest in key areas have been published. Attached to this briefing is a presentation given to members this morning providing further information.

We currently spend almost £1bn each year on more than 350 services. Spending plans meet the council's key priorities of protecting those who are most vulnerable, boosting the local economy and empowering communities to do more for themselves to help them to be even stronger and more resilient.

The capital budget continues investment across the county focused on the local economy, building more homes, health and wellbeing centres and community hubs. In 2017/18 the plan is to invest £131.5 million.

£38.7 million in the economy and transport, £3.7 million in broadband, £6.4 million in campuses and community hubs and £40.9 million in housing, all of which help stimulate the local economy. The ongoing commitment to invest in highways will see £24 million spent on road and bridges repair and maintenance in 2017/18.

As well as meeting our Business Plan priorities, the capital budget also protects the commitment to Military Civilian Integration and creating and protecting jobs across the county.

The budget setting report acknowledges the challenges of delivering services against continued reduction in Government funding, increased demand in some services; particularly adult social care and children's safeguarding, and the effect of inflation.

This year the Government Settlement Funding Allocation has been reduced by 17.6% from £86.71m to £72.31m.

When Full Council decides on the proposals on 21 February, members will be asked to approve a further one per cent Social Care Levy to help meet rising adult social care costs. This is a variance to Full Council's decision in October 2016, when it set its four year financial plan. It was agreed that Council Tax in 2017/18 would increase by 1.99%, as well as a 2% increase in

the Social Care Levy. Since then the Department for Communities and Local Government (DCLG) have recognised the pressure on social care and have announced changes to allow a further 1% increase in the Social Care Levy in 2017/18 and 2018/19.

The 1% Social Care Levy will raise c£2.3 million.

Despite these funding changes there is a projected shortfall in next year's budget. Savings of £13.331 million have been found in order to balance the books. These are shown in the budget papers and include savings from management and staff (£3.5m), procurement (£0.250m) and further efficiency changes. The proposed management and staff reductions include reducing vacancies, agency and consultancy costs and the review of all service areas.

The budget papers are available online at

<http://cms.wiltshire.gov.uk/ieListMeetings.aspx?CId=1418&Year=0>

Over the last five years Wiltshire residents have had one of the lowest national increases in council tax. Wiltshire continues to have one of the lowest council taxes.

Council Tax increase - impact on residents:

Council Tax Band D:

- 1% increase = 34p a week
- 1.99% increase = 67p per week
- 4.99% increase = £1.69 per week
- 3% Adult Social Care Levy = £1.02 per week

Councillors' 2017/18 Budget Briefing

24th January 2017

Agenda

- 2017/18 Revenue
- Capital Programme
- HRA
- Other points to note

2017/18 - Revenue

- Funding is shifting to locally raised for Central pressures
 - NHB to ASC Grant
 - SFA to Ctax
 - Apprenticeship Levy to Ctax
 - NLW to Care Levy
- Demand in care is still an issue and funding isn't sufficient (PTO)
- Overall message though is the Budget is Balanced, noting:
- Decisions already taken:
 - 1.99% Council Tax^{*1}
 - 2% ASC Levy (so need further decision for 1%)
 - Leisure Fees £350k
 - Financial contributions from customers for adult care in line with the agreed charging policy
 - Waste contract £300k
 - VCS £400k
 - Children's Centres £136k

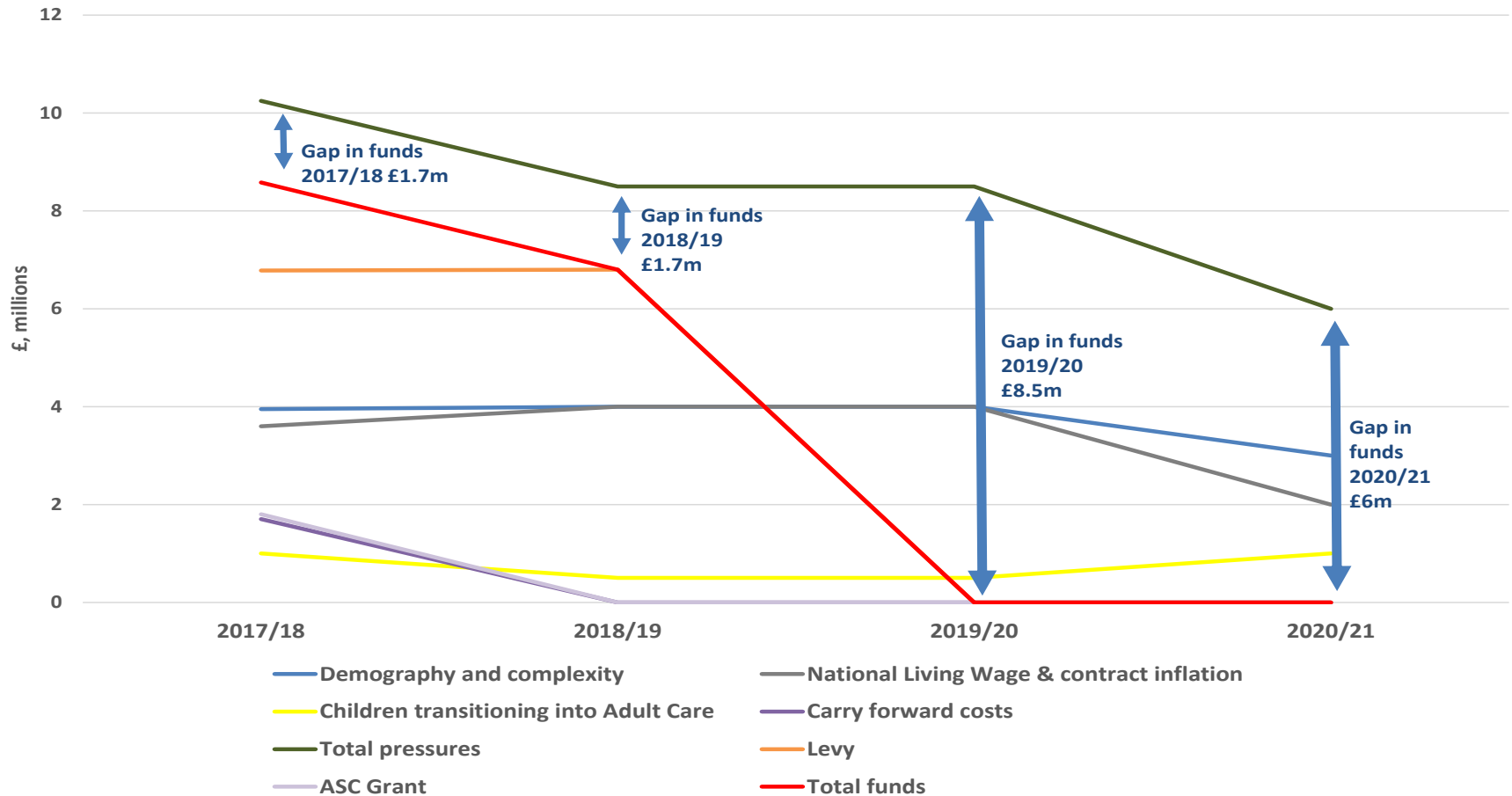
Note ^{*1} – 1% Council Tax raises c£2.1m

**1% = c£17.57 Ctax rise;
which = 34p a week**

So 4.99% = £1.69 per week

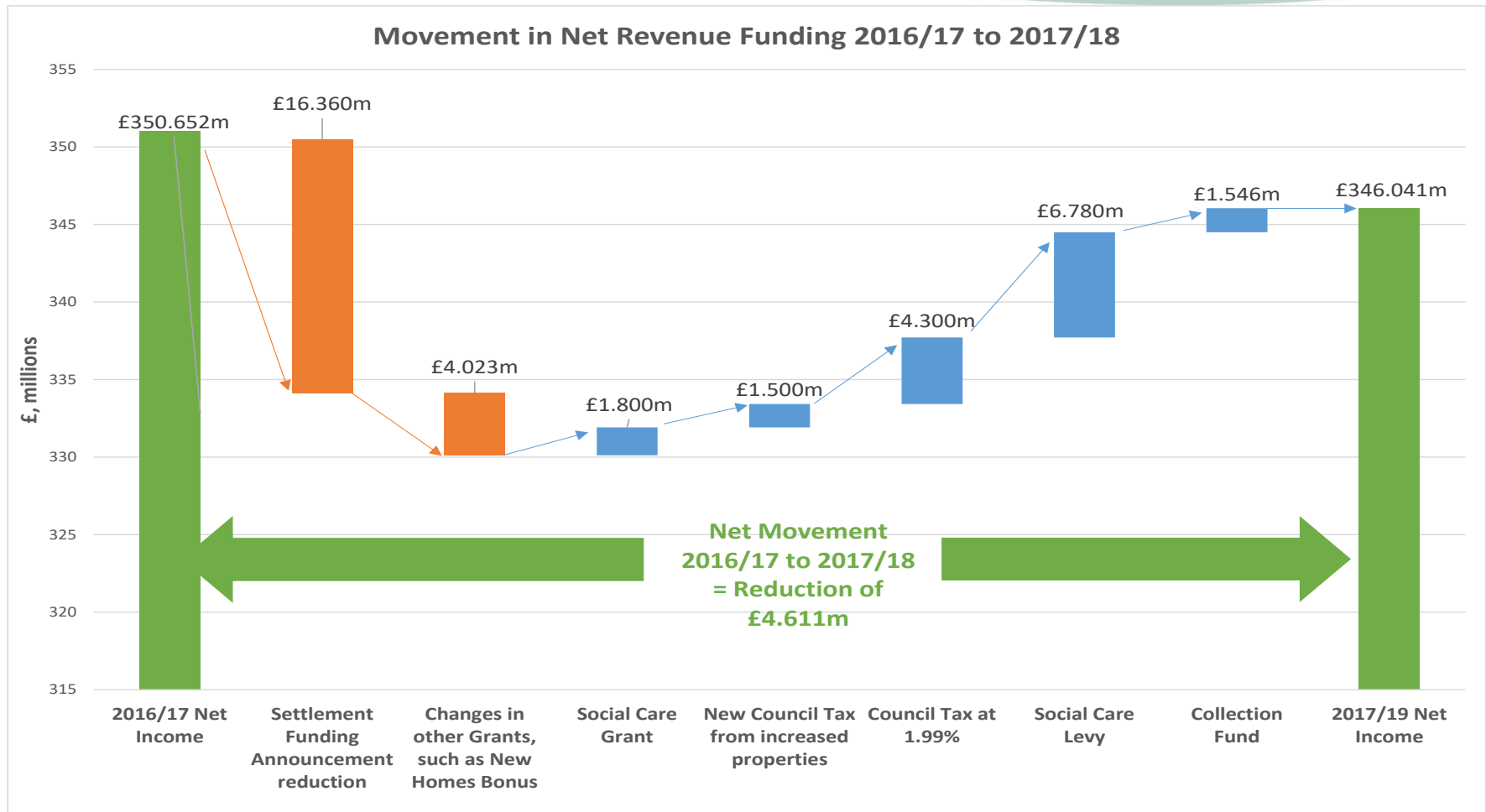
Pressure on Adult Social Care in the next 4 years

Forecast Gap in Adult Social Care Funding

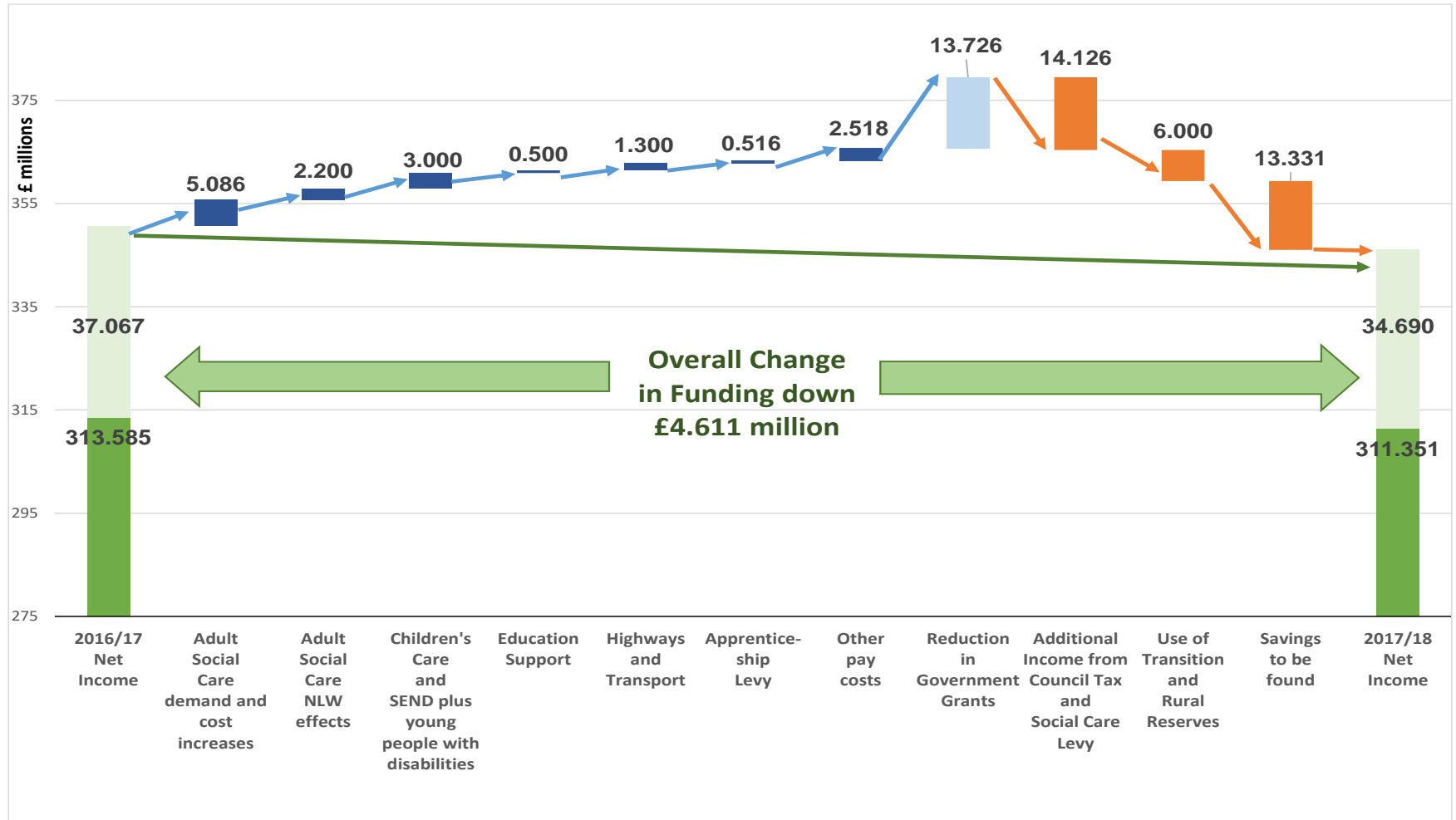


So emphasis on savings & Prevention

Change in Funding = £4.611m less, even after 3% and 1.99%



Change in net budgets 2016/17 to 2017/18



Main savings in £13.331m

Saving	£m
Learning Disabilities	1.000
Staff & Management Target – vacancies / turnover as well as agency then structures	3.575
Environment Fees & Charges – waste and reviews	0.600
Previous cabinet decisions – VCS, Care Charging, Waste Contract	1.450
External Funds	1.000
Other Corporate Targets – procurement, admin, debt	1.450
Commercial charges – rent and charging for Schools	0.500
<i>Sub Total</i>	<i>9.575</i>
Others – reduce care and SEND Transport (£0.2m; efficiencies and prevention in adults £0.660m; Review catering subsidy £0.050m, etc...	3.756
Total	13.331

There is a need to revise as:

- Still > £400m over next 4 years
- £131.5m projected spend in 2017/18
 - £6.4m on Campus/Hubs
 - £40.9m on Housing
 - £28.7m on Schools
 - £14.6m on Economy
 - £3.6m on broadband
 - £24m on Highways & Bridges
 - £3.9m on laptop and IT refresh
- £17m of borrowing, debt servicing charge of £22m p.a. (Standstill)
- £9.8m of receipts

Housing Revenue Account

- -1% Rents
- 2% other service and Garage Charges

Other precepting bodies:

- Police 1.90%
- Fire TBC
- **Note** Parish boundary changes

Timetable:

- 24th January - Briefings
- 27th January - Finance Task Group
- 1st February – Overview and scrutiny management
- 3rd February – Group Leaders and Trade Unions
- 7th February - Cabinet
- 14 February - Overview and scrutiny management
- 21st February – Full Council

Councillors Briefing Note No 318

Service: People and business
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Positive staff survey results for 2016

The latest staff survey took place in November and December 2016.

The results from the 2016 survey show that 65.7% of staff responded to the survey, up from 60% in 2014. This represents a very good response rate for an organisation of this size and is also in line with the Local Government benchmark.

2016 Survey headlines:

- Overall, the 2016 survey results **continue the positive trend seen between the 2012 and 2014 surveys.**
- **The council's employee index score has increased for a second consecutive survey.** The overall employee engagement index score has increased to 58%.
- There has been a continuation of the **rise in the number of fully engaged employees** (31.7%, up from 29.5% in 2014).
- The number of **fully disengaged employees has also fallen** for a second time (1.2%, down from 2.1% in 2014).

Four clear corporate priorities for 2017-18 have been identified, with the aim of further increasing staff engagement:

- Learning and development opportunities;
- Resources;
- Visibility of senior management;
- Improvements to communication.

Completion of effective appraisals will also remain as a corporate priority from the 2014 survey, allowing us to continue building on the improved results already achieved.

Heads of Service will be receiving detailed reports for their areas in March to enable them to develop tailored actions plans for continued improvement.

The survey results will also be presented to Staffing Policy Committee on 1 March and at Cabinet at 14 March.

Councillors Briefing Note

No. 319

Service: Waste and Environment – Rights of Way and Countryside
Further Enquiries to: Richard Broadhead
Date Prepared: 07/02/17
Direct Line: (01225) 713875

Subject: Comments on letter to Wiltshire Councillors, Senior Managers et. al. from Nigel Walsh dated 14 January 2017 – “APPEAL FOR WILTS COUNCIL SUPPORT TO IMPROVE OUR FOOTPATHS”

Attachments: Letter and summary report from Nigel Walsh

1. The extent of provision of public rights of way in Wiltshire

Wiltshire is fortunate to have the third greatest length of provision of public footpaths, bridleways and byways of all the counties in England, at a little more than 3850 miles, and is especially well provided for in the variety of opportunities it offers for different types of users. A comparison of the extent of public footpaths, bridleways and byways across England's counties shows:

	Wiltshire	National Average
Footpaths	59%	78%
Bridleways	26%	17%
Byways (restricted, and open to all traffic)	15%	5%

Walking, horse riding and cycling are all acknowledged as excellent ways of keeping physically fit and mentally healthy, and public rights of way are one of the very few means of providing these opportunities where they are free at the point of entry. Whilst not all walkers, riders and cyclists are physically capable of using what might loosely be termed ‘off-road’ routes, Mr Walsh correctly identifies that for every £1 spent on a health-walk scheme there is a saving of £7 to the National Health Service. Wiltshire Council operates a very successful programme of health walks. These take place predominantly within towns and villages before participants seek out longer walks in rural areas. In these locations they still need paths that are well drained, with a minimum of gates and stiles. Surfaces and footbridges should be in good condition. Signposts and waymarks should be clear, in order to give people confidence that if they do wish to explore the countryside they will not encounter unexpected difficulties.

2. The state of the rights of way network

In 2015, The Ramblers launched their ‘Big Pathwatch’ survey, asking volunteers (some of whom were experienced walkers and others who were not) to walk kilometre squares throughout the country and to report back on any rights of way problems that they found. The results for Wiltshire showed that around 45% of the network is easy to access, 20% of the paths surveyed were, for one reason or another, impassable and a further 35% were

found to be difficult to use. Problems ranged from barbed wire and electric fences blocking paths through to gates, stiles and signposts missing or in poor condition. Some paths were reported as flooded and muddy and some had overhanging vegetation and excessive undergrowth. Where paths were well-used, there were fewer problems, highlighting that under-use can lead to access problems.

In the 2000's, Wiltshire County Council played its part in collecting national Best Value Performance Indicators (BVPI) for the condition of public rights of way nationally and locally. A different randomly selected 5% of the rights of way in each highway authority's area were surveyed each year. This was considered to be an adequate sample to provide a reliable indication of the state of each highway authority's network. Paths 'failed' if they did not meet the test of being easy to use and follow. In 2009/10, the final year in which the surveys were mandatory and Wiltshire participated, only 14% of paths failed the test. It should however be noted that the BVPI surveys were carried out by experienced walkers who may not have reported issues that might have concerned less experienced surveyors.

To directly compare Big Pathwatch with the BVPI survey results would not be entirely fair. However the figures suggest that the condition and useability of the rights of way network may have declined between 2010 and 2015 from 86% of the paths being in good or acceptable condition.

3. The reduction in resources available to maintain public rights of way in Wiltshire between 2010 and 2016.

The council has had to make difficult decisions to reduce some budgets in recent years as a consequence of reduction in funding from central government and increasing demand on services which protect our most vulnerable residents. The revenue budget for the basic maintenance of public rights of way in Wiltshire fell from £287,900 in 2009/10 to £142,500 in 2015/16. The number of rights of way wardens was reduced from six to five in the summer of 2013. The number of contractors has been reduced from four to three and they are now working for a maximum of four days per week instead of five.

