

Statutory consultation opens on vision for special needs schools

Briefing Note No. 19-001

Service : Children's Services
Further Enquiries to: Judith Westcott
Date Prepared: 09 January 2019
Direct Line: (01225) 718277

Wiltshire Council is welcoming the views of parents, carers, pupils, staff and the public on its vision to transform special needs education.

The statutory consultation into the future vision for special schools in Wiltshire is now online. People are encouraged to send in their views on the council vision to transform special needs education.

The council proposes to invest £20m in a new centre of excellence for pupils with special needs and disabilities. It will be developed at Rowdeford near Devizes to match the excellent facilities at Exeter House, Salisbury.

The vision means that the schools at Larkrise, Trowbridge, and St Nicholas, Chippenham and Rowdeford will close in 2023.

It is proposed that the three schools will be closed and replaced by a new special school which will be developed and established in accordance with Department for Education (DfE) Guidance "Opening and closing maintained schools: statutory guidance for proposers and decision-makers" (November 2018). All capital costs will be met by Wiltshire Council.

People have until 1 March 2019 to comment on the plans. They can respond to the statutory consultation at:

- [Wiltshire Council's website consultation page](#)
- By emailing specialschools@wiltshire.gov.uk
- At information surgeries in the schools
- At open meetings for parents/carers run by Wiltshire Parent Carer Council (WPCC) which will be advertised on their [website](#)

The purpose-built and amply-equipped school will address the need for an additional 220 SEND places for Wiltshire while providing:

- Great teaching from well-trained, caring specialist dedicated staff

- The right facilities and support – hydro-pools, sensory rooms, physio, open outdoor space, speech and language therapy and family care
- Strong community links with cafes, community gardens and public playing fields
- Closer links between SEND schools, and greater support for all mainstream schools
- Links with specialist nurseries offering children with special needs seamless attention from very small to teenage years
- Good road routes to both sites which are central to the home locations of children and young people with SEND with space to expand

The final decision on the vision for SEND will be made at Wiltshire Council's cabinet meeting in March after completion of the consultation.

Children's Centre Rationalisation

Briefing Note No. 19-002

Service : *Children's Commissioning*
Further Enquiries to: Lucy-Anne Bryant
Date Prepared: 23/01/2019
Direct Line: (01225 718068)

New proposals to build on successful community model for children's centre services

Wiltshire Council is asking for people's views on proposals to expand its successful model of providing children's centre services in local community venues.

More vulnerable families are being reached as many of the services for under 5s are now provided at the heart of communities.

Currently the services are provided in a mix of venues, including dedicated buildings or community sites such as libraries, church halls and community centres. More people are also accessing information online so future provision will have to meet that need.

Latest figures show on average 83% of the activities that children's centre services run are already held in community venues. In Cricklade this is 92% and in Longfield all activities are held in the community or parents' homes.

Now Wiltshire Council is keen to expand the successful model by finding more community spaces including halls, libraries, campuses and leisure centres. People are being consulted on alternative venues so underused buildings can be closed and more sessions can be held for children and families in well-used community sites.

The services for families with under 5s provide a range of support and advice around parenting, home learning environment, domestic abuse support, employment and training opportunities and healthy lifestyles.

Children's centre services would continue to work in collaboration with health visiting and midwifery and other colleagues who support housing and employment. There would also be a greater emphasis on providing help earlier for families before they reach crisis point.

Due to reductions in funding to the council, we are having to look at funding for all services. We have worked with children's centre services providers The Rise Trust and Spurgeons, to identify underused buildings to ensure that frontline services to our families are protected. They have helped provide an overall picture of which centres are best used and where new community venues can be found. The centres which are part of the consultation are: Cricklade, Pewsey, Mere, Salisbury City, Trowbridge Longfield and Westbury White Horse.

If these proposals are accepted Cricklade, Pewsey, Westbury and Trowbridge Longfield would be offered to onsite childcare providers to expand to offer much needed additional childcare. Mere will be offered back to the school and the lease will be surrendered on Salisbury City which is rarely used as services are offered in the Methodist church next door as it is a far better space.

The consultation is available at <http://www.wiltshire.gov.uk/council-democracy-consultations> and will run from 23 January until 20 March 2019 with a report due to go to cabinet later this spring.