The budget covers the payment of contractors, the purchase of materials, plant, tools and equipment and annual grant contributions to the teams who manage and carry out routine maintenance to The Ridgeway and the Thames Path National Trails.

Additional contributions averaging approximately £100,000 per annum from Local Transport Plan funding have enabled repairs to be made to byways severely damaged by vehicular use. However the demand for maintenance of the highway network saw this reduced to less than £50,000 in 2016/17.

There is also a capital budget of £30,000 provided annually, again from Local Transport Plan funding, for small scale access improvement works to be carried out on the rights of way network, primarily by engaging volunteers. This is used as far as possible to attract match funding from parish councils, Area Boards and other sources. However, this funding cannot be used as for complying with basic maintenance duties.

4. How many path problems are reported and fixed annually?

In the nine-month period of April to December 2016, the Rights of Way and Countryside service received reports of or otherwise discovered 1,266 path problems. In the same period, 531 problems were resolved. During the same period an additional 472 paths were improved. There are, however, more problems reported than we are able to tackle and a trend of gradual decline. It is clear that the improvement works carried out primarily through our work with community based volunteer groups, Ramblers and others make a very significant and valuable contribution, without which our paths would not be in as good condition as they are now.

5. How have the budget savings changed the way in which rights of way maintenance is carried out? Implications of greater community and volunteer involvement

The Rights of Way and Countryside service has a very long tradition of working with community and volunteer groups as well as with paid contractors and it is clear that the efforts of volunteers have for a long time made a very big contribution to keeping the path network in good order. The reduction in budgets over the last six years has served to emphasise the value to the council and to the public of the work that volunteers have achieved. Volunteer work on improving the rights of way in Wiltshire in 2105/16 amounted to a total of 2800 hours. Using Natural England's valuation of volunteer work of £10 per hour, the added value of their contribution is £28,000.

The increasing pressures on the council's budgets emphasises that the need to increase volunteer numbers to cover as much of the county as possible is now greater than ever. However, it is essential to recognise that volunteers need support from professional staff and contractors. They are not able to carry out some of the more skilled tasks and those that require the use of larger mechanical machinery and other equipment. They may lack technical and legal knowledge of rights of way maintenance and management. Volunteers do not generally wish to become involved in self-management and administration of their activities, fund-raising, procurement and transportation of materials to site and the liaison with landowners and occupiers that is necessary before they can go on site to undertake works. They cannot be involved in enforcement processes.

Wiltshire Council, in developing volunteer activity on rights of way still further, needs to be able to provide the support that the volunteers need. This means there is a requirement for the council to provide materials and training, to carry out risk assessments and health and safety checks, provide insurance, manage the relationships with landowners and occupiers, and to deal with other issues as they arise. There is therefore an onus on the council to provide a sufficient level of funding and staff and contractor resource to support volunteers. This capacity enables the service to support the individual volunteer groups in becoming as self-reliant as possible in order that their activity can be sustained.

The Rights of Way and Countryside service is already working successfully with the Area Boards, town and parish councils, rights of way user groups, Defence Estates (on Salisbury Plain), the Cotswold Wardens, "Friends of..." groups and others, and has already established sources of additional support and funding, particularly to finance locally important path improvements.

The revenue budget can only be used to carry out routine maintenance work on rights of way where the work involved is the responsibility of the council. New works and improvements must be funded from capital. It is therefore important to ensure that sufficient revenue funds are available for the payment of the contractors who do the maintenance work that volunteers cannot, to provide the volunteers with logistic support, and to purchase the materials needed for the maintenance work to take place, while volunteers concentrate on the improvement work using capital funds which can be used to attract match funding.

The Area Boards already hold delegated capital funding of £900,000 and they have been using this to support local footpath improvements, working with the Rights of Way and Countryside officers, over the last seven years. An example of best practice is the Southern Paths Group supported by the council's Southern Wiltshire Area Board, which in addition to having achieved some very significant path improvements has produced a volunteer toolkit which new groups wishing to establish themselves can make use of. This approach can be commended to other area boards.

Voluntary groups have access to capital grants from the Area Boards for footpath improvement works.

Approvals have been given for the creation of a new footpath in the Amesbury area and path improvements and new kissing gates to replace stiles in many areas across Wiltshire.

So far in 2016/17 the council's Area Boards have allocated over £30k for footpath improvements across Wiltshire, supporting the delivery of 14 projects worth over £70,000 in total. They are uniquely placed to support local footpath and walking groups with funding devolved to them each year and with the technical and legal knowledge and the logistical support of the Rights of Way Officers and contractors.

The Rights of Way and Countryside service will continue to use officers' capacity to support volunteer activity while ensuring that other essential aspects of their roles are fulfilled to enable the council to comply with its statutory duties. In order to be able to continue this work, it will be necessary to have sufficient capacity to further explore other sources of funds and to work more closely with Area Boards and with town and parish councils to encourage and support them in using their own powers to carry out rights of way maintenance and to continue to support the volunteer activity which makes such a significant contribution to maintaining and improving the network for the benefit of Wiltshire's residents and visitors to the county.

From:
To:

Subject: Improving Health and Well-Being for Wiltshire's Rural Communities at Minimal Costs
Date: 14 January 2017 22:22:49
Attachments: [1 APPEAL FOR WILTS COUNCIL SUPPORT TO IMPROVE OUR FOOTPATHS.docx](#)
[2 APPEAL FOR WILTS COUNCIL SUPPORT TO IMPROVE OUR FOOTPATHS.docx](#)

Hello All,

Please find time to read two reports I have compiled providing justification for Wiltshire Council to increase their support for our Paths Volunteers and radically improve rural communities' access to their local footpaths.

Part 1 is making the case for improving access to affordable regular (walking) exercise of Wiltshire's rural communities.

Part 2 is a summary of what 3 village paths groups in my area of south Wiltshire have already achieved.

I urge you to back us to grow further our increasing contribution to the health and well-being of rural communities in Wiltshire.

Thanks,

Nigel Walsh

1 - APPEAL FOR WILTS COUNCIL SUPPORT TO IMPROVE OUR FOOTPATHS

This is a begging letter to plead that all councillors and other representatives lobby to increase allocation of current tiny amounts of money to Wiltshire Rights of Way department to help volunteers look after and improve the thousands of miles of **FREE PUBLIC FOOTPATHS** in the county.

Recent austerity cuts to Wiltshire Council expenditure have resulted in swingeing cuts in what were already very minimal expenditures by Wiltshire Council on the county's 3800 miles of footpaths and bridleways.

Hardly a day goes by when we are not urged to adopt a healthier and less sedentary lifestyle.

Modern lifestyles are resulting in an intolerable strain on the NHS which is proving unsustainable. Regular walking has been shown to reduce the risk of chronic illnesses, such as heart disease, type 2 diabetes, asthma, stroke and some cancers.

Recent announcements that overweight who are most at risk are to be given **free gym sessions and healthy eating** classes in an attempt to prevent them from contracting Type 2 diabetes. **Initially, 100,000 people** are to be placed on a **£7million** programme aimed at controlling a disease which costs **the NHS £10billion a year**.

I believe a programme of regular walking is cheaper and much easier to commit to than visiting a gym.

Walking, hiking, jogging, running and cycling are by far the most ecological, healthy and convenient means of taking exercise which can easily be incorporated into lifestyles.

Opportunities to do so in rural areas using our increasingly polluted, congested and dangerous roads are restricted. Even walking to a village shop or pub (if there still is one) in rural areas often means risking life and limb negotiating very dangerous country lanes with no pavements.

Walking local footpaths on rights of way away from polluted, noisy and dangerous roads is by far the most cost effective and convenient exercise for rural residents.

As Wiltshire is predominantly rural and has an ageing population ALTERNATIVE means of taking regular exercise are particularly limited.

ALTERNATIVE MEANS OF EXERCISE

Swimming – I swim regularly as I have the time to do so but this means a minimum drive of 12 miles and we live near a town. There are sixteen public pools in Wiltshire. Few are close to rural areas and as well as being expensive public opening hours are often inconvenient. Bus services are infrequent and impractical and unless you use a vehicle there is no other way to get there.

Joining a gym, tennis or golf club is expensive, needs transport and are not very appealing in winter. Only the most dedicated persist in making regular all year round gym visits and once the Christmas 'blowout' is over all the gym newbies arrive but within a couple of months they have given up and gone back to their old ways.

Gyms are often frequented by young very fit enthusiasts which is enough to put anyone off, especially unfit overweight middle aged members.

Colds and infections are often spread through poor equipment hygiene.

If the proposed £7m to be spent on getting the overweight into gyms were spent on footpaths and encouraging walking success rates would be a lot higher. The added bonus for walkers is that they aren't expected to drive miles, strip off in public and make an exhibition of themselves.

Cycling – Whilst the Sustrans initiative is laudable there are few designated cycle routes in rural Wiltshire countryside that do not involve cycling on stretches of road. Despite traffic being lighter than around the urban areas it is still extremely dangerous to cycle on country roads. I have done this on a regular basis and given up because it's too dangerous (two cases of cyclists killed on our roads in my local paper recently !). Many club cyclists are the super-fit MAMIL variety (middle-aged men in Lycra) who cycle very fast in packs and although there is safety in numbers this high speed cycling is a deterrent for many to take up road cycling by joining a club.

30 years ago I was knocked off a cycle by a careless driver and sustained a broken leg and damaged shoulder.

Many older residents are reluctant to cycle, let alone along roads, and for young families road cycling is just out of the question. When driving it is frightening to see how exposed cyclists are on our narrow winding country roads.

Jogging, running and walking on roads in rural areas is equally dangerous as they have few if any pavements.

For regular exercise I have done all three in town, city and rural settings and walking / running is far safer on urban pavements than using country roads.

Gardening is good exercise but not everyone has a garden. Invariably the start of the season is followed by a visit to the local GP surgery with muscular aches and pains through a lack of fitness.

Tennis, bowls, archery, fencing and many other miscellaneous sports require joining clubs and getting the car out of the garage to get to the club.

WHY WALKING LOCAL FOOTPATHS IS THE MOST COST EFFECTIVE MEANS TO IMPROVE HEALTH AND WELL BEING FOR A RURAL POPULATION

Diabetes alone accounts just under 10% of the NHS budget, currently running at £116.4 billion. Even if a tiny fraction of this was saved by more people exercising it would be a considerable saving. Encouraging walking improves physical health and well-being at minimal cost to the NHS. I understand that for every £1 spent on a **health walk scheme** there is a saving of £7 to the local NHS.

There are nearly four thousand miles of public footpaths in Wiltshire and the network has as its focus rural population centres. Living in a Wiltshire village means all residents live close to public footpaths. Using local footpaths reduces the need to use a vehicle to visit a place to exercise.

This brings me to the point of this letter. I understand there are grants available for example NHS health and wellbeing funding to set up health walking groups **but this is 'putting the cart before the horse'**. Many of the county's paths are overgrown, poorly maintained with many broken in some cases dangerous stiles.

So where are the (easy) walking routes for walking groups to use?

There are 3800 miles of paths in Wiltshire but not many that are easily negotiated by people unused to 'serious' walking. By serious I mean walking muddy poorly defined paths with no proper signing.

These are what most ramblers take for granted as was highlighted in a recent Ramblers report by the media.



Above - an Alderbury Paths Group stile repair earlier this year

Quote from this Ramblers Report **‘Just over half of reported features were negative (55%), with muddy, ploughed or potholed paths, unsafe stiles, gates or bridges, heavy undergrowth or overhanging vegetation. Many of these made paths difficult or impossible to use.’**

<http://www.ramblers.org.uk/get-involved/join-the-big-pathwatch.aspx>

The Ramblers are actively promoting the Pathwatch Scheme where members report paths problems via an app available for download.

WHAT WE ARE BEGGING YOU AS OUR REPRESENTATIVES TO DO

Can you please investigate and lobby how Wiltshire Council Rights of Way propose to repair these paths when they have so little resources at their disposal? Also establish just how little money is spent on footpaths in the county.

My understanding is that path improvements are frozen in Wiltshire by the recent cuts and the only work allowed on rights of way is in cases when life and limb are at risk. This is most unsatisfactory and whilst I understand the reasons for the financial cutbacks I believe it is a very short sighted policy to implement **indiscriminate percentage cuts right across ALL departments**. Although I am not privy to the budget available for footpaths Wiltshire I am certain that this footpath budget is a microscopic amount when compared with the overall highways 2016 expenditure of £28.095 million.

Our local senior footpath warden now has very limited or no access to road planings (essential for resurfacing flooded paths) because this (previously) unlimited access was removed recently. So although there is a very limited supply available right now the way things are going there will be little or none next year if the Wiltshire Council continue cutting back. I have in the past helped repair tracts of flooded footpaths using the expertise and knowledge of our local footpath warden Nick Cowen. I don't think this sort of work is likely to continue in the future because of lack of materials and help that is essential for our footpath volunteers.

We have now proved what we can achieve with limited resources at negligible low cost to the taxpayer but we CANNOT continue our good work unless Wiltshire Council Highways allot more money and facilities to help us.

We have created three active parish paths groups to date in South Wilts and completed three circular paths. Without the support of Nick Cowen and his team, the Ramblers heavy gang and our local volunteers this work could not have been completed.

We have shown what can be achieved now and want Wilts Council to demonstrate a commitment to continue what we are doing by providing more resources and small amounts of money to continue this excellent work through 2017.

As elected councillors representing us have the power to question/influence and lobby to the county council to increase direct spending on footpaths. We as volunteers do not.

I have written a second part to this letter which outlines what we have achieved so far by the three local paths groups in the Southern Area. This is the proof of what can be completed by determined local volunteers willing to give of their time to provide better walking facilities for their parish. We can do far, far more but only with the Council and your support in providing materials and expertise at a minimal costs to the taxpayer.

Thanks for reading this.

Nigel Walsh

Sat 14 January 2017

2 - APPEAL FOR WILTS COUNCIL SUPPORT TO IMPROVE OUR FOOTPATHS

To date paths groups of volunteers have been established in Firsdown, Pitton and Alderbury with circular paths as a focus for each group.

Circular walks

The ideal circular walk is 3-4 miles long taking 1.5-2.0 hours to walk. When selecting a suitable circuit that can be negotiated by the average walker the initial survey is important. There are other considerations too numerous to go into. For parishes where it is difficult to select a suitable walk compromises have to be made.

Once the circular walk is established, waymarked, signed and opened the paths group priority is to keep the walk clear of vegetation, and stiles, gates and surfaces in good repair. Subsequently, other parish paths and links can be cleared, signed and improved but **the initial priority is to ensure the all-weather circular walk is available year round for parishioners** and visitors to take regular exercise.

FIRSDOWN CIRCULAR WALK

This is shorter than the normal walk because there are few footpaths in the parish of Firsdown. At the end of this article the most recent Firsdown Paths Group newsletter has been added as an example of what can be achieved and planned. One particular path improvement is sought, namely the Monarchs Way, a National Trail which passes through the parish, at the crossing of the A.30 up to Figsbury and beyond. This is a particularly attractive walk but the crossing is extremely dangerous and requires Wiltshire Council input to improve safety.

PITTON CIRCULAR WALK



Pitton circular walk is a level and easy walk through Clarendon Woods nearly to the Palace returning along Clarendon Way, a national trail between the cathedral cities of Salisbury and Winchester. Once the signing was completed the formal opening attracted in excess of 50 walkers. After completing the walk many retired to the local hostelry The Silver Plough for an organised late lunch. Other paths links are being planned, one has been recently clearly signed and waymarked to the next village Farley. Pitton have recently received the go-ahead for volunteers to install steps on the Farley path up White Hill.

ALDERBURY CIRCULAR WALK



Paths are restricted around Alderbury as the parish is bounded on two sides by the main A36 dual carriageway and the Alderbury to Downton road to the west. Unavoidably 10 minutes of the circular walk is along the Alderbury to Downton road. There is the added problem of many rising springs along the path.

It took 3.5 years to arrange logistics, resurface and put in about 50 metres of boardwalk, install kissing gates and stile repairs to the standard it is today. **Without the assistance of Nick Cowen Rights of Way department and his team, unlimited amounts of road planings for resurfacing, assistance from Ramblers heavy gang volunteers and local volunteers from Alderbury Paths Group this walking facility would have not have happened.** The path was officially opened October 2016 and was a huge success. Over 125 people turned up at the village hall for the inauguration and 100 walked the route. A huge effort has been made in the face of adversity to establish this walk but we did it. Another village walk is planned for April 1st 2017 with a tea at the end.

DOWNTON CIRCULAR WALK – THE NEXT PROJECT



This circular walk has been mapped and surveyed, starting and returning from the centre of Downton along the river. A working group of volunteers is being formed to help with this and plans are well in hand to open the walk later this year.

Of course this is by necessity only a very brief summary of the complexity of establishing these circular walks which necessarily involve negotiations and discussions with land owners (in the case of Pitton there are many) and the goodwill of the residents and local parish councils.

I think you will agree that what has been done so far is a major achievement especially given the waterlogged condition of some of the paths.

WE CANNOT CONTINUE WITH THESE AMBITIOUS PROJECTS UNLESS WILTSHIRE COUNCIL RIGHTS OF WAY ARE ABLE TO PROVIDE MATERIALS (PARTICULARLY ROAD PLANINGS FOR RESURFACING WORK) WAYMARKING POSTS, TRANSPORT TO HELP CARRY HEAVY STUFF TO THE SITE WHERE VOLUNTEERS ARE WORKING AND THEIR INVALUABLE TECHNICAL INPUT, HELP AND SUGGESTIONS.

CONCLUSION AND PLEA - To date we have had excellent cooperation from all concerned but given the nature of the financial cutbacks at Wiltshire County Council future village projects could be at risk. The financial implications to the Wiltshire Council are tiny but the benefits (as outlined in my Part 1) are huge.

Please, please in your capacity as our Wiltshire councillors and representatives will you do everything in your powers to ensure that we get sufficient funding and materials to allow our enthusiastic teams of volunteers to continue with these exciting and beneficial Wiltshire projects in coming years.

FIRSDOWN PATHS GROUP CHRISTMAS NEWSLETTER 2016 - EXAMPLE

TASKS COMPLETED BY GROUP VOLUNTEERS IN 2016

- Earlier in the 2016 growing season FPG have cleared the circular walk that passes across the field at the top of the Firs road and back down Firs Road.
- The field at the top where the right of way / circular path crosses has always been a problem to reinstate in the past. Following the sale of the land we have established a good working relationship with the new owners Norman Court Estates.
- Following the autumn ploughing and sowing the path has been marked out. Once the crop has grown a bit the contractors will reinstate by spraying out the path across the crop.
- Earlier in the year an application was made for funding for a new petrol strimmer from the Southern Area Board which was purchased along with machines for Alderbury and Pitton where paths groups have also been established.
- As a condition of use the operator of strimmer / brush cutter has to be trained. The one day course was £120 per person and paid for by the Parish Council.
- Myself and Geoff Heard are now qualified to use the strimmer and brush cutter.
- This week 3 of us have cleared the footpath by the road running from 99 Firs Road to the top and also the resurfaced bit of path alongside the fence, A30 bus shelter and into the field.
- We have also cleared the path, impassable in places, running from the where **Monarch Way** leaves the **Roman Road** along the bridleway to the right then up over the stile and NW across the field to the A30.
- The new owner of the land, Mr Harvey from Winterbourne Earls, has been very co-operative for us to clear it. This path is part of the **Monarch Way**, a National Trail, over 600 miles in length.
- **Firsdown Paths Group, Firsdown Parish Council and Monarch Way Association** have requested Senior Rights of Way Warden Nick Cowen that the crossing of the A30 be improved as it is a particularly dangerous and the road is obscured by trees to walkers coming down a steep slippery verge from the Figsbury Rings direction directly on to the A30.

PLANS FOR 2017

- Firsdown Paths Group plan to improve signage and waymarking on both the Circular Walk and **Monarch Way**. This will enable visitors and (both new and old) residents alike to walk safely to **Figsbury Rings** (and back), the Winterbournes and beyond on the **Monarch Way**.
- There is a difficult stile on the route, slippery in wet weather, which we intend to renovate and improve.
- Continuing maintaining and clearing the rights of way.
- Assisting in clearance of vegetation as and when required behind the bungalows at the top of Firs Road on the permissive path through the private woods owned by Christie-Miller.

Nigel Walsh - Sat 14 Jan 2017

From:



Subject: APPEAL FOR WILTS COUNCIL SUPPORT TO IMPROVE OUR FOOTPATHS - Part 3
Date: 25 January 2017 22:17:44
Attachments: [3a APPEAL FOR WILTS COUNCIL SUPPORT TO IMPROVE OUR FOOTPATHS.docx](#)

Hello - Please can you consider the following when you next discuss / approve Wilts County 2017 budget. I am trying to raise awareness of our vast network of nearly 4000miles public rights of way in Wiltshire - These Rights of Way are a unique and valuable if neglected asset of our beautiful Wiltshire countryside - free for everyone to use if they can figure out where many of them are.

Thanks
Nigel

APPEAL FOR WILTS COUNCIL SUPPORT TO IMPROVE OUR FOOTPATHS – PART3

The attached pics are mostly self-explanatory but please note:

- The moving and resurfacing of the stretch of circular walk used by many Firsdawn residents in from the edge of the very busy dangerous A30 road under supervision of the local ROW team.
- The planning and construction of the vital boardwalk on Alderbury Circular Path was at minimal costs to the parish thanks to the expertise, help from South Wilts Rights of Way team and the large number of unpaid volunteers.
- Delivery of significant amounts of planings, semipermeable membrane and provision of shovels and wheelbarrows by Rights of Way where required. All of us have spent very many hours laying the material.

Minimum materials required for paths groups to continue recruiting and working on our local footpaths in South Wiltshire

- Planings (crushed road tarmac from road resurfacing jobs) to make paths useable
- Timber to construct steps, repair or replace stiles and for waymark posts

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- Timber to construct steps, repair or replace stiles and for waymark posts
- Expertise from Rights of Way department to advise and help us where necessary
- Assistance where we do not possess necessary tools to complete the work

FUNDING FOR MATERIALS

If as a result of county budget constraints it is decided that individual parish paths groups have to apply for Area Board or Path Improvement Grants for funding each time any paths improvements, in particular repairs / resurfacing, are planned the following questions need to be addressed:

- Will this mean that Village Paths Group voluntary groups need to submit written cost estimates to their Parish Council for onward submission to Area Boards or Path Improvement Grant personnel in order to secure funding?
- Where funding is approved and received (this involves presenting the application to the Area Board in person) will volunteer groups be expected to source, organise delivery and store materials at their parish (i.e. homes) until completion of the project? In the case of Alderbury the circular walk took 3.5 years to agree and complete.
- How long will the bureaucratic process take given that generally there are ten Parish Council meetings and six Area Board meetings a year. Often key personnel and volunteers may be away on holiday in summer?
- How will parish communities feel if Area Board grants are used up to provide materials for parish footpaths and Rights of Way (which are in reality **Pedestrian Highways**)?

- There are limited months of the year to do this work, for example the Alderbury boardwalk path was waterlogged in winter and could only be completed during the drier summer months. Any time-lag on funding may well delay the projects even further.
- Volunteers (will) are likely to lose interest and enthusiasm by the time grants are authorised and materials obtained.

Ongoing routine path maintenance and improvements require a secure regular steady supply of materials and should not be subject to many individual grant applications.

A much simpler and cost-effective method is for Rights of Way to have sufficient budget to purchase, arrange storage and distribute materials, advice and provide expertise to local paths groups as the need arises. This would also ensure that ROW professionals bulk-buy the most suitable and hardwearing materials for these routine jobs thus keeping costs down to an absolute minimum.

The pivotal role of ROW staff is indispensable and doing it this way is far cheaper and less bureaucratic than approving lots of individual grant applications from individual paths groups.

All materials, budgeted and purchased by ROW, can be audited and accounted for very easily by monitoring the work that volunteers have completed.

Every penny spent will be used and accounted for, no mean achievement in this age of austerity.

It is a win win situation for all concerned requiring only small amounts of money to be spent on materials when compared to the overall annual budget of £28.2 million spent on the county's roads in 2016.

I commend this approach to you as an extremely cost – effective and simple way to encourage communities to get out, volunteer, use their footpaths and exercise regularly. Especially given the extremely risky alternatives of walking or cycling our polluted and hazardous rural roads. There are other valuable spin-offs for the communities once thriving active paths groups are established. .

Nigel Walsh

Firsdon nr Salisbury

01980 862469

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Nigel Walsh

Firsdow nr Salisbury

Councillors Briefing Note No 320

Service: People and business
Further Enquiries to: Barry Pirie barry.pirie@wiltshire.gov.uk
Date Prepared: 09/02/17
Direct Line: 01225 756565

Full staff survey results now available

Further to briefing note 318 which was circulated earlier this week, highlighting the positive results from the staff survey, we are pleased to confirm the full report showing a breakdown of the headline results is now available on [The Wire](#). (If needed, the full link is <http://thewire.wiltshire.council/hr-staff-survey-2016-results-staff-and-members-report.pdf>)

The results from the 2016 survey show that 65.7% of staff responded to the survey, up from 60% in 2014. This represents a very good response rate for an organisation of this size and is also in line with the local Government benchmark.

A link to the full report will be included in tomorrow's Electric Wire (10 February) for all staff to see.

If you have any questions or feedback on the survey or results please email staffsurvey2016@wiltshire.gov.uk

Thank you

Councillors Briefing Note

No. 321

Service: Economic Development and Planning

Further Enquiries to: Alistair Cunningham

Date Prepared: February 2017

Direct Line: (01225) 713203

CHIPPENHAM SITE ALLOCATIONS PLAN **INSPECTORS REPORT**

Following the approval by Council on 10 May 2016 of proposed modifications to the Draft Chippenham Site Allocations Plan, the Inspector resumed the examination of the Plan. Consultation was undertaken on the proposed modifications before the hearing sessions took place. The hearing sessions ended in October 2016 and a final stage of consultation undertaken on further proposed modifications closing in December 2016.

The Council has now received the Inspector's Report on the Examination of the Chippenham Site Allocations Plan.

The report concludes that the Chippenham Site Allocations Plan provides an appropriate basis for the planning of the town's strategic site allocations, provided that a number of main modifications are made to it.

In summary, the Inspector supports the Council's proposed modifications to the Plan and agrees that the following strategic sites should be included:

- Policy CH1 'South West Chippenham' up to 1,400 homes, 18 hectares of employment land, community facilities and country park; and
- Policy CH2 'Rawlings Green' for up to 650 homes, 5 hectares of land for employment generating uses, community facilities and country park.

The full report will be published on the Council's website and available for viewing via <http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/chippenhamsiteallocationsplan.htm>. Interested parties involved in the examination will be notified of receipt of the report.

The next step is for the Inspector's Report to be considered by Cabinet in order for a recommendation to be made to Council as to whether to adopt the Plan as amended in line with the Inspector's recommendations.

Councillors Briefing Note No. 322

Service: Economic Development and Planning

Further Enquiries to: Alistair Cunningham

Date Prepared: March 2017

Direct Line: (01225) 713203

WILTSHIRE HOUSING LAND SUPPLY STATEMENT 2016 – UPDATE

Further to Councillors Briefing Note 307 and the publication of the Inspector's Report into the Chippenham Site Allocations Plan (Councillor Briefing Note 321), a further update on the 2016 Housing Land Supply position for the three housing market areas (HMAs) in Wiltshire has been prepared.

Overview

The National Planning Policy Framework (NPPF) requires Local Planning Authorities (LPAs) to identify and update annually a supply of specific deliverable sites to demonstrate whether they can provide five years of housing against their HMA housing requirements, with an additional buffer of 5% (or 5.25 years in total) to ensure choice and competition in the market for land.

The previous housing land supply assessment for Wiltshire was published in November 2016 using a base date of 1 April 2016, and can be found in the Housing Land Supply Statement (HLSS) on the Council's website [here](#). Councillor Briefing Note 307 was prepared to explain the housing land supply position set out in that HLSS, which showed a housing land supply sufficient to meet the 5.25 year requirement in the East and South HMAs, and a marginal shortfall in supply in the North & West HMA.

The Planning Practice Guidance (PPG) explains how national planning policy set out in the NPPF should be implemented. In respect of the housing land supply assessment it states that once published, such assessments should normally not need to be updated for a full 12 months unless significant new evidence comes to light or the local authority wishes to update its assessment earlier.

Updates to the 2016 housing land supply position

The Chippenham Site Allocations Plan allocates land for housing and employment uses at Chippenham for the strategic plan period from 2006 - 2026. The hearing sessions for the Plan were suspended in November 2015. One of the reasons for the suspension was due to the Inspector's concerns regarding the deliverability of the proposed allocations in the plan. As a result the Council removed the proposed allocations from the housing land supply. Councillor Briefing Note 278 explained the implications of this.

The Inspector has now completed the examination of the Plan and issued his report. He has

concluded that, subject to modifications, the Plan has passed the tests of soundness set out in the NPPF, and can proceed to adoption.

In the light of the Inspector's conclusions it is considered that the Chippenham site allocations can now contribute to the housing land supply. As a result, in accordance with the guidance set out in the PPG, the Council has revised the housing land supply position and updated the 2016 HLSS. Since the original publication in November 2016 a number of minor errors have also been corrected in the updated HLSS. The updated statement can be found on the Council's website [here](#).

The updated position is summarised in Table 1 below.

Table 1: Updated Wiltshire housing land supply by HMA (base date April 2016)

Area	Housing requirement 2006-2026	Housing completions 2006-2016	Five year housing requirement 2016-2021	Deliverable supply 2016-2021	Number of years of deliverable supply
East Wiltshire HMA	5,940	3,153	1,394	2,319	8.32
North and West Wiltshire HMA	24,740	11,756	6,492	7,446	5.73
South Wiltshire HMA	10,420	4,594	2,913	3,316	5.69
Wiltshire HMAs	41,100	19,503	N/A	13,081	N/A
Swindon (within Wiltshire)	900	466	N/A	354	N/A
Wiltshire Total	42,000	19,969	N/A	13,435	N/A

Appendix 6 of the HLSS sets out the local housing requirements by Community Area and for each Principal Settlement, Market Town and, in the South Wiltshire HMA, each Local Service Centre as set out in the Wiltshire Core Strategy. It shows the level of housing completions, commitments and residual level of housing to be provided in each location to ensure the Core Strategy requirements can be achieved over the Plan period.

The HLSS represents a snapshot in time and the assessment of housing land supply is not an exact science. The estimates of delivery for the sites listed are based on the evidence available up to the point of publication.

Key points to note:

- Reinstating the housing site allocations from the Chippenham Site Allocations Plan to the deliverable supply has increased the housing land supply in the North & West HMA sufficiently to meet the requirement set by Government policy (the Council needs to be able to demonstrate a 5.25 year supply, including the 5% buffer).
- The housing land supply in the East and South HMAs has changed marginally as a result of correcting minor errors identified in the November 2016 version of the HLSS. Both these HMAs can still demonstrate the required supply.
- Sites brought forward since 1 April 2016 including through planning permissions, resolutions to grant planning permission subject to a Section 106 agreement and newly 'made' neighbourhood plans cannot be counted against an April 2016 base date¹. However, these sites will almost certainly make a valuable contribution to the housing land supply when the assessment with an April 2017 base date is published. These will help replace sites that fall out of the land supply as a result of completions and non-implemented permissions expiring.

¹ Please see Paragraph 53 of the Inspector's decision on Land North of Bath Road, Corsham, Wiltshire SN13 0QL (Appeal Ref: APP/Y3940/A/14/222641, issued May 2015), where the Inspector confirms that this is the correct approach to take.

Councillors Briefing Note

No. 323

Service: Adult Care Strategy and Commissioning
Further Enquiries to: Olly Spence
Date Prepared: 15th March 2017
Direct Line: (07825734154)

Introduction

Changes to the way War Pensions are considered in determining contributions for care and support come into effect on April 10th. The change will be implemented through a change to Annex C to the Care Act (2014).

War Pensions are provided to veterans injured on active service before 6 April 2005. Veterans injured on active service after this time receive the Armed Forces Compensation Scheme (AFCS) which is already disregarded from the financial assessment (since 2012).

From 10 April, all payments to veterans under the War Pension Scheme (with the exception of Constant Attendance Allowance which is specifically intended to pay for care) will also be fully disregarded in financial assessments, to bring this into line with the Armed Forces Compensation Scheme. Previously, only the first £10 a week was disregarded

Funding

The Government is providing [funding](#) to council's based on the number of war pensioners in their area and weighted by the relative needs formula for adult social care. Wiltshire is receiving £323k funding from the government for this, recognising that there are 2205 War Pensioners in Wiltshire.

Wiltshire Council already disregards War Pension income in assessments for housing benefit and council tax reduction through its locally agreed policies.

Implementing the change in Wiltshire

Wiltshire Council will prepare a press release informing people of this change and asking people to contact the Finance and Benefits (FAB) team, this will also be made available via the Council's website and the your care your support information portal. This website developed by Wiltshire Council and Health watch Wiltshire includes a

range of information for people who may need care and support including [information on paying for care and support services](#) and [advice for veterans](#). The site can be accessed via this [link](#).

Individuals who contact the Council will just be required to prove evidence of the relevant War Pension and contributions will be adjusted accordingly. People who want to know more or to tell the Council that they are in receipt of a War Pension so we can adjust any contributions for care and support need to call 01249 706098. In addition to this FAB officers will regularly review charges for care and support and will actively identify people who receive this benefit. Contributions will be backdated to the date the legislation came into effect.

Commissioners will work with the corporate office and the Ministry of Defense (MOD) to discuss contacting everyone in receipt of a War Pension to inform them of the change.

Questions and More information

For more information please contact olly.spence@wiltshire.gov.uk

Councillors Briefing Note

No. 324

Service :

Further Enquiries to:

Ian Gibbons

Date Prepared:

26/04/2017

Direct Line:

(01225 713052)

Guidance Note

Management of council business and publicity during the pre-election period for the unitary and parish elections on 4 May and the General Election on 8 June 2017

1. This note previously issued in December 2016 is being recirculated to provide general guidance for members and officers on the management of council business and publicity in the run-up to the unitary and parish elections on 4 May 2017 and in light of a General Election having been called for 8 June 2017. It supplements the council's Code of Conduct for Councillors and the Media Relations Protocol, included at Part 12 and Protocol 7 of the constitution respectively.
2. The starting point is section 2 of the Local Government Act 1986, which expressly prohibits local authority publicity of a party-political nature. The council must not publish (or assist others to publish) material which, in whole or in part, appears to be designed to affect public support for a political party.

Publicity is defined in section 6(4) of the 1986 Act as 'any communication, in whatever form, addressed to the public at large or a section of the public.'

3. This is reinforced by paragraph 7 of the Council's Code of Conduct for Members which states:
"You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable local authority code of publicity made under the Local Government Act 1986."
4. The Code of Recommended Practice on Local Authority Publicity 2011 (included as Appendix 1 to the Council's Media Relations Protocol) sets out seven key principles local authorities should apply when making decisions on publicity. Publicity by local authorities should be:
 - Lawful
 - Cost effective
 - Objective
 - Even-handed
 - Appropriate
 - Consistent with the council's equality and diversity responsibilities
 - Issued with care during periods of heightened sensitivity

5. Paragraphs 33 - 35 of the 2011 code state:

33. Local authorities should pay particular regard to the legislation governing publicity during the period of heightened sensitivity before elections. It may be necessary to suspend the hosting of material produced by third parties, or to close public forums during this period to avoid breaching any legal restrictions.

34. During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information which identifies the names, wards and parties of candidates at elections.

35. In general local authorities should not issue any publicity which seeks to influence voters.

6. The council's approach is consistent with this guidance, and particular care will be taken during the period of heightened sensitivity leading up to the unitary and parish elections on 4 May 2017 and the General Election on 8 June.
7. **For these purposes the pre-election period (informally known as 'purdah') will run from 15 March 2017 through to the elections on 4 May 2017, with the Parliamentary 'purdah' period running from 22 April through to the election on 8 June.**
8. Generally, with regard to decision making within the council, the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In most cases the pre-election period will have no impact on normal council business, including the determination of planning applications. Proposals or issues which may be controversial and likely to arise during the critical period should be identified and a common sense view taken in each case as to how the matter is to be handled. In cases where time is not critical it may be sensible to defer the matter until after the election. In other cases this will not be possible because of statutory, contractual or other constraints.
9. Councillors may also wish to note that the display of election campaign material on council land and property, including highway land, is not permitted and action will be taken to remove any offending material.
10. Further information and guidance on this subject is contained in the Local Government Association's publication 'Purdah - a short guide to publicity during the pre-election period - April 2017' which may be found at:
<http://www.local.gov.uk/purdah-short-guide-publicity-during-pre-election-period>
11. Further advice may be obtained from:

Ian Gibbons, Associate Director, Legal and Governance / Monitoring Officer
(01225 713052 or e-mail ian.gibbons@wiltshire.gov.uk)

Robin Townsend, Associate Director, Corporate Function, Procurement and Programme Office (01225 713814 or email robin.townsend@wiltshire.gov.uk) And on the handling of publicity:

Laurie Bell, Associate Director, Communities and Communications
(01225 713618 or e-mail laurie.bell@wiltshire.gov.uk).

Councillors Briefing Note

No. 001

Service: Public Health & Public Protection

Further Enquiries to: Tracy Daszkiewicz

Date Prepared: 11/05/2017

Direct Line: (01225) 716797

Xanax incident in Salisbury

Background

1. Following recent press coverage of incidents in Salisbury linked to teenagers misusing Xanax; this note provides an overview, including subsequent actions which have been taken.

What is Xanax?

2. Xanax is a benzodiazepine (type of tranquilizer) which is used to treat anxiety, In the UK it is not prescribed via the NHS and it is unlicensed for children.

What does it do?

3. Xanax will make you feel relaxed and uninhibited. The drug however, is highly addictive and side effects are significant; ranging from cardiac (slowing of the heart rate) and respiratory issues, drowsiness through to coma or even death. The risks are compounded when Xanax is taken with other drugs or alcohol.

Availability

4. The drug is readily available online and is supplied in varying dosages ranging typically from 0.25mg through to 2mg per tablet. It is a criminal offence to supply the drug. Evidence suggests that tablets are trading at approximately £2 each, which is extremely cheap compared to other illicit drugs.

Usage

5. The use of Xanax for recreational purposes by young people is a new phenomenon and was previously unknown to MOTIV8, the young people's drugs and alcohol service. Dialogue with experts in Public Health England indicate this is mirrored regionally, with the only other known case in Bristol, where seven young people were hospitalised.

What are we doing now?

6. Communication continues and the ongoing response involves contribution from all relevant partner agencies.
7. In response to the incidents our MOTIV8 team is engaging with schools in Salisbury, particularly targeting year 10 (14 & 15 year olds) assemblies with strong preventative measures.
8. The council has also informed schools how to improve Xanax awareness, offering advice on how to spot symptoms, what to do in an emergency and what support is available for children exposed to the drug.
9. We are also liaising with health partners to ensure local hospitals are prepared for any further incidents and Wiltshire Police to support their work in stopping supply lines within the community.
10. Parents and young people have been informed of the signs and symptoms. If it is suspected anyone has taken Xanax then 999 should be called immediately.
11. Further substance misuse support for young people can be accessed through Motiv8 on 0800 1696136.

What to do if you have any concerns

12. Any concerns related to the availability of this drug should be reported to the police.
13. If you have any immediate concerns related to the health of an individual child you should call 999.
14. Any safeguarding concerns should be reported to the MASH (0300 4560108), out of hours (0845 6070888)
15. Motiv8 (0800 1696136) provide substance misuse support and advice

Councillors Briefing Note No.325

Service: Corporate Office Further Enquiries to: Sarah Cosentino

Date Prepared: 15th June 2017 Direct Line: (01225) 756195

WILTSHIRE ONLINE PROGRAMME – OVERVIEW

What is Wiltshire Online?

The Wiltshire Online programme is designed to provide a fibre broadband service to those premises that commercial providers consider to be financially non-viable. Without Wiltshire Council's investment, approximately 40% of Wiltshire would not have access to superfast broadband. The council's approach is designed to deliver fibre broadband to the greatest number of premises for the budget available.

To date over 85,000 homes and businesses have access to fibre broadband due to Wiltshire Council's Wiltshire Online investment.

The Intervention Area – Where Wiltshire Online Can and Cannot Invest

The Wiltshire Online programme must comply with EU State Aid law to ensure that public money is invested appropriately. As a first step to ensure compliance, Wiltshire Online conducted an Open Market Review with the communications industry to establish the current broadband infrastructure already in place in Wiltshire and where there were plans for investment in such infrastructure in the coming three years. The areas that were not going to be targeted commercially formed what is known as our 'Intervention Area' and it is where, according to EU State Aid law, we are allowed to invest public money in.

The Build Plans – How Do We Decide Which Premises Get Upgraded?

Once the Intervention Area has been defined, we look to our commercial delivery partner to design the rollout. When we embarked on the programme in 2012 the broadband gap in Wiltshire was significant and we were aware that unfortunately our investment could not benefit all premises. With this in mind, and knowing Wiltshire Council needed to do something to reduce the gap, the rollout was designed on a 'Best Value for Money' basis - in summary to bring fibre broadband to as many premises as possible with the funds available. Other roll-out designs were considered such as prioritising specific communities or the most rural areas but

the roll-out becomes less efficient and more costly and ultimately reduces the number of premises we can provide a service to.

Phase 1 – Update on progress

Wiltshire Council signed a contract with British Telecom (BT) in January 2013. Phase 1 is now 'build' complete and we are in the contract closure phase. The council has received the final financial claim from BT and the Wiltshire Online delivery team is now working with Broadband Delivery UK (BDUK), Department of Culture, Media and Sport on a robust contract closure and assurance process which will allow us to demonstrate value for money, final achievement and final cost.

Phase 2 – Update on progress

Wiltshire Council signed Contract 2 with BT, build commenced March 2016 and will bring a superfast fibre service to more than 5,000 premises. There is a gain share clause in the broadband contract that brings additional funds back into the contract investment fund, to allow the council to extend its build footprint. More than a third of those able to access the new technology as a result of the Wiltshire Online programme have already opted for an upgrade. This high demand has helped to trigger further reinvestment through the county's partnership with BT. The great news is that an additional 5,000 premises will be delivered under the Contract 2 build programme, bringing the total Phase 2 premises being reached to 10,000. The build of these additional premises will begin in July 2017 with completion anticipated September 2018.

Phase 3 - Ultrafast Broadband

Wiltshire secured £2m from BDUK's South West Ultrafast Fund and £1m match funding has been secured from the Swindon and Wiltshire Local Enterprise Partnership (SWLEP). As previously explained the Intervention Area for Ultrafast was defined as per EU State Aid Law to ensure that currently unserved premises not in any future build plans were considered.