Electoral Review

Briefing Note No. 19-003

Service: Legal and Democratic
Further Enquiries to: Maggie Mulhall
Date Prepared: 12 February 2019
Email: committee@wiltshire.gov.uk

Electoral Review of Wiltshire Council – Draft Recommendations of the Local Government Boundary Commission for England

Background

This briefing note is a follow up to [Briefing Note No. 337](#), [Briefing Note No. 348](#) and [Briefing Note 366](#).

Following a public consultation from 28 August - 5 November 2018 the Local Government Boundary Commission for England ("The Commission") has announced its proposals for a pattern of 98 electoral divisions across Wiltshire to apply from the next unitary elections in May 2021. The Commission received submissions from [Wiltshire Council](#), many town and parish councils and other interested individuals in developing its proposals.

The draft recommendations of the Commission, along with the submissions it received, can be accessed via [their website](#) at the [following link](#). In some areas the proposals are significantly different to the Wiltshire Council proposals.

The Commission has launched a further consultation to receive comments regarding its proposals, which will run from 5 February – 15 April 2019. **This will be the final opportunity for any parties to comment upon the proposals.**

Next Steps

The [Electoral Review Committee](#) of Wiltshire Council is considering the draft recommendations of the Commission and will be recommending a course of action for Full Council.

The Committee encourages any member of the public, any town or parish council, and any other parties, to respond to the consultation via the Commission's website and to reviews@lgbce.org.uk.

The Committee would also be happy to receive any such comments to help inform its own deliberations.

Final Stage

In July 2019 the final recommendations of the Commission will be published. At this stage they will no longer be able to be amended – a draft order will be prepared for laying in Parliament, where the recommendations may be accepted or rejected, but not amended.

Final Stages of Draft Wiltshire Housing Site Allocations Plan Briefing Note No. 19 - 004

Service : Spatial planning
Further Enquiries to: Toby Sturgis
Date Prepared: 09 January 2019
Direct Line: (01225) 718277

Plans for the supply of land for future housing will be reviewed at examination hearings this spring.

The draft Wiltshire Housing Site Allocations Plan proposes to allocate new sites for housing and to maintain a five-year housing land supply in each of Wiltshire's three Housing Market Areas of Chippenham, Trowbridge and Salisbury up to 2026.

Housing growth is a government priority and all local authorities must prepare plans to identify sites for development.

The plan builds on the framework already provided by the long-term Wiltshire Core Strategy, which details an over-arching planning policy and the overall principles for development in Wiltshire.

Much of the housing growth for Wiltshire has already been identified and the proposed plan brings forward further sites, designed to ensure the scale of growth is appropriate for Wiltshire and is managed and directed in the most sustainable locations.

Having undertaken extensive public consultation, the plan along with the council's Schedule of Proposed Changes will now be examined in public by an inspector from 2 April at the Civic Centre in Trowbridge.

The inspector has published his agenda for the public hearing sessions, along with a list of matters and questions that will be used to examine the soundness of the plan. The matters and questions focus on key aspects of the plan including the evidence that has been prepared to support the proposed housing allocations. One such matter addresses the need for infrastructure, such as schools, to support new development.

The recently released statistics on birth rates in the Trowbridge area show the two schools already planned for the Ashton Park development will help cater for numbers in the coming years.

A third school, which was originally proposed for the Elm Grove area of Trowbridge, will no longer be required as the two new schools and extensions to existing schools will meet the need for the future. This will now be reported to the inspector in

advance of the hearing sessions.

Toby Sturgis, cabinet member for spatial planning said: "We are now in the final stages of preparing our plan which ensures development takes place in the most appropriate locations in Wiltshire.

"Wiltshire is constantly evolving and it's important we respond to the data we have and adjust our proposals to meet the future needs of our communities."

Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line

Briefing Note No. 19-005

Service Area: Finance

Further Enquiries to: Ian P Brown

Date Prepared: 13th February 2019

Direct Line: 01225 716701

Digital Access to Council Tax Records & Applying for Housing and Council Tax Reduction On-line

Introduction

The Council's Revenues Department have in conjunction with our software supplier, Northgate, developed a citizen's portal making it simpler, quicker and easier for customers to access current and historic information about their council tax accounts, known as *Revenues on Line*.

We have also introduced a replacement for the on-line claim form enabling residents to claim both housing benefit and council tax reduction through this new system.

This briefing note explains how we intend to launch the portal during February and March and how we intend to raise awareness of the systems culminating in a mail shot which will accompany the annual council tax bills issued in March.

Background

The Revenues and Benefits team already manage one of the largest council tax databases in the UK. Since April 2018 the number of properties subject to council tax has grown from 217,000 to 219,000. The demand in terms of telephony averages 2,500 calls per week. Hundreds of e-mails are answered and numerous visitors seen at the four hubs. This demand was captured and analysed by the Systems Thinking Team who identified that demand could be reduced if more detailed and real-time information was made available on-line.

The solution from Northgate, which is a hosted system, was purchased and has been implemented over the last six months. It will be launched to all customers in March 2019.

Roll out Plan

The plan to roll out the new portal is already underway and will be delivered in three phases. The first phase has taken place, with testing carried out by the Revenues and Benefits team. In conjunction with the council's digital champions, members of the team have already created on-line accounts enabling them to view their own records and account history and report changes. The team are also developing a short Youtube tutorial which will be available on the wire and the internet to guide our staff initially and later residents around the portal. During phase 2 (from 22nd February until 4th March 2019) we will raise awareness of the portal with staff who also live in Wiltshire and ask them to sign up and test the system before we formally launch it. Access will then be made available to all residents in Phase 3, via the council tax pages of our website. The link will be made available on our website from midday on 4th March 2019 and further information will be included with all council tax bills.

To gain access to the system now you can use the following URL but this will only be available until 28th February 2019:

https://www.northgate-nes.co.uk/pls/pwslive/call_initial_apex_page.nes_selfsrv?service=CAR&la=WILT&language=ENG&options=CT

You may need to load the link into a Chrome browser.

We will monitor demand and feedback in order to develop and enhance the portal for residents. We realise that the functionality may appear limited but much of our current demand could be met by this product. And this is just the start. The system will also work and be developed in conjunction with other products and systems being introduced by the digital programme, making it simpler, quicker and easier for residents to transact with us online.

The team would be most grateful if you would consider using the system and to promote it wherever possible with residents.

Should you require any information about the product or wish to have your own guided tour please contact a member of the Revenues and Benefits Service for a demonstration.

Ian P Brown
Head of Revenues and Benefits

Councillor Briefing Note

Briefing Note No. 19-006

Service : Economic Development and Planning

Director: Alistair Cunningham

Further Enquiries to: Georgina Clampitt-Dix (01225) 713472
Lynn Trigwell (01225) 718479

Date Prepared: 19 February 2019

CONSULTATION ON THE DRAFT TROWBRIDGE BAT MITIGATION STRATEGY SUPPLEMENTARY PLANNING DOCUMENT

Thursday 21st February – 21st March 2019

The Draft Trowbridge Bat Mitigation Strategy has been prepared as a Supplementary Planning Document (SPD) to support the emerging Wiltshire Housing Sites Allocation Plan, which is at the examination stage, and other new development brought forward in accordance with the Wiltshire Core Strategy. This may include brownfield sites or those brought forward through neighbourhood plans in the Trowbridge area.

Core Policy 29 of the Wiltshire Core Strategy and the Draft Wiltshire Housing Site Allocations Plan recognise the need to prepare a strategy for considering the impacts of development in the Trowbridge area on the Bath and Bradford on Avon Bats Special Area of Conservation (SAC), and set out an approach for mitigation to avoid significant adverse impacts.

The landscape surrounding Trowbridge is known to be of high importance for bats, supporting at least 14 of the 18 UK bat species. This includes three of the rarer UK species listed on Annex II of the Habitats Directive (European Council, 1992):

- Greater horseshoe.
- Lesser horseshoe.
- Bechstein's.

Woodlands to the east and south east of Trowbridge support large and significant breeding populations of Bechstein's bat, including significant maternity colonies in Biss Wood, Green Lane Wood and Clanger and Picket Wood.

The populations of Bechstein's bat have been shown to have an important link to the Bath and Bradford on Avon Bats SAC which, at the closest point, is approximately 6.4km to the north west of Trowbridge (Map 1).

The Bath and Bradford-on-Avon Bats SAC is a European Site designated under the Habitats Directive 92/43/EEC (European Council, 1992), which is transposed into UK law under the Conservation of Habitats and Species Regulations 2017 (the Habitats Regulations) (UK Government, 2017).