Following a robust competitive procurement process, which saw an Invitation to Tender (ITT) launched in November 2016, the contract to deliver Ultrafast broadband in the north of the county has been awarded to Gigaclear Plc and the contract to deliver the service in the south of the county has been awarded to British Telecommunications Plc.

Both contracts will start to see delivery in earnest in 2018 / 2019 and collectively will deliver an Ultrafast fibre broadband service to over 7,500 premises across Wiltshire.

Better Broadband Subsidy Scheme

The scheme is intended to deliver central government's Universal Service Commitment to ensure that all homes and businesses have access to download speeds of at least 2Mbps. If premises are not in any current plans to receive a fibre broadband service (either through Wiltshire Online or as part of a commercial build) and currently receive less than 2Mbps, then the Better Broadband Scheme might be an option.

This scheme can offer support towards the cost of the equipment and installation of a wireless or satellite broadband connection. If premises are eligible, the resident will be issued with a code that can be redeemed with approved suppliers and which is worth £300 - £350 towards the initial cost. The vouchers can lend themselves to supporting community solutions if there are multiple premises with access to speeds of less than 2Mbps. The vouchers, whilst they have no monetary value, may be aggregated and put towards a community solution with an approved supplier.

More information and an online application form can be found on the Wiltshire Online website on the 'Better Broadband Scheme' page.

How do I find out more information?

Further information about the Wiltshire Online programme including a postcode checker and FAQs can be found on the Wiltshire Online website – www.wiltshireonline.org.

The Wiltshire Online website does not provide real time deployment information; it has been designed to signpost to the relevant information depending on where you live, if premises has already been upgraded, or if a premises is in future build plans.

If you have any specific queries you can contact the team via the dedicated email broadband@wiltshire.gov.uk

'When Can I Get It' Registration Service

On the Wiltshire Online website, there is an option for residents to register their details with Wiltshire Online which means one of the team will email when fibre broadband is available. We would encourage residents to sign up to the service as the quickest way of finding out when fibre broadband is in their area.

Councillors Briefing Note No. 326

Service: People & Business

Further enquiries to: Frank Coleman

Date prepared: 6th July 2017

Changes to opening hours for calls and reception desks

Opening hours for calls to Wiltshire Council and its reception desks will change from Monday 7 August to ensure calls can be answered more efficiently and to direct more resources to the busiest times.

Wiltshire Council's reception desk opening hours and customer service calls will change from 8:30am - 5:30pm to 9am - 5pm. The 30 minute slots at the start and end of the day are the quieter times and staff will use those times to respond to emails, social media queries and for back office administrative duties. Entrance to the hubs will remain at 8:30am to 5:30pm for those wishing to use the hub facilities.

The changes will free up more time to deal with calls and face to face interactions during the busier times of the day and come as more Wiltshire residents opt to contact the council or find out information 24 hours a day via social media, emails and the My Wiltshire system.

Some services will be unaffected by the changes including libraries, leisure, registration, health and wellbeing centres and community campuses and the Multi Agency Safeguarding Hub (MASH). Details of their opening times are on the Wiltshire Council website <http://www.wiltshire.gov.uk/>

All calls outside of the core hours will be dealt with by the usual out of hours emergency system.

Also, people can use the My Wiltshire service at any time of day to report a range of issues including missed bin collection, highways, grass cutting, litter picking, fraud and trading standards. People can also let the council know of changes affecting their benefits and council tax on the app. The app has proven popular with more than 50,000 registered users.

Those who wish to report concerns online can go to <http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

Councillors Briefing Note No. 327

Service: Waste and Environment

Further Enquiries to: Tracy Carter

Date Prepared: 2 August 2017

Direct Line: 01225 713258

UPDATE ON THE FUTURE DELIVERY OF WASTE COLLECTION AND WASTE MANAGEMENT SERVICES

Following the decision made by Cabinet in January 2016 to award contracts to Hills Waste Solutions for:

- Lot 2 (management of nine council owned household recycling centres) and
- Lot 5 (waste collection including the co-mingled collection of dry recyclables with separate glass)

the council was subject to a legal challenge from FCC Environment.

The claim has now been dismissed so the council is able to award contracts. The resolution of the legal challenge has resulted in the contract for Lot 2, management of the household recycling centres owned by the council, being awarded to FCC Environment and the contract for Lot 5, collection of waste and recycling, being awarded to Hills Waste Solutions.

The transfer of operation of the nine council-owned recycling centres to FCC Environment will take place on 2 October 2017. FCC Environment will work with the council and Hills Waste Solutions, the incumbent contractor, to ensure a smooth transition. FCC Environment plan to carry out a phased programme of site improvements over the coming months with work expected to be completed by the end of the year. Details of the timetable of improvement works will be confirmed soon with the aim of causing a minimum amount of disruption to residents. The nine council-owned HRCs are sited at:

- Amesbury
- Devizes
- Everleigh
- Marlborough
- Melksham
- Salisbury
- Stanton St Quintin
- Trowbridge
- Warminster

The new waste and recycling collection contract will commence on 30 July 2018 and the council will be working closely with Hills Waste Solutions to ensure a smooth transition. When the new service begins people will receive a simplified recycling service, with black boxes to be used solely for glass collection and blue lidded bins able to take all other

recyclables, including a wider selection of plastics and drink and food cartons. Residents will be informed of all the details about the new service in the coming months.

The following contracts awarded to Hills Waste Solutions will also commence on 30 July 2018:

- Lot 1 (provision of a materials recovery facility for sorting dry recyclables, transfer stations and two household recycling centres located at Lower Compton and Purton)
- Lot 3 (composting of garden waste)
- Lot 4 (treatment and landfill of residual waste).

The current contracts with Hills Waste Solutions for landfill and recycling and with FCC Environment for waste and recycling collection in the west of the county have been extended until 29 July 2018 to ensure that service delivery is maintained.

The council will work with FCC Environment, Hills Waste Solutions, the trade unions and our staff to mobilise the new contracts and maintain and improve service delivery.

The council has positive working relationships with both service providers, and expects this to continue through the transition period and into the new contract arrangements.

If you have any questions, please contact

Tracy Carter
Associate Director Waste and Environment
01225 713258
tracy.carter@wiltshire.gov.uk

Councillors Briefing Note

No. 328

Service: Highways and Transport **Further Enquiries to:** Spencer Drinkwater

Date Prepared: 21 July 2017 **Direct Line:** (01225) 713480

THE 'SUBSTANTIVE HIGHWAYS SCHEME FUND' BID APPLICATION PROCESS FOR 2017/18

Background

In previous financial years a Substantive Highways Scheme Fund was made available to enable Area Boards to bid (via their respective CATGs) for funding to deliver priority transport schemes that exceed their Discretionary Highways Budget. This initiative has been very successful and between 2011 and 2016 fifty substantive schemes have either been delivered or are in the process of being delivered (see **Appendix 1**).

However, it has proven untenable to award substantive funding in the summer and then design and build the schemes within the same financial year. As such, there is now a backlog of substantive schemes which have been rolled forward from 2016-17 and in some cases from 2015-16. It has been agreed with the Cabinet Member for Highways, Transport and Waste that moving forward a two year design and build programme should be adopted for the Substantive Highways Scheme Fund.

To reflect this decision, a Substantive Highways Scheme Funding allocation was not set aside for 2017/18. However, a Substantive Highways Scheme Fund bid process will take place during 2017/18 in order to award funding to schemes in readiness for their implementation in the 2018/19 financial year.

This will enable the delivery of the backlog of substantive schemes and allow officers to finalise the necessary detail design of schemes to be implemented in 2018/19.

Subject to source funding remaining available¹, the Substantive Highways Scheme Fund for the 2018/19 financial year will be set at £150,000. As in previous years, bids for this funding will be assessed according to their value for money and their deliverability as set out below.

Mechanism for Awarding Substantive Highway Scheme Funding

The mechanism to be used to award Substantive Highway Scheme Funding will again be that agreed by the Cabinet Member for Highways and Transport in July 2011.

¹ Local Transport Plan Integrated Block – Annual Grant Funding from Department for Transport

With this mechanism, competing scheme bids are assessed and awarded funding according to two factors:

- Value for money
- Deliverability

Value for money is the ratio of the cost and benefit of the prospective schemes. Under this system, the benefit is determined from the priority score following assessment under the Scheme Assessment Framework (see **Appendix 2**) and the cost is that which would be borne by the Council in implementing the scheme. In this way, the cost/benefit ratio of any scheme is calculated to both acknowledge and stimulate contributory funding from town/parish councils and other external bodies.

Deliverability is an assessment of how challenging a scheme would be to implement within the next financial year, considering technical, legal/procedural, operational, financial and public factors. Schemes are given a 'confidence score' based on these factors.

Appendix 3 sets out the Substantive Highways Scheme Bid Evaluation Formula incorporating the above value for money and deliverability criteria. It should be noted that, as the Council is looking to fund those schemes that are easily deliverable, and offer the maximum benefit for the minimum cost, the successful bids will be those that achieve the lowest score.

Eligibility to Bid for Substantive Highway Scheme Funding

An Area Board is eligible to bid for Substantive Highway Scheme Funding when the cost of implementing a scheme is estimated to exceed its annual Discretionary Highways Budget allocation.

Schemes which can be achieved within an Area Board's Discretionary Highways Budget or where it is reasonable and realistic to implement discrete, stand-alone sections in phases over time are not eligible for Substantive Highways Scheme Funding. However, projects that comprise a number of separate but linked elements that form an integral highway improvement will be eligible.

Each bid must include a local financial contribution to the scheme. This can come from the relevant CATG or another source, such as a parish or town council, or be a combination of different sources. In addition, the sum of the local contribution and the bid for Substantive Highways Scheme Funding must cover the full estimated cost of implementing the scheme.

Area Boards can submit up to two bids, although bidding more than once is likely to reduce an Area Board's chances of success as the bids would effectively compete against each other.

Schemes for which bids are submitted must have been developed to a stage which demonstrates that they can be designed in 2017/18 and be deliverable within the next financial year (2018/19) when the funding will be available. Development of a scheme could include topographical surveys, completion of statutory processes, early stage design, and detailed cost estimates. The extent of scheme development prior to the submission of a Substantive bid will depend on the type of scheme being proposed and advice should be taken from council officers.

Bidding Process

Bids should be completed on the attached pro-forma application form (see **Appendix 4**) and submitted by Friday 29 September 2017 to the highways officer serving the relevant Area Board Community Area Transport Group. The bids will then be scored in accordance with **Appendix 3**.

It is anticipated that a provisional decision on the awarding of funding will be made by the end of October 2017 by the Cabinet Member for Highways, Transport and Waste.

	Appendix 1
Completed Substantive Highway Schemes	Status
2011 Substantive schemes	
Lyneham Pedestrian Improvements	Complete
Bradford Road Pedestrian Crossing, Holt	Complete
Pedestrian Refuge, Hilmarton	Complete
Colerne Footpath	Complete
Harnham Road Crossing, Salisbury	Complete
A30 Ludwell Puffin Crossing	Complete
2012 Substantive schemes	
Pedestrian Improvements Bythesea Road, Trowbridge	Complete
Top Lane Footway, Whitley	Complete
Boreham Road/Bishopstrow Road Junction, Warminster	Complete
Goatacre Pedestrian Refuge	Complete
Pickwick Road Zebra Crossing, Corsham	Complete
Wilcot Road Traffic Management, Pewsey	Complete
Countess Road Footway, Amesbury	Complete
Frome Road Footway, Wingfield	Complete
Mythern Meadow Footpath, Bradford on Avon	Complete
Silver Street Footway, Minety	Complete
Pedestrian Improvements, Sherston	Complete
Traffic Management, Winterbourne Monkton	Complete
2013 Substantive schemes	
Woolley Green Pedestrian Crossing	Complete
Zebra Crossing, High Street, Purton	Complete
Lower Road Footways, Limpley Stoke	Complete
Broadchalke Footway and Public Transport Improvements	Complete
Footway Improvements, Bank Street, Melksham	Complete
Cycle and Pedestrian Crossing Improvements, The Green, Devizes	Complete
Stratford Road Footway, Salisbury	Complete
Park Lane Shared-Use Cycleway, Corsham	Complete
Lower Road/Monastery Road Junction Improvements, Edington	Complete
Beech Grove, Warminster	Complete
Ermin Street Traffic Management, Baydon	Complete
2014 Substantive schemes	

Indigo Lane, Westbury, Footpath Lighting	Complete
Woodsage Way/Lickhill Road, Calne - Traffic Calming/Pedestrian Improvements	75% complete
Pedestrian Crossing A338 High Street, Collingbourne Ducis	Complete
Woodcock Road/Lane Pedestrian Improvements, Warminster	Complete
Footpath to Cemetery A345 Netheravon Road, Durrington	Complete
Winsley Road Pedestrian Crossing, Bradford on Avon	Complete
Dauntsey Road Footway, Great Somerford	Complete
Cuttle Lane Junction Improvements, Biddestone	Complete
2015 Substantive CATG schemes	
High Street South Avenue Footway, Corsham	Complete
A3098 Tower Hill Traffic Calming, Dilton Marsh	Design ongoing
A361 High Street Vehicle Activated Signs, Seend	Complete
B3099 Footway, Clivey	Complete
Ermin Street Traffic Management, Baydon	Design ongoing
Milford/Mill Road Footpath Diversion, Salisbury	Design ongoing
Lambrook Road to Wingfield Road Shared Use Cycleway, Trowbridge	Construction underway
2016 Substantive CATG schemes	
Pedestrian Hand Rails, Bradford on Avon	Complete
20mph speed limit, Bradford on Avon	Construction due October 2017
20mph speed limit, Devizes	Complete
Bratton Road Traffic Calming, West Ashton	Construction due October 2017
30mph Speed Limit, Zeals	Construction due November 2017
20mph Speed Limit, Woodborough	Construction due 2017

INTEGRATED TRANSPORT SCHEME ASSESSMENT FRAMEWORK

OBJECTIVES	FACTOR	DESCRIPTION	SCORE
SAFETY	Accidents	Number of pedestrian/cycle accidents over proposed length of scheme (last 3 years); 2 points per accident up to a maximum of ten points for five or more accidents	(0 – 10)
	Threat and Intimidation	Traffic volumes: < 300v/hr = 0pts, 300-600v/hr = 2pts, > 600 v/hr = 3pts Traffic speeds: 0-5mph asl* = 0pts, 5-10mph asl* = 2pts, > 10mph asl* = 3pts % HGVs: < 1% = 0pts, 1-5% = 1pt, > 5% = 2pts % through traffic: < 10% = 0pts, 10-50% = 1pt, > 50% = 2pts Existing facilities: 1 point deducted for each existing facility	(0 - 10)
ACCESSIBILITY	Population Benefiting	Number of people potentially benefiting from a scheme: 0-10 = 1pt, 10-100 = 2pts, 100-200 = 3pts, 200-500 = 4pts, 500-1000 = 5pts, 1000-2000 = 6pts, 2000-4000 = 7pts, 4000-8000 = 8pts, > 8000 = 10pts	(0 – 10)
	School Travel	Would a scheme offer improved facilities or a safer environment for children walking/cycling to school(s)? Yes = 5pts; No = 0pts Does the school have a 'live' School Travel Plan? Yes = 5pts; No = 0pts	(0 – 10)
	Amenity Links	To what level would a scheme serve local amenities: 2 points each for a food shop, leisure centre, community centre, public house and Post Office	(0 – 10)
ECONOMY	Economic Considerations	Would a scheme improve pedestrian/cycle access to an urban commercial/retail area? Yes = 5pts; No = 0pts Would a scheme improve the pedestrian/shopping environment in an urban commercial/retail area? Yes = 5pts; No = 0pts	(0 – 10)
INTEGRATION	Network Linkages	Would a scheme improve existing networks? Link on a town cycle network = 5 pts (Link on a recreational cycle/walk route = 2pts) Improved pedestrian link = 5 pts Improved disabled access = 5pts Link to a bus/rail station = 5pts (link to bus stop = 2pts)	(0 – 20)
ENVIRONMENT	Environmental Considerations	Could the scheme help achieve modal shift and reduce car use? Yes = 5pts; No = 0pts Is the scheme in an Air Quality Management Area? Yes = 5pts; No = 0pts	(0 – 10)

* asl = Above speed limit

APPENDIX 3

Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to Wiltshire Council (£000s)	Benefit Score (from Scheme Assessment Framework)	Cost to Benefit Ratio
	A	B	A-B	0-90	A-B/Benefit Score
Example Scheme X	60	30	30	50	0.60
Example Scheme Y	60	0	60	50	1.20

0 = no risk
1 = low risk
2 = medium risk
3 = high risk

Deliverability

Technical	From a technical standpoint, what is the level of confidence in our ability to implement the proposal? Are there any likely departures from standards involved in developing or implementing the proposal? Is there sufficient land to implement a scheme that meets standards?	x
Legal/Procedural	Are there any statutory procedures that are likely to prove a barrier to delivery? What is the level of confidence that they can be dealt with?	x
Operational	Are there any aspects of the proposals which would result in the Council incurring significant additional costs over its projected life?	x
Financial:	Evidence from past transport projects illustrates that there is a systematic tendency for project appraisers to be overly optimistic when estimating costs. This assessment should appraise the likelihood of the project being delivered within the estimated cost.	x
Public	Has the proposal been made public? If so, how acceptable is the proposal? Are there likely to be objections from particular sections of the community or from particular areas?	x
Deliverability Score		$\sum x \div 5$

Overall Score = Cost/Benefit x Deliverability

Application for Substantive Highways Scheme Funding

This form should be completed and submitted to the highways officer serving your Area Board's Community Area Transport Group by Friday 29 September 2017 and copied to Spencer Drinkwater in the Sustainable Transport Group

Applicant Details:

Name:	
Area Board:	
Email:	
Tel:	

Description and Location of Proposed Scheme:

Scheme name	
Town/village:	
Road name/area of town/village:	
Brief description of scheme:	

Scheme Costs and Funding Sought:

Estimated total cost of Scheme	£
Contribution from CATG's Discretionary Highways Budget	£
Contributions from third parties (e.g. town/parish councils)	£
Funding sought from Substantive Highway Scheme Fund	£

.....
Signature of Area Board Chair/Community Area Manager:

.....
Date:

Councillors Briefing Note

No. 329

Service : Adult Social Care
Further Enquiries to: Carolyn Hamblett
Date Prepared: 31st August 2017
Direct Line: (01225) 713118

Disabled Parking Bays

A disabled parking bay is a parking space in a residential area, marked for Blue Badge holders only. The bay is marked with white paint with the words 'disabled' at the edge of the box.

A disabled parking bay can be used by any Blue Badge holder and is not exclusively for the applicant's use. The parking bays are advisory only and not enforceable and as such a non-blue badge holder may park there without being penalised. Wiltshire Council can mark-up disabled parking bays if the resident requesting the disabled parking bay meets the required criteria and if the Highways Department approve the location.

To be considered for a Disabled Parking Bay, an assessment will be undertaken by an Occupational Therapist employed by Wiltshire Council Adult Social Care. The Occupational Therapist will use the guidance in the Occupational Therapy guidelines to decide whether a disabled parking bay is indicated. To request an assessment a referral should be made to the Adult Social Care Team on 0300 456 0111 or email customeradvisors@wiltshire.gov.uk.

Once the Occupational Therapist has agreed that the person is eligible for a disabled parking bay, the Highways Team will assess the location to ensure that it is safe. Once the location is approved by the Highways Team, arrangements will be made for the bay to be painted. It has been agreed that unless there is an urgent requirement, the Highways Team will arrange for the bays to be painted once there has been approval for approximately 10 bays. Line painting will need to be scheduled and is subject to weather conditions, hence can be subject to delays. An indicative date of lining will be given at the time of approval.

Existing Disabled Parking Bays

The paint on the disabled parking bay usually lasts for about 5 years. If an existing parking bay requires re-painting, then the resident should contact the Adult Social

Care team in the first instance on 0300 456 0111. If the Disabled Parking Bay is still appropriate, then the Adult Care Team will contact the Highways Team to arrange the re-painting.

If there are any further questions please contact Carolyn Hamblett (Acting Associate Director, Adult Social Care) on 01225 713118 or email Carolyn.hamblett@wiltshire.gov.uk

COUNCILLORS BRIEFING NOTE

No. 330

Service Area: Waste Management
Date Prepared: 04 September 2017

Further Enquiries to: Vicki Harris
Direct Line: 01225 718523

Waste Services Updates

Waste Management Strategy Consultation and Household Recycling Centre Refurbishment Programme

1. Background

This briefing note updates councillors on two key projects that are currently being progressed by the waste management team:

- a) Consultation on the development of a new waste management strategy for Wiltshire.
- b) The refurbishment programme of Wiltshire's household recycling centres.

2. Waste Management Strategy Consultation

The council needs to develop a new waste management strategy in order to shape how we collect and manage household waste and recycling in Wiltshire.

We are undertaking a public consultation in order to ensure that our strategy is representative of Wiltshire residents' and stakeholders opinions on the future delivery of household waste management services.

The consultation questions have been developed as a result of workshops with council members which took place July 2017.

We would like to encourage as many residents, members and local organisations as possible to complete the consultation. The consultation runs from 4 September 2017 and will be available to complete until 14 November 2017. Residents can complete the [consultation survey](#) on the council's website.

Following the consultation, the draft version of the future waste management strategy will be circulated to all respondents, including Area Boards, in January 2018 in order to ensure that it is reflective of consultees' comments. It will then be reported to Environment Select Committee, Cabinet, and full Council to be adopted.