Special Areas of Conservation are afforded stringent legal protection under Regulation 63 of the Habitats Regulations. Which in summary means that permission cannot be granted for development which will adversely affect the integrity of a Special Area of Conservation unless the conditions of three prohibitive tests (the 'derogation tests') are met.

When deciding whether the integrity of a Special Area of Conservation would be adversely affected by development, the legislation requires the application of the precautionary principle, i.e. where there is 'reasonable scientific doubt' as to whether an adverse effect on the integrity of the site would occur, development should not be permitted (unless the three derogation tests are met).

Development in and around Trowbridge poses potential risks from **(1) recreational pressure** from the new residents who will occupy the new dwellings and **(2) the loss of habitat** that the bats rely on to live, feed and travel through.

Future development proposals at Trowbridge, be they planned (e.g. identified through the Wiltshire Housing Site Allocations Plan or emerging neighbourhood plans) or speculative (e.g. urban potential sites within Trowbridge), have the potential to adversely affect populations of Bechstein's, greater horseshoe and lesser horseshoe bats. Development must therefore provide mitigation and/or avoidance measures to ensure the Special Area of Conservation is not likely to be negatively affected.

A strategic mitigation strategy is therefore needed to ensure that all potential risks are identified and adequately mitigated. The Draft Trowbridge Bat Mitigation Strategy SPD firstly, seeks to ensure that the immediate landscape can support the bats and secondly, that there are enough alternative green spaces to accommodate the needs of the new residents and that these spaces are of a type and size that will encourage people away from the woodland sites that are important for bats.

The Draft Strategy has been written to set out, at a strategic level, the mitigation that will be required in association with development to be confident that significant adverse effects to the Special Area of Conservation are prevented.

Importantly the Draft Strategy sets out the cost associated with delivering these mitigation measures and the areas to which they apply, as follows:

- (1) The habitat loss**, which will only relate to sites that are previously undeveloped (greenfield sites), will require the developer to provide mitigation measures

within the development site itself and to also make a contribution towards off-site mitigation through Section 106 contributions. This is based on an amount per dwelling or the equivalent for non-residential development.

- (2) Recreational pressure** which will relate to all residential development within a given drive distance from the key bat woodland sites (stretching in a southerly direction towards Westbury). As this mitigation is specific to pressures from increased numbers of people it only relates to new residential development and not commercial. This cost would be funded through the Community Infrastructure Levy (CIL).

Consultation

In accordance with legislative requirements and the Council's Statement of Community Involvement, consultation will be undertaken for a period of 4 weeks starting **Thursday 21st February until Thursday 21st March 2019**.

As the geographic coverage of the Draft Strategy is limited to Trowbridge and its immediate surroundings, direct notification of the consultation will be limited to interested parties within that geography. As such, Trowbridge Town Council and the parish and town councils surrounding Trowbridge that are directly influenced by the content of the Draft Strategy have been consulted, along with a range of interested statutory/non-statutory bodies and the development industry.