3. Household Recycling Centre Refurbishment Programme

The current contract for the management of Wiltshire's household recycling centres with Hills Waste Solutions ends in October 2017.

The council invited tenders for this service to ensure best value for Wiltshire residents. Following this tender exercise the council awarded a contract to FCC Environment for the management of nine household recycling centres which are owned by the council.

Hills Waste Solutions currently own and operate Purton and Lower Compton household recycling centres under contract to the council and will continue to do so.

The transfer of the nine council-owned recycling centres to FCC Environment will take place on 2 October 2017.

FCC Environment and the council then plan to carry out a phased programme of site improvements during October, November and December. Each site will be closed for between one and two weeks to allow for these improvement works to take place.

The closure programme aims to ensure that disruption to residents is kept to a minimum. Works are expected to be completed by the end of the year.

The attached briefing pack details when each of the household recycling sites will be closed for refurbishment and what changes residents should expect to see on the sites once they re-open.

4. More information

If you require any further or more detailed information about either of the updates outlined above, or if you have any questions, please contact the officers below:

Martin Litherland
Head of Waste Management
01225 718524
Martin.Litherland@wiltshire.gov.uk

Vicki Harris
Senior Waste Project Officer
01225 718523
Vicki.Harris@wiltshire.gov.uk



Household Recycling Centre Refurbishment Programme

Briefing Pack

- Introduction
- Refurbishment programme and closure dates
- Site layout changes
- Communications
- FAQs
- Contact details

Introduction

The current contract for the management of Wiltshire's household recycling centres with Hills Waste Solutions ends in October 2017.

The council invited tenders for this service to ensure best value for Wiltshire residents. Following this tender exercise the council awarded a contract to FCC Environment for the management of nine household recycling centres which are owned by the council. Hills Waste Solutions currently own and operate Purton and Lower Compton household recycling centres under contract to the council and will continue to do so.

The transfer of the nine council-owned recycling centres to FCC Environment will take place on **2 October 2017**.

FCC Environment and the council then plan to carry out a phased programme of site improvements during October, November and December. Each site will be closed for between one and two weeks to allow for these improvement works to take place.

The closure programme aims to ensure that disruption to residents is kept to a minimum. Works are expected to be completed by the end of the year.

This briefing pack details when each of the household recycling sites will be closed for refurbishment and what changes residents should expect to see on the sites once they re-open.

There are also a number of frequently asked question responses which have been prepared. An online version of these will be continually updated throughout the refurbishment programme.

Refurbishment Programme and Closure Dates

FCC Environment start managing the operation of the recycling centres on **2 October 2017**. Between October and December 2017 all Wiltshire Council owned household recycling centres (all sites apart from Purton and Lower Compton) will be closed for between one and two weeks in order for the sites to be refurbished and completely transferred to FCC Environment.

The refurbishment programme and closure dates are shown in the table below. This programme is being undertaken at the quietest time of year for the sites and aims to ensure that residents have access to another site locally therefore reducing the disruption as much as possible.

Apart from during the closure period for refurbishment, all sites will be operating the normal opening days and hours. We will therefore be actively encouraging residents to check the website to see which local sites are available before they travel.

	Postcode	Closed from	Reopens on	Normal closure days
Marlborough	SN8 4AN	2/10/2017	12/10/2017	Tuesdays and Wednesdays
Warminster	BA12 8PE	11/10/2017	20/10/2017	Wednesdays and Thursdays
Everleigh	SN9 5HN	23/10/2017	28/10/2017	Wednesdays and Thursdays
Melksham	SN12 6QT	30/10/2017	11/11/2017	Tuesdays and Wednesdays
Salisbury	SP2 7NP	9/11/2017	18/11/2017	Thursdays and Fridays
Trowbridge	BA14 8RL	13/11/2017	26/11/2017	Thursdays and Fridays
Amesbury	SP4 7RX	21/11/2017	1/12/2017	Tuesdays and Wednesdays
Devizes	SN10 2EU	29/11/2017	9/12/2017	Thursdays and Fridays
Stanton St Quintin	SN14 6BD	4/12/2017	18/12/2017	Thursdays and Fridays
Purton	SN5 4HG	Remains open	Remains open	Tuesdays and Wednesdays
Lower Compton	SN11 8RB	Remains open	Remains open	Wednesdays and Thursdays

Site Layout Changes

Household recycling centres can be operated in a number of different ways, with different methods for compacting materials. The change in contractor has allowed the council and FCC to review the current site layouts to make improvements where they are possible.

Where possible, we are making improvements to the traffic management in and out of the sites to help reduce the queuing issues that occur at some of the sites.

The sites will have their white lining repainted and new containers will be placed on the sites. The site signage and staff uniforms will be updated.

The council has also been working with FCC Environment to prioritise reuse from the sites therefore there will be some increase in options to donate reusable items, including tools, haberdashery, and bikes. There will be further increases in reuse options from summer 2018.

FCC operates a number of contracts across the country using different methods for compacting materials. They have concluded that a mobile compaction unit (similar to a JCB) which can be used to compact materials in most skips will be the best option for Wiltshire's recycling centres to be managed by them.

This will mean that all skips will need to be accessed by steps. Site staff will be available to help any residents who find climbing the steps a challenge. However we would encourage residents to try to bring someone to help them if possible if they have large items or a lot of recycling to get rid of, especially at times when the sites are particularly busy.

The new mobile compaction machinery will mean that sites should not have to close during the working day in order to have full containers exchanged for empty ones. This machinery will stay within designated operating areas when sites are open to the public, so will not present a hazard to residents.

Communications

The council will be communicating the closure dates and refurbishment plans using the communication actions outlined below.

Date	Action	Details
4 September 2017	Banners for nine HRCs	Many people use HRCs infrequently therefore closure dates for each site need to be advertised as early as possible.
4 September 2017	Large posters for A-boards at HRCs	A1 posters for A-boards – simple message for relevant closure dates.
4 September 2017	A4/A3 laminated paper posters	Waterproof/laminated paper posters advising 'This site will be closed from X until Y' to be placed on the more popular skips at all sites. This will ensure more people see the message.
4 September 2017	Flyers at nine HRCs	Flyer (same as posters) providing the closure dates for all sites to be made available on sites.
While sites are closed (2 October onwards)	Large posters for A-boards at HRCs	A1 posters for A-boards – simple message saying 'This site is currently closed for refurbishment' to be displayed in front of the main gates while closed.
1 September 2017	Website	Update the HRC section on our website to give more information in an easier-to-navigate way. To be updated by September 2017. This will include: <ul style="list-style-type: none"> • The closure schedule • Information about the closest alternative sites • Downloadable future site plans in order for residents to see the benefits of the refurbishment • FAQs
4 September – 12 October	Area board chairman's announcement	Brief elected members, town and parish councillors and members of the public, about the upcoming change that will happen to their local HRC. Officers will be present before the meeting to display the site layout and answer any questions.
October and November 2017	Social media	Frequent scheduled updates to be promoted on the council's Twitter and Facebook feeds giving information regarding the closed sites from October 2017.
September 2017	Town and parish council updates	Contact town and parish councils to make them aware of the closure dates of nearby HRCs so that they can inform the local residents

Frequently Asked Questions

What are the key changes I will see on site?

Where possible, we are making improvements to the site layouts to improve traffic movements in and out of the sites.

There will be new mobile compaction machinery on each site which will mean that sites should not have to close during the working day in order to have containers exchanged for empty ones. This machinery will stay within designated operating areas when sites are open to the public.

The sites will have their white lining repainted and new containers will be provided.

The site signage and staff uniforms will be updated.

There will be some increase in options to donate reusable items, including tools, haberdashery, and bikes.

Why are you changing who runs the sites?

The current contract for Wiltshire's household recycling centres with Hills Waste Solutions ends in October 2017. The council invited tenders for this service to ensure it provides best value for money. FCC were awarded the contract to manage nine household recycling centres which are owned by the council. Hills Waste Solutions currently own and operate Purton and Lower Compton household recycling centres under contract to the council and will continue to do so.

Who will the contractor be?

From 2 October 2017, the contractor for management of the nine council-owned household recycling centres will be FCC Environment.

When will the contract start?

FCC formally take over the responsibility for managing the sites from 2 October 2017. Initially the sites will look the same until after the refurbishment work has been completed.

Are staff going to keep their jobs?

Yes – staff currently employed by Hills Waste Solutions to work at the household recycling centres will be transferred to FCC Environment.

Will the new site layouts improve the queueing issues?

Where possible, we are making improvements to the site layouts to improve traffic movements in and out of the sites. This has not been possible at all sites due to space constraints.

Why are Purton and Lower Compton not closing?

FCC were awarded the contract to manage nine household recycling centres which are owned by the council. Hills Waste Solutions currently own and operate Purton and Lower Compton household recycling centres under contract to the council and will continue to do so.

This means that we do not need to close these sites in order to swap equipment and make changes to layouts.

Why will there be steps on every skip?

Household recycling centres can be operated in a number of different ways, with different methods used to compact materials placed in the skips. FCC operates a number of different contracts across the country using different methods of compaction. They have concluded that a mobile compaction unit (similar to a JCB) which can be used to compact materials in most skips will be the best option for Wiltshire's recycling centres. This will mean that all skips will need to be accessed by steps. Site staff will be available to help anyone who has difficulty climbing the steps. However we would encourage residents to try to bring someone to help them if possible if they have large items or a lot of recycling to get rid of, especially at times when the sites are particularly busy.

Can I take reusable items to sites?

If you have items that you think are reusable, please do not take these to the household recycling centres. Instead visit our Large Item Reuse and Collection page for reuse options in Wiltshire. Alternatively, you can take other items to your local reuse charity or charity shop.

Can I still take the same items to the sites?

Yes

Contact details

If you would like any further information about the refurbishment plan or have any questions please contact us on:

Telephone (internal use only):

Vicki Harris, Senior Waste Services Officer 01225 718523

Amy Williams, Waste Technical Officer 01249 706482

Martin Litherland, Head of Waste Management 01225 718524

Telephone (external use):

0300 456 0102

Email:

wasteandrecycling@wiltshire.gov.uk

Website:

<http://www.wiltshire.gov.uk/household-recycling-centres>

Councillors Briefing Note No. 331

Service: Economic Development and Planning
Cunningham

Further Enquiries to: Alistair

Date Prepared: September 2017

Direct Line: (01225) 713203

WILTSHIRE LOCAL DEVELOPMENT SCHEME

Local planning authorities, such as Wiltshire Council, have a statutory duty under the Planning and Compulsory Purchase Act 2004 (as amended) to prepare and maintain a Local Development Scheme (LDS). The main purpose of the LDS is to set out the intended timetable, over a three year period, for the production of new or revised Development Plan Documents, which will form the council's Local Plan.

It sets out the plans prioritised for preparation (or review) to ensure the Local Plan will remain up to date, and therefore commits council resources to a programme of work. The LDS is published on the council's website and is regularly reviewed to keep it up to date. It is a means by which interested parties including the local community, development industry and government keep track with progress in plan making by the council.

On 12 September 2017 cabinet is considering an update to the current Wiltshire LDS published December 2016 (see Councillor Briefing Note 310). The proposed update to the LDS includes the following:

- Three year rolling project plan for maintaining up-to-date planning policy in Wiltshire which comprises a review of the Wiltshire Core Strategy (recast as the Wiltshire Local Plan) and the Wiltshire Housing Site Allocations Plan.

- List of adopted Development Plan Documents which together form the adopted Local Plan for Wiltshire and are part of Wiltshire's Development Plan, for example the Wiltshire Core Strategy.
- List of the 12 made (i.e. adopted) neighbourhood plans which also form part of Wiltshire's Development Plan, for example, the Pewsey Neighbourhood Plan.
- List of the nine emerging neighbourhood plans that at August 2017 were at an advanced stage of preparation (i.e. had been submitted to Wiltshire Council for consultation and examination), for example, the Bradford on Avon Neighbourhood Plan.
- List of complementary documents completed or in preparation that support the delivery of the Wiltshire Core Strategy which includes, for example, the Planning Obligations Supplementary Planning Document.

The proposed LDS can be viewed in full as part of the cabinet papers (see Item 16 of [Agenda 12 September Cabinet](#)). The LDS forms part of the Wiltshire Local Development Framework. **Appendix 1** includes a diagram providing an overview of the Wiltshire Local Development Framework to help explain how it and the documents referred to in the LDS fit together, as well as a glossary of terms.

Milestones in plan making

The programme of work for the Development Plan Documents within the LDS includes milestones such as initial consultation on the scope of the plan, submission of the draft plan to the Secretary of State for examination and adoption of the plan. These are set out in legislation, which governs how Development Plan Documents must be prepared. The Regulation 18, 19 and 20 stages are discussed below, which are often referred to during the preparation of such plans.

The council is monitored against these milestones by the Department for Communities and Local Government (DCLG) to ensure progress is being made in maintaining up-to-date planning policy in the local area.

The scope of the plan consultation is carried out in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Under these regulations, Wiltshire Council must consult with specific consultation bodies which they consider may have an interest in the subject of the plan being prepared and the general consultation bodies which it considers appropriate to the specific scope of the local plan.

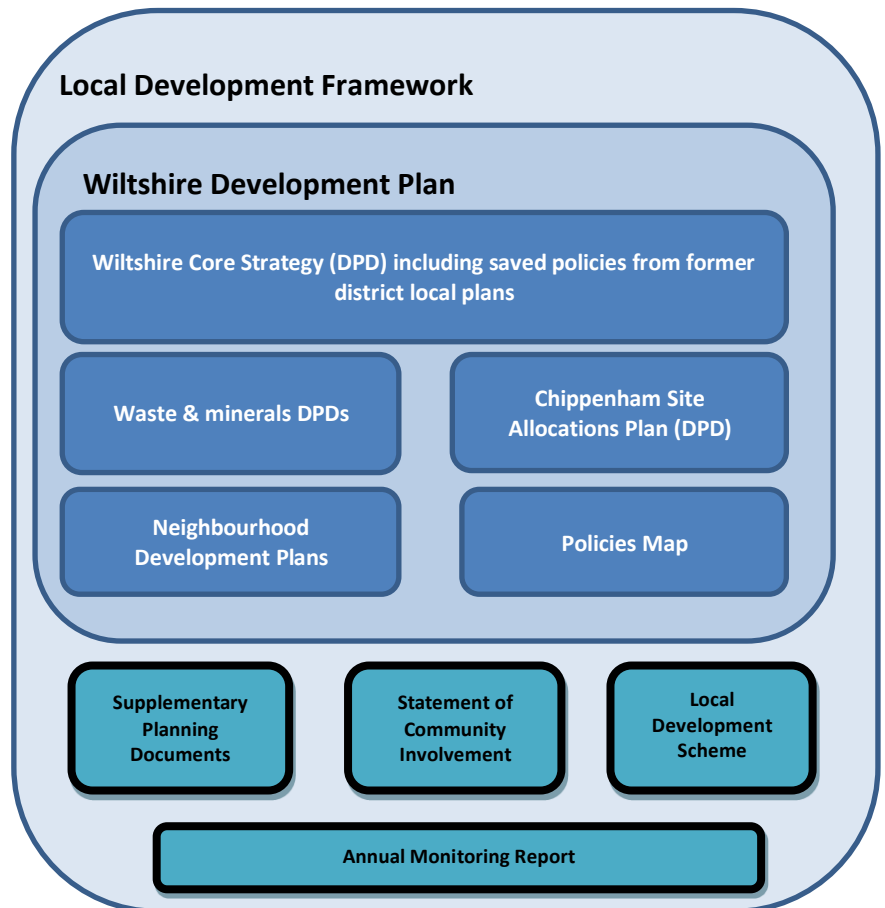
'Specific consultation bodies' include Natural England, the Highways Agency and relevant water and sewerage undertakers. 'General consultation bodies' include voluntary bodies such as the Wiltshire Wildlife Trust and other bodies that represent specific interest in the local area. As well as the 'specific' and 'general' consultation

bodies Wiltshire Council, as local planning authority, is also required to consult with *“such residents or other persons carrying on business in the local planning authority’s area from which the local planning authority consider it appropriate to invite representations.”*

Prior to submission of the draft plan to the Secretary of State the local planning authority is also required to consult on it for a minimum of 6 weeks. This consultation is carried out in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. At this stage the local planning authority is required to explain the representation procedure and make clear where and when the draft documents are available for inspection. This information must be sent to each of the general consultation bodies and each of the specific consultation bodies invited to make representations under Regulation 18. Only once this has been carried out can the council proceed to submission of the draft plan to the Secretary of State (Regulation 20).

Appendix 1: Overview of the Wiltshire Local Development Framework

The LDS is one of several documents which in combination form the Wiltshire Local Development Framework (LDF): a term introduced by the Planning and Compulsory Purchase Act 2004. The documents within the LDF have different statuses but include policy documents to guide development in the local area and process documents such as the LDS to explain how documents are being prepared and monitored. The diagram below illustrates the relationship.



Glossary

Annual Monitoring Report (AMR):

This reports on how the council is performing on the implementation of the development plan document policies e.g. statistics on housing land supply. It includes a review of the Local Development Scheme's timetable and monitors the success of development plan document policies.

Development Plan

The development plan comprises a number of documents that in combination provided adopted planning policy for Wiltshire. It comprises - Development Plan Documents produced by Wiltshire Council, saved policies in the former district local plans and Neighbourhood Plans. Planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.

Development Plan Documents (DPD):

These are planning policy documents prepared by Wiltshire Council, as local planning authority, that set out the approach to development in the local area and together form the Local Plan. In Wiltshire these comprise the Wiltshire Core Strategy, Chippenham Site Allocations Plan, and various minerals and waste policy documents.

Local Plan

The National Planning Policy Framework (NPPF) defines a local plan as: The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Core strategies and other planning policies, which under the regulations are considered to be development plan documents form part of the local plan. The term includes old policies which have been saved under the 2004 Act.

Neighbourhood Development Plans (NDP)

A plan generally prepared by a Parish Council, which establish planning policies for the development and use of land in a defined neighbourhood area. A neighbourhood development plan must be in conformity with the Local Plan and undergo examination and a referendum.

Adopted development plan documents and 'made' (i.e. adopted) neighbourhood development plans comprise the development plan in Wiltshire.

Statement of Community Involvement (SCI)

This is a document which sets out how the council will consult and involve the public in the preparation of planning policy documents and in the determination of planning applications. The SCI is part of the Local Development Framework.

Supplementary Planning Document (SPD):

These are generally topic specific documents which providing further information and details to support the implementation and delivery of policies in development plan documents. For example the council is currently working on an Affordable Housing SPD. Supplementary Planning Documents are part of the Local Development Framework but as they solely implement adopted policy rather than introduce new policy they are not part of the development plan. They can be used as a material consideration in the determination of planning applications.

Councillors Briefing Note

No. 332

Service : **Information Governance**
Further Enquiries to: Andrew Holyoake - Data Protection Lead
Date Prepared: 10 October 2017
Direct Line: (01225-713646)

Expectation on Councillors to notify as Data Controllers

The Information Governance team has received a telephone call from the Information Commissioner's Office (ICO) which may require your personal attention.

All bodies or persons that process information which relates to an identified or identifiable living individual are required to notify the ICO so they can be entered onto the Register of Data Controllers. It is clear to the ICO from checking against Wiltshire Council's membership that no councillor in Wiltshire is personally notified as a data controller.

Elected councillors are issued with council hardware and for any such processing activity within the council and communication of concerns and issues within the internal council systems, the Wiltshire Council notification will suffice. However, it is the view of the ICO that a councillor's casework is individual to them, and for the management of such casework, and any processing outside of the council's business, such as liaising with other agencies directly, the councillor will be regarded as the data controller and require to be notified.

Contrast the following different situations.

- A councillor receives complaints about a local issue for which the council is responsible such as waste collections, parking restrictions or how we spend our income. This is purely council business, should be conducted on council hardware and systems, and will fall under the Wiltshire Council data controller notification.
- A group of politically aligned members circulate group communication amongst themselves. This would fall under the notification of their political party as it is for party purposes not council purposes.
- A councillor is asked to help a resident in pursuing an issue which is not the council's responsibility. This matter is not council business, and neither is it party business. This, we believe, is an example of casework the ICO expects each councillor to notify independently in order to be a data controller and to process personal information.

Processing for and on behalf of their political party may also be covered by the political party's notification in some circumstances.

We would like to reaffirm previous advice to councillors to consider the work that they do as appropriate, and to notify individually in order to lawfully process constituents' personal information. This particularly applies to any councillor that uses their own e-mail account and hardware to work with constituent's personal data no matter how minimal the amount of data being used or stored.

There is suitable advice available online at the ICO's website [Advice for MPs and Elected Officials](#) and you may notify online [Register under the Data Protection Act](#) .

The ICO has made it clear that councils and councillors are separate controllers of personal information and our advice remains, please consider the work you do and the necessity to notify.

Should you required additional advice please e-mail the Information Governance Team at dataprotection@wiltshire.gov.uk

Andrew Holyoake
Data Protection Lead

Councillors Briefing Note

No. 333

Service : *Economic Development & Planning*
Further Enquiries to: Mike Wilmott
Date Prepared: 10/10/2017
Direct Line: (01225) 716775

Community Right to Bid – Assets of Community Value

Purpose of Report

To provide an update to members on the process and procedures around listing an Asset of Community Value (ACV) and provide information on the Council's responsibility with respect to Part 5 Chapter 3 of the Localism Act 2011 and the Assets of Community Regulations 2012.

Summary of Process

Current legislation enables communities to ask the council to list certain assets as being of value to the community. If an asset is listed and then comes up for sale, the legislation gives communities six months to put together a bid to purchase the asset, if they so wish, but there is no requirement on the owner to consider any community bid.

Parish councils or local community groups can nominate both privately and publicly owned assets which meet the definition of community value. This is done by submitting, the prescribed nomination form to the Council listing the reasons why they believe that the current use of the asset furthers the social wellbeing or social interests of the local community, and that it is realistic to think it will continue to do so now or in the next 5 years.

Once the nomination form is received, the Council consults the Parish Council (if they are not the nominating party), the Community Engagement Manager and the Unitary Member, giving them 28 days to give any representations they may have in relation to the 'asset.'

The council will issue a decision within 8 weeks of the receipt of the nomination on the basis of whether the nomination and representations provides evidence to meet the definition of section 88 (1) of the Localism Act 2011, namely:-

- (a) an actual current use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community, and
- (b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social wellbeing or social interests of the local community.

Further details and nomination form can be found on our website [here](#)

Key Issues to Consider

Whilst the purpose of the Act was to give community groups time to raise the funds to bid for the asset, to the best of our knowledge, only two out of the 101 nominations received by Wiltshire Council since the regulations were adopted have been purchased by community groups. Details of assets listed and nominated assets removed from the list of ACVs can be found on this [link](#).

Another benefit of the Act was that from 6th April 2015, any public house listed as an asset of community value resulted in the removal of its permitted development rights and therefore planning permission would subsequently be required for the change of use to the use classes A1 (Shops), A2 (Financial and Professional Services) and A3 (Restaurants and Cafes). This further encouraged community groups to nominate pubs meaning that the owners would have to apply for planning permission to change to these uses and the listing of the pub as an ACV would add weight to the argument for refusing the planning application.

However, as of 23rd May 2017, the General Permitted Development Order removed these previous permitted development rights, whether or not the pub was listed as an ACV, which rendered the ACV process less effective.

Wiltshire Council recognises the particular importance of local facilities and services in smaller communities in rural areas and our approach to protecting these is set out in Core Policy 49 of the Wiltshire Core Strategy, "Protection of rural services and community facilities" (See below).

Core Policy 49: Protection of rural services and community facilities

Community and rural facilities – supporting the post office, shop and public house

- 6.70 Local facilities and services are a vital part of the smaller settlements of Wiltshire⁹⁸ but despite this there has been a continued decline in many of these services. Overall, there has been a decline in rural post offices and petrol filling stations, and a more gradual decline in health facilities and general stores (although mobile stores are increasing). The threat to local services is exemplified in the national trend for closure of public houses which is reflected in Wiltshire. Public houses are important to the fabric of village life. There has been little evidence of the diversification into joint facilities as promoted nationally. It seems inevitable that this trend will continue unless we can produce two-fold measures based on firstly improving their viability by striving for sustainable communities, encouraging diversification, and secondly by taking a hard line on change of use applications. However, the latter will not work without the former.
- 6.71 Rural facilities and services are those that benefit the local community such as local shops, meeting places, sports venues, cultural buildings, public houses and places of worship. There is a need to protect and encourage the development of rural services and facilities in Wiltshire to ensure that settlements, particularly those named in this Strategy, can still meet some of the day to day needs of the people who live in them. Core Policy 34 (Additional Employment Land) seeks to support the diversification of the rural economy, whilst Core Policy 48 (Supporting Rural Life) seeks to support rural life by allowing appropriate development to take place in the rural areas. Core

Policy 49 is complementary to Core Policies 34 and 48, and seeks to protect existing services and community facilities in Wiltshire.

Core Policy 49

Protection of rural services and community facilities

Proposals involving the loss of a community service or facility will only be supported where it can be demonstrated that the site/building is no longer economically viable for an alternative community use. Preference will be given to retaining the existing use in the first instance, then for an alternative community use. Where this is not possible, a mixed use, which still retains a substantial portion of the community facility/service, will be supported. Redevelopment for non-community service/ facility use will only be permitted as a last resort and where all other options have been exhausted.

In order for such proposals to be supported, a comprehensive marketing plan will need to be undertaken and the details submitted with any planning application. Only where it can be demonstrated that all preferable options have been exhausted will a change of use to a non-community use be considered. This marketing plan will, at the very minimum:

- i. be undertaken for at least six months
- ii. be as open and as flexible as possible with respect to alternative community use
- iii. establish appropriate prices, reflecting local market value, for the sale or lease of the site or building, which reflect the current or new community use, condition of the premises and the location of the site
- iv. demonstrate the marketing has taken into account the hierarchy of preferred uses stated above
- v. clearly record all the marketing undertaken and details of respondents, in a manner capable of verification
- vi. provide details of any advertisements including date of publication and periods of advertisement
- vii. offer the lease of the site without restrictive rent review and tenancy conditions, or other restrictions which would prejudice the reuse as a community facility
- viii. demonstrate contact with previously interested parties, whose interest may have been discouraged by onerous conditions previously set out.

Councillors Briefing Note

No. (334)

Service : *Families and Children's and Public Health Services*

Further Enquiries to: *Tracy Daszkiewicz*
Date Prepared: 25th October 2017
Direct Line: (01225) 816797

County Lines Supply and Exploitation

Aim

This briefing paper aims to inform Wiltshire Councillors about the current threat presented by County Line supply and exploitation and the initiatives and activity ongoing to tackle this.

What is County Lines?

The term County Lines refers to the supply of Heroin and Crack Cocaine by established urban criminal gangs (primarily from London) to other smaller, often rural locations, such as Wiltshire. The key feature that sets County Line networks apart from other drug supply is that they systematically exploit children and vulnerable people as part of their business model and as such, present a threat of harm to these individuals. County Lines supply is recognised as a national issue with networks extending into many areas of the country¹.

The impact on communities and people

Many of the gangs that operate County Lines have links to violence and weapons and the enforcement of debts is a common means of exerting control and gaining market share. Generally the County Line network use a single telephone number for ordering drugs which is operated from outside the area and becomes the group's 'brand'. At any one time it is estimated that up to 10 County Line networks active in Wiltshire Police Force area, 3-4 in Wiltshire. Each dealer phone is thought to turnover £1000-£3000 a day.

Networks are known to use young gang members, missing people and indeed children from the gang's originating location for the purpose of transporting drugs into local areas and undertaking dealing activity on the network's behalf. These gangs also regularly use local properties, often belonging to a vulnerable person, as a base for their dealing activity. The vulnerable person is often forced into allowing this through violence or coercion, this is known as 'cuckooing'.

As well as bringing vulnerable people into Wiltshire and Swindon, these networks have been known to seek out local children and adults that are vulnerable through addiction, or mental health, to participate in dealing activity in the area. On occasion these individuals may not recognise that they are being exploited. The attraction of the gang lifestyle is a concern and young people can be drawn into this exploitation through the lure of property, money or indeed status.

Response

Due to the exploitation and level of violence associated with these gangs, County Lines supply is a core part of Wiltshire Police's control strategy priorities. County Lines is recognised as a key priority issue for the Wiltshire & Swindon Organised Crime Partnership Board, chaired by the PCC and a strategic plan has been put in place.

A South West Regional Strategic Governance Group also exists, chaired by ACC Kier Pritchard, to coordinate law enforcement's response to County Lines within the Region.

Wiltshire Police have a dedicated proactive team in place that regularly monitor and disrupt new networks entering the county. This team also actively work with local partners to safeguard children and vulnerable adults.

In June 2017 Wiltshire Community Safety Partners engaged in **Operation Karine**. This was a multi-agency intervention against County Lines in Salisbury. This initiative sought to disrupt active networks and simultaneously to enhance the support and engagement available to vulnerable and exploited people. The operation resulted in the arrest of 25 people and saw very positive engagement with vulnerable people, an increase in numbers entering drug treatment and helped to build good relationships between key partners, such as local housing services. This operation was bolstered by a media campaign which reinforced messages about our response to County Lines and the support services in place, while also sending clear messages that the town remains an inhospitable place to County Line networks. This new approach is now being analysed to fully understand the impact of the intervention on deterring County Lines, safeguarding people and reducing the size of the local drug market.

The Wiltshire Community Safety Partnership has recently commissioned the establishment of a County Lines Working Group to further progress partnership activity against County Lines including raising awareness among safeguarding leads on the signs to look out for and ensure effective information sharing to identify and manage those at risk.

An effective multi-agency approach

Wiltshire Council and other members of the Community Safety Partnership supported Wiltshire Police in their running of an operation in Salisbury and what resulted was a carefully planned multi-agency operation followed intelligence gathered regarding the supply of Class A drugs which identified issues around potential County Line activity in the area.

Violence and exploitation is often linked to county lines supply. There is a significant risk of emotional and physical harm to those they exploit or those who are indebted to them. Some vulnerable people living in housing association and council accommodation are deliberately targeted and lose control of their homes to the dealers/suppliers through intimidation and fear.

The occupants of the home, who are often vulnerable drug users themselves, sometimes with mental health issues and less frequently, the elderly, are told their families will be harmed if they call the police.

Working to combat County Lines means working across the partnership to reduce drug related harm and strengthening and supporting local communities. Members of the Community Safety Partnership want to support people who use substances and are vulnerable to developing dependency or being drawn into drug related crime when they feel they have no other option.

Working on intelligence and information from the community is key to tackling this sort of crime and partners ask that anyone who has information about the supply of drugs in their area contacts them on 101 or calls Crimestoppers anonymously on 0800 555 111.

Authors

Sonja Leith, Director of Intelligence, Wiltshire Police

Tracy Daszkiewicz, Interim Director of Public Health, Wiltshire Council

¹ NCA, County Lines, Gang Violence and Exploitation, Nov 2016, <http://www.nationalcrimeagency.gov.uk/publications/753-county-lines-gang-violence-exploitation-and-drug-supply-2016/file>

Councillors Briefing Note

No. (335)

Service: *Families and Children's Services*

Further Enquiries to: *Charlotte Oswald*
Date Prepared: 25/10/2017
Direct Line: (01225) 718572



Working in partnership with



What Is Pause?

PAUSE started as a pilot in 2014 in Hackney, working with women who have experienced or are at risk of repeat removals of children from their care. Following its success and with funding from the Innovation Fund, a further 6 more projects were established, predominantly in London boroughs.

Pause aims to break the cycle of repeat removal by intervening at a point when the women have no children in their care, and offers them a chance to take a pause from the periods of chaos, anger and reaction to care proceedings. Pause is different in that it does not define the women in relation to any one issue e.g. substance misuse or criminal justice issues, or to others, but instead helps them to focus on themselves with the purpose of supporting them to take control of their lives and to develop new skills, responses and realise their aspirations.

In 2016 the Department for Education children's social care innovation programme awarded Pause £6.8 million nationally to increase the work of the charity.

Wiltshire Council, having identified a potential 99 women with 317 children removed between them, started working in partnership with Pause and key local partner agencies to set up the Wiltshire Pause Project which began in June 2017.

The Wiltshire Pause Project will work with 20-24 women intensively for an 18-month period. At the beginning of which, we support them into improved access to sexual health advice and the most effective form of contraception, thereby creating the space for women to "Pause", reflect, learn and aspire. Throughout the 18 months, the woman and her Pause Practitioner can work together on any number of issues such as housing, debt, substance misuse, emotional management, relationships with their families, partners or children, mental health, employment and self-esteem.

<i>What Pause does</i>			<i>What Pause does not do</i>
Requires the women to take Long Acting Reversible Contraceptive	Helps build resilience and self esteem	Offers bespoke education/career plan	Work with women to get their children back
Models how to navigate every day systems and bureaucracy	Helps build healthy boundaries	Helps women learn ways to avoid adversarial interactions	Offer parenting support or parenting classes
Works closely with partners and others in their system	Reflects on responsibility to previous children	Addresses negative issues when ready e.g. chaotic drug use, domestic violence	Conduct parenting assessments
Supports the women into stable accommodation and helps to sustain it	Develops aspirations for the future	Supports the women to reflect on the past and face trauma	Rescue women and run their lives for them

Financial benefits

The cost of the programme over the 18-month period is £0.454m; funded by £0.188m from Council base budget and an external Pause grant of £0.266m. When the Pause grant ceases and providing, the outcomes are satisfactory, the grant will need to be replaced by “costs avoided” elsewhere in the system. Annual estimated shortfall is £0.126m. This will however be re-examined when Pause funding ceases, need reassessed and impacts calculated. Moving forward the PAUSE operating model does not have to be followed precisely as it does currently.

The Pause Practice needs to have avoided 4 pregnancies, therefore 4 removals of children from their mothers by 01 April 2019 to fund the current structure and team budget, if savings are to be found from looked after children placements alone.

Discussions are being held with our partnership agencies at our strategic board to identify wider cost-savings through the measuring of outcomes linked to our partners, these could include savings linked to a reduction in domestic abuse incidents, police call outs, prevention of homelessness and reduction in missed GP/hospital appointments. Demonstrating these additional savings could open up funding opportunities from our partners.

Progress

The team consists of 3 Practitioners based across the county, a Practice Lead and Practice Co-ordinator. The team is multi-disciplinary, with practitioners having experience in Health, Substance Misuse, Children’s Services, Domestic Abuse & Criminal Justice.

Practitioners have approached over 30 women so far across the county to offer them the opportunity to come onto the Programme.

9 Women have fully signed up to the programme.

5 Women are still in the early engagement stages and we continue to try to engage a further 9 women.



Councillors Briefing Note

No. 336

Service : *Wiltshire Pension Fund*
Further Enquiries to: Michael Hudson (Director of Finance and Treasurer to the Wiltshire Pension Fund)
Date Prepared: 14/11/2017
Direct Line: (01225) 713601

A number of councillors may have recently received a letter regarding concerns relating to the council's Pension Fund investments in fossil fuel companies, as detailed in the Fuelling the Fire report recently published.

Firstly, please note that the figures quoted in the report used assumptions and extrapolated data that significantly overstated the level of holdings in these sectors. Despite this, it's still positive to see that Wiltshire Pension Fund is the eight lowest LGPS fund nationally. The Fund has no direct investments in fossil fuels, and its exposure is only through the pooled funds. The Fund has previously outlined its position in the [Wiltshire Pension Fund Fossil Fuel Statement](#).

The Wiltshire Pension Fund Committee manages the Local Government Pension Scheme on behalf of over 175 employers across the county, including the county, colleges, housing associations and outsourced contractors. The primary responsibility of the committee is to deliver the returns needed to pay scheme members' pensions, and to protect local taxpayers and employers from high pension costs¹. This requires the management of a wide range of complex risks, one of which is the potential financial impacts of climate change.

In our published [Investment Strategy Statement](#), the Fund recognises that environmental, social and corporate governance issues, which includes climate change, can have materially significant investment implications. As a responsible investor, the committee therefore considers such issues in all investment decisions.

The committee believes that engaging with investee companies on all issues concerning long-term change delivers a more responsible investment approach than a blanket decision to divest from any group of companies. Recent examples where fossil companies are responding to the challenges presented by climate change include [Dong Energy's](#) announcement that it will stop using coal to generate power by 2023 and an [Anglo American](#) commitment to reduce its carbon emissions and include climate-related performance indicators in the executive incentive plan. However, we are acutely aware that words need to be followed by decisive action and as an active owner we monitor, working collaboratively with other investors using tools such as the [Transition Pathway Initiative](#), the progress of companies' commitments and holding them to account.

The fund is part of the [Brunel Pension Partnership](#), which is a collaboration between ten administering authorities to pool investment assets of around £28bn. The [Brunel Pension Partnership Investment Principles](#) clearly articulate commitment to be responsible investors.

¹ Local Government Pension Scheme: Investment in Partnerships – consultation, November 2012
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/8623/localpension.pdf

The Wiltshire Pension Fund Committee is working alongside the other pension funds within the Brunel Pension Partnership to further develop their approach on these issues and to improve the reporting in this area, including demonstrating the impact of our engagement with the fossil fuel companies.

If you have any further queries, please do not hesitate to contact or forward communications to myself.

Regards

Michael Hudson

Director of Finance and Treasurer to the Wiltshire Pension Fund

Councillors Briefing Note

No. 337

Service: *Legal and Democratic Services*
Further Enquiries to: Angela Gale
Date Prepared: 22/11/2017
Direct Line: (01225) 711625

Electoral Review of Wiltshire Council

Purpose of Note

To provide an update to councillors on the process for the forthcoming Electoral Review of Wiltshire Council.

Summary

On 17 October 2017 full council was informed that the Local Government Boundary Commission for England ('the Commission') would be undertaking an electoral review of the council.

The review will consider the total number of councillors on the council, and then review the numbers and boundaries of electoral divisions within the council.

The commission has prepared a briefing note to councillors on the time frame and process for the review, along with details of the different stages of the review, factors that will be considered and appropriate evidence for submissions.

That briefing note from the commission is attached.



Taking part in the

Electoral review of Wiltshire Council

A guide for councillors



A message from Professor Colin Mellors: Chair of the Local Government Boundary Commission for England

This briefing tells you all you need to know about the electoral review of your council. It tells you what an electoral review is, why we are conducting it and how you can influence the outcome.

The electoral review is an opportunity for you to shape your council for the future. On council size, the review will help you decide how you will represent communities in the future and ensure that your governance arrangements reflect your long term ambitions. When we come to consider boundaries, we will aim to build electoral divisions that reflect communities and lock in electoral fairness for future elections.

The outcome of the review is not pre-determined. The Commission will only take decisions after giving careful consideration to the evidence provided by you, your council and local communities throughout the process.

Your local knowledge will be valuable in helping us come to our conclusions. The best electoral reviews are those where councillors engage with the process. The Commission will take decisions on the strength of evidence provided during the review after we have assessed all submissions against our statutory criteria. It doesn't matter whether evidence comes from the council, council groups or individual councillors, we have an open mind about which proposals we will put forward as formal recommendations.

The electoral arrangements of your council will change. Our experience of electoral reviews clearly shows that changing boundaries in one part of your area will inevitably have an impact on other areas. Most divisions are likely to experience a change to one or more of their boundaries, name or number of councillors representing them. We will look to you to influence the nature of those changes.

We will make it as easy as possible for you to influence the process. In addition to our preliminary dealings with the council, we will hold at least two phases of public consultation before we finalise the recommendations of the review. We encourage you to engage with your communities about the review so we can get the broadest possible spread of evidence.

I hope you find this briefing helpful.

Professor Colin Mellors

Electoral review timetable

The timetable for your electoral review is set out below. Timescales occasionally change during the review but you can keep up to date with developments by looking at the dedicated page for your review on our website: www.lgbce.org.uk

Stage of review	Date/duration	Description	Note	Outputs
Preliminary stage	November 2017 - March 2018	Commission gathers information about the council e.g. electorate forecasts and briefs group leaders, the full council and parishes/community groups on the process.	<p>This is the council's opportunity to put forward its view on future council size: the total number of councillors to be elected to the council.</p> <p>We will also work with council staff to build electorate forecasts for the next 5/6 years as required by law.</p>	<p>The Commission expects to receive submissions from the council and/or council groups at the end of this phase which provides a rationale, backed up with evidence, for a proposed council size.</p> <p>The Commission will consider the council's submission(s) from the preliminary phase before deciding on a number which will form the basis of its work to draw up new division boundaries.</p> <p>In some circumstances, for example where a major change in council size is proposed, the Commission will consider holding a public consultation on the proposal.</p>
Stage One	1 May 2018 – 9 July 2018	Public consultation on new division boundaries.	<p>The Commission will publish a council size which it is 'minded to' recommend and invite division proposals based on that council size.</p> <p>The council size will provide us with an optimum councillor: elector ratio to build divisions which deliver electoral fairness.</p>	The Commission usually receives a council scheme for proposed new divisions across the local authority. We will also consider localised evidence from organisations and members of the public on the most appropriate pattern of divisions. We use that evidence to help us draw up our draft recommendations.

Stage of review	Date/duration	Description	Note	Outputs
Draft recommendations consultation	4 September 2018 – 12 November 2018	Publication of draft recommendations on new divisions for the local authority and a public consultation on them.	The Commission will publish full draft proposals for new electoral arrangements: new divisions, division boundaries and division names for public comment.	<p>We will gather views on our draft proposals where they support the recommendations or whether they propose alternative division patterns.</p> <p>The Commission will then finalise its recommendations after considering all the evidence received at each stage of the review.</p>
Publication of final recommendations	March 2018	Once the consultation on draft recommendations has concluded, the Commission will consider all the evidence before drawing up its final recommendations for new electoral arrangements.	This stage marks the end of the Commission's direct involvement with your authority on the review. Once we have published final recommendations, we are unable to amend them.	We will produce a draft order – the legal document which will bring into force the final recommendations – in preparation for laying in Parliament.
Parliamentary scrutiny	Spring 2019	A draft order seeking the implementation of the final recommendation will be laid in both Houses of Parliament under the negative resolution procedure	<p>The draft order will be placed in both Houses of Parliament for 40 days (with possible gaps depending on recesses) for the consideration of members.</p> <p>Parliament can accept or reject the recommendations. It cannot modify them.</p>	Subject to parliamentary scrutiny, the Commission will 'make' the order at the end of the 40 days and inform the council that order is now complete so that you can prepare for elections on the new arrangements.
Implementation	2021	New electoral arrangements: council size, division boundaries and division names come into effect at the elections.	Council staff will have prepared electoral registers and other arrangements on the basis of the order e.g. polling districts and polling stations.	New electoral arrangements for your area come into effect.

Local Government Boundary Commission for England

The Local Government Boundary Commission for England is an independent body established by Parliament in April 2010. We are not part of government and are accountable to Parliament through the Speaker's Committee.

Our organisation consists of the Chair of the Commission and five Commissioners who are supported by approximately 25 members of staff.

What is an electoral review?

An electoral review examines and proposes new electoral arrangements for the whole local authority. These are:

- The total number of councillors to be elected to the council: council size.
- The names, number and boundaries of divisions.
- The number of councillors to be elected from each division.

The review is likely to have implications for the whole local authority not just areas with high levels of electoral inequality.

Why Wiltshire?

Electoral reviews look at whether the boundaries of divisions or divisions within a local authority need to be altered. We might conduct these reviews either to ensure fairer representation at local government elections after any significant changes in the distribution of electors, or at the request of a local authority for other reasons.

Wiltshire meets the Commission's criteria for electoral inequality with 2 divisions having a variance in excess of 30%.

The Commission will seek to deliver electoral equality for voters in local elections.

A full table of current divisions and their variances is appended to this briefing.

Electoral review process

The electoral review will have two distinct parts:

- **Council size** – before we re-draw division boundaries, the Commission will come to a view on the total number of councillors to be elected to the council in future. We will come to a conclusion on council size after hearing the council's (and/or councillors') views during the preliminary phase.
- **Division boundaries** – we will re-draw division boundaries so that they meet our statutory criteria (see page 9). You will have an opportunity to put forward your ideas in two phases of public consultation.

You, and the communities you represent, can influence the review. Please refer to the timetable on pages 3-4 to find out when you can have your say.

Part one: council size

Key date:

Deadline for council and/or council groups' submission on council size:

15 March 2018

The first part of the review will determine the total number of councillors to be elected to the council in the future. We call this 'council size'. We will not consider division boundaries until we have completed this phase.

By the end of the preliminary stage of the review, we expect the council and/or its political groups, to present the Commission with a case for a council size that they believe is right for their authority.

The Commission will make its judgment on council size by considering three broad areas:

- We will look at the **governance arrangements** of the council and how it takes decisions across the broad range of its responsibilities.
- The Commission will look at the council's **scrutiny functions** relating to its own decision making and the council's responsibilities to outside bodies.
- We will also consider the **representational role of councillors in the local community** and how they engage with people, conduct casework and represent the council on local partner organisations.

If you plan to make a submission to us on council size (whether it's for an increase, reduction or maintaining current arrangements), you should make sure you address these areas and that your view is backed up by evidence.

Below, we explain more about the three areas:

Governance arrangements

The Commission aims to ensure that councils have the right number of councillors to take decisions and manage the business of the council in an effective way now and in the future.

To support your view, the Commission is looking for evidence about cabinet and/or committee responsibilities, number of committees and their workload, delegation to officials, other bodies and plans for the future.

Scrutiny functions

Every local authority has mechanisms to scrutinise the executive functions of the council and other local bodies. They also have significant discretion over the kind (and extent) of activities involved in that process. In considering

council size, the Commission will want to satisfy itself that these responsibilities can be administered in a convenient and effective way.

To support your view, the Commission is looking for evidence about the number of councillors your authority needs to hold the decision makers to account and ensure that the council can discharge its responsibilities to other organisations (e.g. other public sector bodies, partnerships, and trusts).

Representational role of councillors

The Commission understands that there is no single approach to representation and members will represent and provide leadership to their communities in different ways. However, we are interested in hearing about the extent to which members routinely engage with communities and how this affects workload and responsibilities.

To support your view, the Commission is looking for evidence about how councillors interact with their communities, their caseloads and the kind of support they need effectively to represent local people and groups.

Making an effective representation

When you put forward a council size, we will assess your number (or range of numbers) against your 15 'nearest neighbour' authorities as set out by CIPFA:
<http://www.cipfastats.net/resources/nearestneighbours/profile.asp?view=select&dataset=en gland>

If your proposal means that your council size would be well above or below the average of your statistical neighbours, you need to ensure your case for that council size is particularly strong. In some cases, your current council size could put you outside the range of your neighbours so we would need a strong case to retain the *status quo*.

If you want to make sure your case on council size is as strong as possible, you should:

- Make sure you address the three main areas outlined on pages 7 and 8.
- Support your case with evidence e.g. of councillor workload, volume of decisions and councillor representation in the community.
- Ensure that you have taken into account future trends and that the council size you suggest will still be right in future years.
- Find out more about council size in our more detailed guide for councillors and council staff at: <https://www.lgbce.org.uk/policy-and-publications/guidance>

Part two: division patterns

Key dates:

Stage One - public consultation on new division boundaries:

1 May 2018 – 9 July 2018

Draft recommendations - public consultation

4 September 2018 – 12 November 2018

We will carry out two phases of public consultation when we will invite you to present your proposals for new division boundaries.

The first phase will be our Stage One consultation which will ask for proposals on new division boundaries. We will use responses to that consultation to draw up draft recommendations for new boundaries across your area and we will hold a second phase of consultation on those proposals during which time you will be able to comment on them and propose alternatives.

The Commission will draw up new electoral arrangements that provide the best balance of our statutory criteria. The criteria include three main elements:

Statutory criteria

- **Delivering electoral equality for local voters** – this means ensuring that each councillor represents roughly the same number of voters so that the value of your vote is the same regardless of where you live in the local authority area.
- **Interests and identities of local communities** – this means establishing electoral arrangements which, as far as possible, avoid splitting local ties and where boundaries are easily identifiable.
- **Effective and convenient local government** – this means ensuring that the wards can be represented effectively by their elected representative(s) and that the new electoral arrangements as a whole, including both the council size decision and wading arrangements, allow the local authority to conduct its business effectively.

You should ensure that any proposal you make to the Commission, during either phase of consultation, takes into account the statutory criteria. The most persuasive cases are those that are also supported by evidence. Over the next five pages, you will find further explanation about the types of evidence the Commission usually receives under each of the criteria. This might help you build your own submission.

Delivering electoral equality for local voters

The Commission aims to deliver a pattern of divisions where each councillor represents approximately the same number of electors.

We base decisions on the number of electors in a division and not the total population. The Commission's obligation, set out in law, is to deliver electoral equality where councillors represent a similar number of electors. This could not be achieved if we considered population statistics rather than electoral register totals.

Once the Commission has taken a view on council size, it gives us, and anyone interested in submitting proposals to the review, a clear idea of the target for achieving electoral equality for future patterns of divisions.

Although we strive for perfect electoral equality for all divisions, we recognise that this is unlikely to be exactly achieved. If you propose a boundary that would lead to an electoral variance for the division (see exhibit 1), the Commission will need to see evidence that such electoral inequality is justified on the grounds of the Commission's other statutory criteria. The higher the level of electoral variance you are proposing for a division, the more persuasive your evidence will need to be.

The Commission has an obligation, set out in law, to consider electorate forecasts five years after the completion of the review. The purpose of the forecasts is to try and ensure that the review delivers electoral equality for voters in the longer term. We will work with council officers to draw up realistic forecasts for your authority. Further guidance on how we calculate projected electorates are available on our website at:

https://www.lgbce.org.uk/data/assets/pdf_file/0019/25552/Electorate-Forecasts-Guidance.pdf

Exhibit 1, over the page, shows how the Commission calculates and presents electoral variances in its reports.

Table C1 (cont.): Final recommendations for Buckinghamshire County Council

	Division name	Number of councillors	Electorate (2010)	Number of electors per councillor	Variance from average %	Electorate (2017)	Number of electors per councillor	Variance from average %
42	Ridgeway West	1	7,806	7,806	0%	7,868	7,868	-3%
43	Ryemead & Micklefield	1	7,257	7,257	-7%	7,735	7,735	-5%
44	Terriers & Amersham Hill	1	7,344	7,344	-6%	7,849	7,849	-3%
45	The Risboroughs	1	7,538	7,538	-3%	8,202	8,202	1%
46	The Wooburns, Bourne End & Hedsor	1	8,333	8,333	7%	8,329	8,329	3%
47	Totteridge & Bowerdean	1	7,666	7,666	-2%	7,584	7,584	-7%
48	Tylers Green & Loudwater	1	8,012	8,012	3%	8,120	8,120	0%
49	West Wycombe	1	7,094	7,094	-9%	7,259	7,259	-11%
Totals		49	381,570	-	-	397,546	-	-
Averages		-	-	7,787	-	-	8,113	-

Exhibit 1: shows an extract from our final recommendations report for new electoral arrangements for Buckinghamshire County Council.

You can see from the table how the Commission calculates electoral variances for each proposed division based on the current electorate and forecast electorate.

You can read the full report, which includes the complete table of divisions at:

http://www.lgbce.org.uk/_data/assets/pdf_file/0007/10240/derbyshire-final-recommendations-report-2012-08-13.pdf

Interests and identities of local communities

Unlike electoral equality, it isn't possible to measure levels of community identity so we will be looking for evidence on a range of issues to support your reasoning. The best evidence for community identity is normally a combination of factual information such as the existence of communication links, facilities and organisations along with an explanation of how local people use those facilities.

Below are some issues that we often use to assess community interests and identity. You may wish to use some of these examples to tell us why you are putting forward your view:

Transport links – Are there good communication links within the proposed division? Is there any form of public transport? If you are proposing that two areas (e.g. streets, estates or parishes) should be included in the same division together, how easily can you travel between them?

Shared interests – Are there particular issues that affect your community which aren't necessarily relevant to neighbouring areas that might help us determine where a division boundary should be drawn? For example, many local authorities contain areas which have urban, suburban and rural characteristics. Each of those areas may have different needs and interests though they could be located next to each other. One area might be more affected by urban issues such as the local economy while an adjacent area might be more concerned with local transport matters. We would like to hear evidence about what those issues are and how they mean boundaries should combine or separate the areas in question.

Community groups – Is there a residents' group or any other local organisation that represents the area? What area does that group cover? What kind of activities do they undertake and are there any joint-working relationships between organisations that could indicate shared community interests between different geographical areas?

Facilities – Where do local people in your area go for shopping, medical services, leisure facilities etc? The location of public facilities can represent the centre or focal point of a community as do some service arrangements such as NHS commissioning groups. We would like to hear evidence from local people about how they interact with those facilities so that we can understand the shape of local communities and the movement and behaviours of their residents.

Identifiable boundaries – Natural features such as rivers can often provide strong and recognisable boundaries. Similarly, constructions such as major roads, railway lines or commercial developments can also form well known and effective barriers between communities.

Parishes - In areas where parishes exist, the parish boundaries often represent the extent of a community. In fact, the Commission often uses

parishes as the building blocks of divisions. Parishes which share a secretariat or other arrangements often fit together well in the same division.

These are issues you may wish to consider when proposing a pattern of divisions or if you are commenting on the Commission's proposals. It is not – and is not intended to be – an exhaustive list of matters the Commission will consider when coming to a conclusion on divisions and their boundaries. Similarly, the Commission attaches no specific weighting to any of the issues above when taking decisions. This guide simply intends to provide some prompts for you to be able to have your say.

There are also a number of things the Commission does **not** consider to be strong evidence when it takes decisions. For example, an area's history and tradition may be the basis of a sense of community identity. However, communities change over time and perceptions can vary between individuals as to the nature of those ties. The Commission would need to hear how and why those traditional arrangements reflect communities **now**.

In addition, whilst social and economic data (e.g. from the census or other statistical sources) can tell you a lot about individuals living in an area, it doesn't necessarily explain the nature of communities and is often a poor guide to their interests and identities. The Commission considers that this kind of evidence can provide useful background information for an area but we will treat it with caution when proposing new divisions.

Effective and convenient local government

We also consider whether a division pattern would help deliver effective and convenient local government to people. If you are providing evidence to the Commission, there are a number of issues you might want to consider so that our recommendations can help us meet this obligation.

Size of division – we will look at the geographic size of the division and try to ensure that it is not so large that it would be difficult for a councillor to represent. Similarly, in urban areas, a division might be so small in area that its councillor might not be able to contribute effectively to the wider business of the council.

Division names - councils and their communities are usually able to suggest appropriate names for divisions that reflect community identities and mean something to local people. In determining names for divisions, we aim to avoid causing confusion amongst local electors and ensure that names are distinct and easily identifiable. For example, our preference is for names that are short rather than those which attempt to describe an area exhaustively.

Internal access – recommendations for division boundaries will normally provide for people to move between all parts of the division without having to venture outside of the division. This normally means vehicular access by road. However, there may be occasions when parts of a community are linked not by vehicular routes but by footpaths, footways, pedestrianised streets etc. These will be more likely to be acceptable in densely populated residential areas of towns or cities.

Barriers – transport links such as roads and railway lines can unite communities or serve to divide them. For example, a parade of shops can act as the focal point for an area but a main road can signify the division between communities. The Commission will aim to reflect these differences in its recommendations.

‘Doughnut’ divisions – we occasionally receive proposals for a pattern of divisions which propose an ‘inner’ division and an ‘outer’ division for a settlement. We will not normally recommend this kind of pattern because the communication links between the north and south of the outer division are usually poor and we also often find that people in the northern part of the outer division share higher levels of community identity with residents in the north of the inner division than with residents in the south of the outer division. Where we need to divide a settlement or an estate to achieve electoral equality, we will usually seek an alternative to this pattern.

Detached divisions – the Commission is sometimes presented with proposals to include two geographically separate areas in the same division. We will not usually accept a proposal of this kind, except in extraordinary geographical circumstances such as for offshore islands, as it is unlikely to meet our criteria for promoting community identity and interests or delivering effective and convenient local government.

Number of councillors for each division

There is no limit, in law, to the number of councillors that can be elected to represent a division. However, as a matter of policy, the Commission will not accept a proposal for more than three councillors to represent a division as we do not think such an arrangement would promote effective and convenient local government or local accountability.

For councils that hold whole-council elections every four years, the Commission is able to propose any pattern of divisions that it believes best meets its statutory criteria. This is usually a mixture of single-, two- and three-member divisions.

Councils that elect by whole-council election are able formally to request a single-member division review. Such a request must be made to the Commission before the start of the Stage One consultation (see page 3). In a single-member division review, the Commission will have a presumption in favour of a uniform pattern of single-member divisions for the whole local authority.

How to have your say

An electoral review is a consultative process. You, and your community, can influence the outcome. We have an open mind about adopting proposals from groups or individuals that are supported by evidence and complement the statutory criteria.

In addition to the preliminary phase of the review, when we gather information about the council and assess your views on council size, we will hold at least two phases of public consultation.

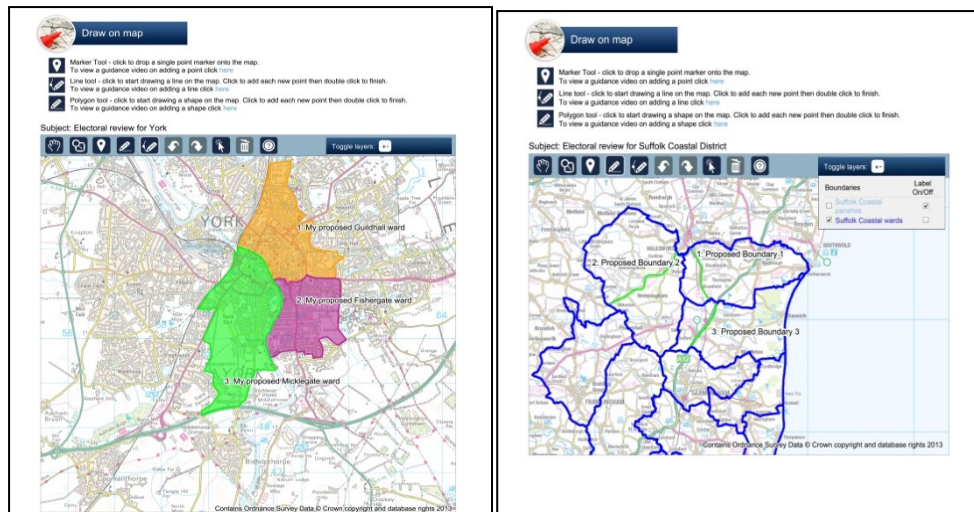
We encourage councillors to take part in each phase of consultation, as individuals or as groups, and we hope that elected members can also encourage communities to take part in consultation.

We are only able to consider evidence that is made to us in writing as all decisions are taken by formal meetings of the whole Commission. The best evidence includes the reasons why you agree with our proposals or why you disagree with them. If you do not think our proposals are right for your area, we would welcome alternative suggestions for boundaries that meet our criteria.

There are several ways in which you can keep up to date with the progress of the review and to have your say:

Website: you can keep track of the electoral review for your area through our website at <http://www.lgbce.org.uk/>. We set up a dedicated web page for each review where you will find details of its timetable, our reports, maps, proposals and guidance. You can comment on our proposals directly through our website or by emailing: reviews@lgbce.org.uk. And you can write to us at the address shown on the contacts page (see page 25). We also publish all the submissions we receive so you can see what kind of evidence we relied on to make our decisions.

Interactive consultation portal: the portal allows you to view and interact with our maps as well as comment on our proposals directly. By logging on to consultation.lgbce.org.uk you will be able to view our proposals down to street level, draw your own pattern of divisions or annotate the maps to tell us about the nature of community interests and identities in your area. Over the page, you can see what the site looks like and how you might be able to put forward your views.



Log on to consultation.lgbce.org.uk to find out how you can interact with our mapping

Parishes and/or residents groups: if your area has parish councils, we will offer to hold a briefing meeting locally at the start of an electoral review with representatives of the parishes. Alternatively, we will consider offering a briefing meeting for residents associations at the start of a review to brief them on the process.

Members of Parliament: the Commission offers to brief all local MPs at each phase of consultation and will keep them updated on the progress of the review.

Lead commissioner: one of our commissioners will be appointed as lead commissioner for the review and will represent the Commission in meetings with the council though all decisions are taken by the Commission collectively. The lead commissioner and key staff will also conduct at least one tour of the local authority area to assess the issues 'on the ground' and areas of contention as we draw up recommendations.

Publicity: we will issue a press release at every stage of an electoral review to local press and media to encourage engagement in the process by local people. We will also ask the council to publicise the review. We will produce posters at each stage to be displayed in council offices, libraries and by local organisations and we will ensure that we produce hard copies of all our reports and maps for display in council buildings and libraries for those who do not have internet access. Follow us on Twitter [@LGBCE](https://twitter.com/LGBCE).

Community groups: at the start of a review, we will ask your local authority for information and contact details for local community groups and organisations that might be interested in the review and who might also wish to contribute to it. We will write to all those groups with information about the review at each stage and invite evidence from them. We will also ensure that we make contact with local organisations that represent minority groups that might otherwise have been excluded from the consultation process. We will provide translations and accessible versions of our material on request.

Making an effective representation

A persuasive representation to the Commission will usually:

- **Be submitted at the right time.** If you have a view on division boundaries, don't just wait until we have published draft recommendations. Make a submission during the Stage One consultation to ensure we can build in your proposal at the earliest possible stage.
- **Take account of our statutory criteria** (see page 9). The Commission will judge all submissions, and make recommendations, based on those criteria.
- **Consider the consequences of the proposal across the wider area.** Most proposals will have a knock on effect elsewhere in the borough.
- **Be based on evidence.** Tell us *why* your view should be accepted and *how* your suggestion meets the criteria.
- **Suggest an alternative.** If you are objecting to a proposal, tell us where we should draw the boundaries.

Finally, the Commission welcomes submissions that support its recommendations as much as those that propose alternatives. It is very likely that people who oppose our draft recommendations will get in touch with the Commission to put forward their alternative proposals. So, if you support our recommendations, you should make sure you tell us so that we can balance the evidence.

Recent reviews

The Commission's rolling programme of reviews means that many other local authorities have been through the process in recent years. You may find their experiences useful for a number of reasons:

- Read their council size submissions to find out what arguments they put to the Commission and the evidence they provided.
- Find out how councils put their division patterns together and which proposals the Commission found persuasive.
- Look at the submissions we received from groups and individuals during consultation.

Our website includes dedicated web pages for all previous electoral reviews and you can read all the evidence we received as well as our draft and final recommendations reports.

Some specific examples of previous reviews include:

North West Leicestershire

The Commission carried out a single member ward review of North West Leicestershire to deliver electoral equality for voters in local elections following a request from the council. The Local Democracy, Economic Development and Construction Act 2009 allows local authorities to request the Commission to carry out an electoral review with the aim of providing single-member wards across the whole authority.

Our review aims to ensure that each North West Leicestershire councillor represents roughly the same number of voters and that ward boundaries reflect the interests and identities of local communities.

You can find all the submissions, reports and maps associated with the review at:

<http://www.lgbce.org.uk/current-reviews/east-midlands/leicestershire/north-west-leicestershire-fer>

South Hams

The Commission carried out an electoral review of South Hams to deliver electoral equality for voters in local elections. The district currently has relatively high levels of electoral inequality where some councillors represent significantly more, or fewer, than other member of the council. The situation means that the value of your vote varies depending on where you live in South Hams.

Our review aims to ensure that each South Hams councillor represents roughly the same number of voters and that ward boundaries reflect the interests and identities of local communities.

Read all the papers here:

<http://www.lgbce.org.uk/current-reviews/south-west/devon/south-hams-fer>

Frequently asked questions

What characterises a good electoral review?

The best electoral reviews are those where the council and councillors have engaged with the process at an early stage.

On council size, authorities that have thought seriously about how they want to manage the business of the council and represent local people for the long term, usually put forward strong submissions.

Where local authorities and/or members have put together a division pattern that meets our statutory criteria and where the proposals are supported by evidence, we tend to be able to draw up recommendations that are largely built on consensus.

Councils that have been able to gain input from local groups and individuals on their proposals usually put forward a strong submission especially where it is supported by evidence.

What don't you consider in an electoral review?

Polling districts, school catchment areas, addresses and postcodes are not matters the Commission will take into account when drawing new division boundaries. Although some existing divisions may have strong boundaries and reflect local communities, we start with a clean sheet of paper when drawing up recommendations.

We take no account of parliamentary constituency boundaries (see below for more details).

Similarly, we do not take into account possible political implications of our recommendations.

Why can't you consider boundaries at the same time as the number of councillors?

The Commission will make a judgment on council size before we consider division boundaries. This means that everybody who wishes to take part in the consultation will know the optimum number of electors per councillor which we need to achieve to deliver electoral equality in our pattern of divisions. If you do not know the total number of councillors who will be elected to the council, it makes it very difficult to come up with a proposal for a division pattern that will deliver this crucial statutory criterion.

On some occasions, the Commission will alter its view on council size in its draft or final recommendations by one councillor if that number provides for a scheme of divisions which better reflects our statutory criteria.

How much will the review cost?

The Commission does not charge local authorities to undertake an electoral review and our funding is agreed by the Speaker's Committee in the House of Commons.

Every review is different and some are more resource intensive than others. For example, a county will require more resources than a small district in terms of the quantity of maps, time spent drawing up recommendations and consultation materials.

Like most other public sector organisations, the Commission is under an obligation to reduce costs. Since 2010, the Commission has reduced its budget by around 30% in real terms and will make further savings in the coming years.

My division has the right number of electors already. Will it change?

Changes to divisions are usually extensive in every review we conduct. For example, if we propose to change council size in a significant way, it is unlikely that your division will then contain the optimum councillor: elector ratio. In addition, the knock on effects of changing boundaries in one part of the local authority can have an impact elsewhere which usually leads to substantial changes.

If you wish to retain an existing boundary, you should tell us why such an arrangement complements the statutory criteria.

Will you look at the external boundaries of the council?

No. The electoral review will only consider internal division boundaries. External boundaries can only be changed through a different type of review: a Principal Area Boundary Review (PABR).

More details on PABRs can be found on our website at http://www.lgbce.org.uk/_data/assets/pdf_file/0018/24930/PABR-Guidance-06052015.pdf

Will parliamentary constituency boundaries be affected?

Reviews of constituency boundaries are the responsibility of the Boundary Commission for England which is a separate body and operates under different legislation. You can find out more about their work on their website at: boundarycommissionforengland.independent.gov.uk/.

The Commission has no obligation to consider constituency boundaries as we draw up recommendations. As such, there is a possibility that new divisions could cross constituency boundaries.

Will parishes be affected?

We have no powers to alter the external boundaries of local parishes. However, if our recommendations propose to divide parishes between divisions, we will alter the electoral arrangements of that parish to create parish divisions. We can also make changes to the years in which parish council elections take place so that they do so in the same years as borough elections in their associated divisions.

More information about possible implications for parishes are set out in our technical guidance:

http://www.lgbce.org.uk/_data/assets/pdf_file/0006/10410/technical-guidance-2014.pdf

Can the council veto your recommendations?

No. We will work consultatively with you throughout the review and seek to build consensus. However, the final recommendations of the review are those of the Commission. After we publish our final recommendations, we will lay a draft order – the legal document that seeks to implement the recommendations – in both Houses of Parliament. It is up to Parliament to approve or reject that draft order before it is implemented.

Will you hold public meetings and/or meet with political groups during the process?

We will always brief a meeting of the full council in the early stages of the review. We will also offer a briefing meeting with local parishes and/or residents groups.

During the rest of the review, we will not usually offer to meet any groups or individuals. We try to ensure that everyone has an equal chance of influencing the Commission during consultation and, as such, we do not want to be seen to favour any group by holding meetings to which other interested parties do not have access.

Why don't you consider the population of divisions and not just the electorate?

The Commission has a statutory obligation under the *Local Democracy, Economic Development and Construction Act 2009* 'to secure that the ratio of the number of local government electors to the number of members of the council to be elected is, as nearly as possible, the same in every electoral area of the council'. This means that we can only consider the number of local government electors when we draw up boundaries which will deliver electoral equality.

In what forms do you accept submissions?

The Commission only accepts submissions which are made in writing by hard copy, email or through our website. The Commission takes decisions collectively and will consider every submission received before coming to a conclusion.

You can also use our consultation portal to draw your own boundaries and submit them directly to the Commission. You are strongly advised to include an explanation of why the boundaries you are putting forward are appropriate and complement our statutory criteria.

Submissions to the Commission are rarely persuasive if they are not supported by an explanation of how the proposal meets the Commission's statutory criteria. As such, petitions which simply object to a proposal do not usually constitute strong evidence on which the Commission can base alternative recommendations. In the same way, resolutions of council which do not provide for alternative arrangements that are supported by a rationale will not normally prove to be persuasive.

To what extent do you change your recommendations during the process and as a result of consultation?

Since the establishment of the Commission as a stand-alone body in April 2010, the Commission has made amendments to its draft recommendations in most cases as a result of submission received during consultation. We consider every submission and believe the electoral review process is strongest where local authorities have engaged in it.

How will you involve local people in the review?

We will engage with local press and media at every stage of consultation through press releases and social media. We also publish all relevant information on our website, including every submission we receive. Our online consultation portal allows users of the site to draw their own boundaries and engage in the process in a detailed way.

If your area has parishes, we will engage directly with them through a briefing meeting and via correspondence to alert them to each phase of consultation. Similarly, we have asked the council for their help in identifying local residents groups and organisations so we can write to them with advice and guidance on the review.

We have also asked the council to help us publicise the review by using its own communication channels with residents and local groups and we will provide posters to display in council buildings. We hope elected members can also use their networks to engage communities in the process.

Contacts

The key contacts for the electoral review of Wiltshire Council are:

David Owen – Review Officer
david.owen@lgbce.org.uk
Tel: 0330 500 1277

Richard Buck – Review Manager
richard.buck@lgbce.org.uk
Tel: 0330 500 1271

If you want to send in a submission on the review:

Address:
Review Officer (Wiltshire)
LGBCE
14th Floor
Millbank Tower
London
SW1P 4QP

Send us views directly through the
online consultation portal:
consultation.lgbce.org.uk

Website:
www.lgbce.org.uk

Email:
reviews@lgbce.org.uk

Twitter:
[@LGBCE](https://twitter.com/LGBCE)

Further reading:

Our website: www.lgbce.org.uk – here you will be able to find the dedicated web page for your review which will tell you the timetable, representations received and all reports, maps and other information on the review.

Our consultation portal: consultation.lgcbe.org.uk – here you can have your say directly at each stage of public consultation. Interactive maps will be available as we prepare new boundaries where you can draw your own divisions and send them to us.

Technical guidance:
http://www.lgbce.org.uk/data/assets/pdf_file/0006/10410/technical-guidance-2014.pdf - is our formal guidance on electoral reviews.

Council size guide:
http://www.lgbce.org.uk/data/assets/pdf_file/0013/10390/council-size-guide.pdf - a more detailed guide on how to approach council size which includes some prompts to stimulate debate.

Divisions in Wiltshire

Name of division	Cllrs	Electorate 2017	Variance 2017
Aldbourn & Ramsbury	1	4037	9%
Aldbourn & Whiteparish	1	3363	-9%
Amesbury East	1	4548	23%
Amesbury West	1	3670	-1%
Bourn & Woodford Valley	1	3402	-8%
Box & Colerne	1	3754	2%
Bradford-On-Avon North	1	3793	3%
Bradford-On-Avon South	1	4038	9%
Brinkworth	1	3720	1%
Bromham, Rowde & Potterne	1	3839	4%
Bulford, Allington & Figheldean	1	3984	8%
Burbage & The Bedwyns	1	3844	4%
By Brook	1	3532	-4%
Calne Central	1	3371	-9%
Calne Chilvester & Abberd	1	3888	5%
Calne North	1	3253	-12%
Calne Rural	1	3490	-5%
Calne South & Cherhill	1	3748	2%
Chippenham Cepen Park & Derriads	1	3372	-9%
Chippenham Cepen Park & Redlands	1	3502	-5%
Chippenham Hardenhuish	1	3439	-7%
Chippenham Hardens & England	1	3257	-12%
Chippenham Lowden & Rowden	1	3623	-2%
Chippenham Monkton	1	3021	-18%
Chippenham Pewsham	1	3430	-7%
Chippenham Queens & Sheldon	1	3271	-11%
Corsham Pickwick	1	3746	2%
Corsham Town	1	3824	4%
Corsham Without & Box Hill	1	4065	10%
Cricklade & Latton	1	3862	5%
Devizes & Roundway South	1	3469	-6%
Devizes East	1	3089	-16%
Devizes North	1	3170	-14%
Downton & Ebbel Valley	1	3739	1%
Durrington & Larkhill	1	4898	33%
Ethandune	1	3605	-2%
Fovant & Chalke Valley	1	3403	-8%
Hilperton	1	3869	5%
Holt & Staverton	1	3466	-6%
Kington	1	3987	8%
Laverstock, Ford & Old Sarum	1	3954	7%
Ludgershall & Perham Down	1	3554	-4%
Lyneham	1	3059	-17%
Malmesbury	1	4022	9%

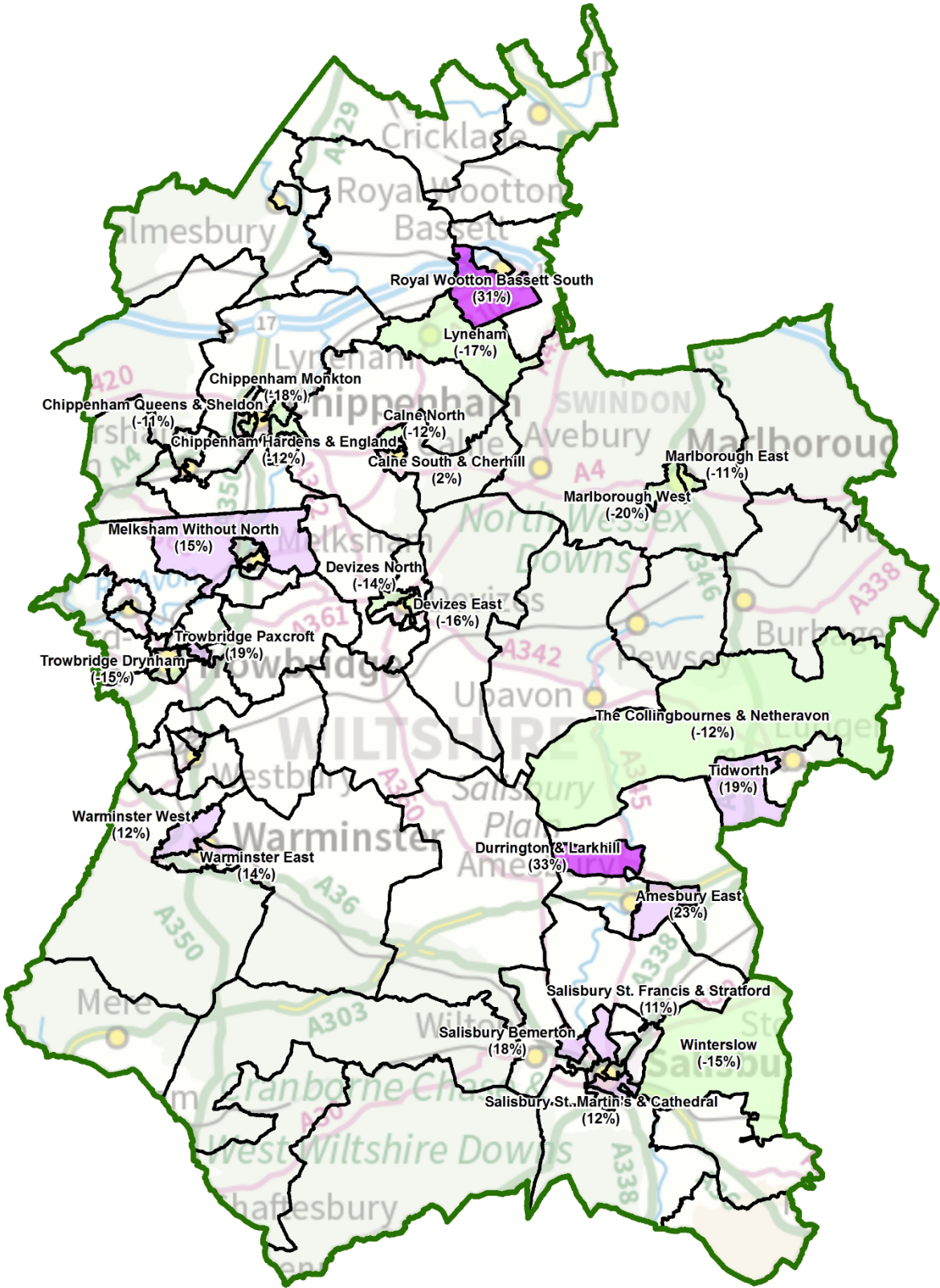
Marlborough East	1	3274	-11%
Marlborough West	1	2961	-20%
Melksham Central	1	3767	2%
Melksham North	1	3539	-4%
Melksham South	1	3966	7%
Melksham Without North	1	4256	15%
Melksham Without South	1	3966	7%
Mere	1	3428	-7%
Minety	1	3799	3%
Nadder & East Knoyle	1	3459	-6%
Pewsey	1	3834	4%
Pewsey Vale	1	3477	-6%
Purton	1	4022	9%
Redlynch & Landford	1	3707	0%
Roundway	1	3410	-8%
Royal Wootton Bassett East	1	3804	3%
Royal Wootton Bassett North	1	3517	-5%
Royal Wootton Bassett South	1	4822	31%
Salisbury Bemerton	1	4345	18%
Salisbury Fisherton & Bemerton Village	1	3405	-8%
Salisbury Harnham	1	4058	10%
Salisbury St. Edmund & Milford	1	3594	-3%
Salisbury St. Francis & Stratford	1	4109	11%
Salisbury St. Mark's & Bishopdown	1	3876	5%
Salisbury St. Martin's & Cathedral	1	4126	12%
Salisbury St. Paul's	1	3653	-1%
Sherston	1	3976	8%
Southwick	1	3539	-4%
Summerham & Seend	1	3460	-6%
The Collingbournes & Netheravon	1	3244	-12%
The Lavingtons & Erlestoke	1	3987	8%
Tidworth	1	4378	19%
Till & Wylde Valley	1	3567	-3%
Tisbury	1	3536	-4%
Trowbridge Adcroft	1	3530	-4%
Trowbridge Central	1	3685	0%
Trowbridge Drynham	1	3144	-15%
Trowbridge Grove	1	3313	-10%
Trowbridge Lambrook	1	3632	-2%
Trowbridge Park	1	3668	-1%
Trowbridge Paxcroft	1	4391	19%
Urchfont & The Cannings	1	3832	4%
Warminster Broadway	1	3662	-1%
Warminster Copheap & Wylde	1	3520	-5%
Warminster East	1	4190	14%
Warminster West	1	4133	12%
Warminster Without	1	3412	-8%
West Selkley	1	3361	-9%

Westbury East	1	3750	2%
Westbury North	1	3491	-5%
Westbury West	1	3810	3%
Wilton & Lower Wylke Valley	1	3747	2%
Winsley & Westwood	1	3330	-10%
Winterslow	1	3135	-15%

Number of Divisions > 10%	23	% Divisions > 10%	23 %
Number of Divisions > 20%	3	% Divisions > 20%	3 %
Number of Divisions > 30%	2	% Divisions > 30%	2 %
Number of Divisions > 40%	0	% Divisions > 40%	0 %
Overall no of single-member divisions	98	Overall number of divisions	98
Overall number of 2-member Divisions	0	Overall number of Councillors	98
Overall number of 3-member Divisions	0	Overall Electorate	361,567
		Overall Electors per Councillor	3,689
Overall Outlier (+)	31%	Overall Outlier (-)	-20%

Map

The existing electoral arrangements for Wiltshire are included on the map below. We have included the current electoral variances on the map to give you an idea of how divisions might need to change during the review.



Councillors Briefing Note

No. 338

Service : Highways & Streetscene
Further Enquiries to: Adrian Hampton
Date Prepared: 19/12/2017
Direct Line: (01249) 706799

Notice of Officer Decision

At the cabinet meeting on 12 September 2017, amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 were considered and cabinet resolved that:

(iv) To agree that, subject to any responses received during the public consultation, Option 1 is implemented as soon as possible through a variation notice to the Traffic Regulation Orders and delegates authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways, Transport and Waste to consider any suggestions from respondents for alternative ways in which the estimated income increase from the option could be met by other means, and, with the advice of legal and parking services, to negotiate and agree any resulting legal agreements.

Option 1 being: An inflation increase to all Wiltshire Council parking charges.

Full details of the cabinet decision can be found @
<https://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?AllId=71721>

A public consultation exercise was held between 28 September and 23 November 2017. The questionnaire also included a question on 'Proposals for alternative ways to fund from the local community'.

There will be an 'Officer Decision' prior to the 'Notice of Change' being issued in early January 2018. The publication must give 21 days notice of the possible new rates. Any new rate will start from 1 February 2018.

A report on the results of the public consultation will be taken to the Environment Select Committee meeting on 16 January 2018.

For any enquiries on the decision process please contact Adrian Hampton, head of local highways (south), streetscene and parking services at Adrian.hampton@wiltshire.gov.uk.

End

Councillors Briefing Note

No. 339

Service: Economic Development & Planning

Further Enquiries to: Tim Martienssen

Date Prepared: December 2017

Direct Line: 01249 706548

PUBLICATION OF WILTSHIRE COUNCIL'S BROWNFIELD LAND REGISTER

Wiltshire Council, as local planning authority, is required by legislation to prepare and publish a Brownfield Land Register for their area by 31 December 2017, and thereafter review at least once a year.

Brownfield Land Registers set out previously developed land¹ that a local planning authority consider appropriate for residential development subject to Regulations and guidance set out by government. Publication of the register will make information on previously developed sites available to communities and developers, encouraging investment in such sites.

The content and format of such registers, as set out in the *Town and Country Planning (Brownfield Land Register) Regulations 2017* and *Brownfield Land Registers Data Standard: Preparing and publishing a register (July 2017)* is explained further below.

Brownfield Land Registers are in two parts and to be included sites must meet criteria set out in Regulations:

¹ *Previously developed land (brownfield land) is land that is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure.*

This excludes land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed, but where the remains of the permanent structure have blended into the landscape in the process of time.

(Source: Annex 2, National Planning Policy Framework)

- (a) the land has an area of at least 0.25 hectares or is capable of supporting at least five dwellings;
- (b) the land is *suitable* for residential development;
- (c) the land is *available* for residential development; and
- (d) residential development of the land is *achievable*.

The regulations define what is meant by achievable, suitable and available.

In general terms: achievable means in the opinion of the local planning authority that development is likely to take place within 15 years of the entry date; available means there is a willing landowner or developer who has expressed an intention to sell or develop the land; and suitable means that it has been allocated for residential development, or has planning permission for residential development, or has a grant of planning 'permission in principle'² for residential development or, in the opinion of the local planning authority, is appropriate for residential development having regard to adverse impact on natural and built environment, as well as local amenity.

Brownfield sites that are suitable for mixed use development where the main purpose is not residential are not permitted to be included in the register.

The Government's Planning Practice Guidance (PPG) clarifies that in compiling their register, local planning authorities should also have regard to the development plan, national policies and advice, as well as any guidance issued by the Secretary of State. Therefore, in assessing which sites to put on this first register, officers have carefully considered sites against policies in the Wiltshire Core Strategy.

As set out above, registers are in two parts:

Part 1 comprises all brownfield sites the local planning authority has assessed as appropriate for residential development consistent with the criteria referred to above and PPG. Part 1 of the register draws on information about sites submitted through the Strategic Housing and Employment Land Availability Assessment (SHELAA) process, as well as sites allocated in the development plan, or benefiting from extant planning permission.

Part 2 comprises only those sites in Part 1 that the local planning authority has decided to grant 'permission in principle'². New sites can be entered at any time. However, for a site to be entered onto Part 2, procedural requirements first must be met, which relate primarily to publicity, notification and consultation procedures. These procedures are like those that would relate to an application for outline or full planning permission. It is not compulsory for local planning authorities to enter sites into Part 2.

² *Permission in principle is an alternative way of obtaining planning permission for development and has two stages. The first stage (permission in principle) establishes whether a site is suitable in principle for residential development, and the second stage (technical details consent) is when the detailed proposals are assessed.*

Wiltshire Council's first register, the 'Wiltshire Brownfield Land Register', can be viewed here: <http://www.wiltshire.gov.uk/planning-brownfield-register> - consistent with the Government's data standards it is in a spreadsheet format and shows information as a series of rows (with a row relating to a single site).

Part 1 sites consist of: local and neighbourhood plan allocations; land for which planning consent had been achieved by 31 March 2017; and appropriate 'SHELAA' sites received up to 31 December 2016 that meet the assessment criteria including being located within settlement boundaries.

No sites have been entered under Part 2 in this first register. The priority this year has been to publish the register in line with legislative requirements, with a view to considering the process for Part 2 sites during 2018 including governance arrangements.