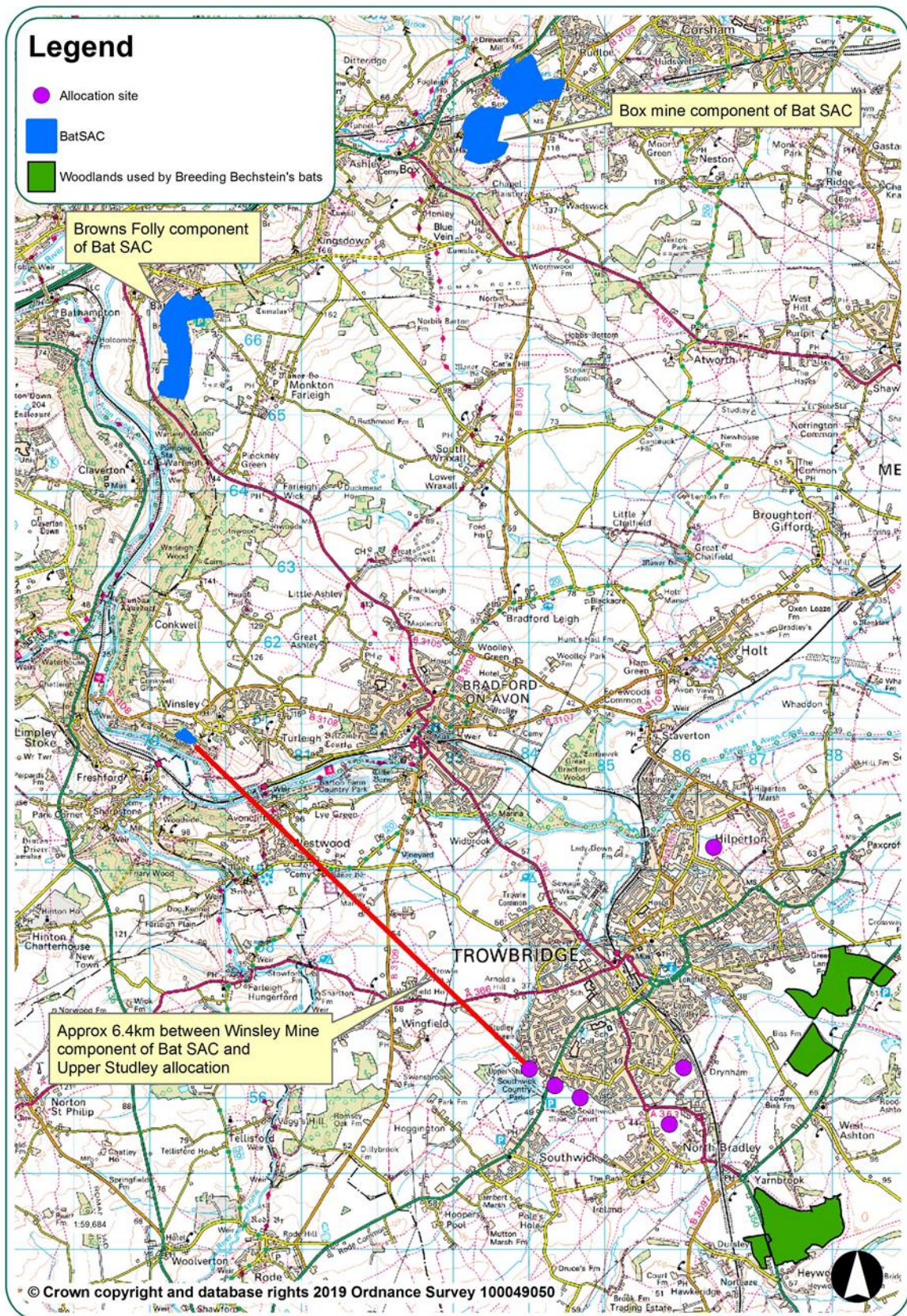
The Draft Trowbridge Bat Mitigation Strategy SPD and information on how to make comments will be published on **21 February 2019** via the Wiltshire Council consultation [website](#)

There will be a manned public exhibition in the Atrium at County Hall, Trowbridge on **4th and 5th March** between 9:30 and 17:00 where Officers will be on hand to provide further information and answer any questions.

Next steps

Following the close of the consultation, all comments received will be considered before the Draft Trowbridge Bat Mitigation Strategy SPD is finalised. A consultation report together with the final Draft SPD will then be considered by Cabinet and subsequently Full Council for consideration and adoption.

MAP 1



Councillor Briefing Note No. 19-007

Service Area: Finance

Further Enquiries to: Ian P Brown

Date Prepared: 4 March 2019

Direct Line: 01225 716701

Retail Rate Relief for the High Street

Introduction

Following announcements made in the last budget the council's revenues department will be delivering a new type of rate relief to specific high street retail businesses with effect from 1 April 2019.

- The government announced in the budget on 29 October 2018 that it will provide a business rates retail relief scheme for occupied retail properties with a rateable value of less than £51,000 in each of the years 2019/20 and 2020/21.
- Relief will be awarded to certain occupied retail properties that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments in each of the years. The property must be used for retail use.
- The value of the relief will equate to one third of the bill, after other reliefs have been deducted and due to the exact nature of the award will be deemed a discount.
- The discount will have effect for 2019/20 and 2020/21 and the team's aim is to have it applied to annual bills which will be issued in March 2019.

The award of this discount must comply with EU law on state aid. There is a form which will be issued which requires those who are awarded this discount to confirm that they have not received any other state aid that exceeds in total €200,000. (This would need to include any other retail discount they have been granted for premises other than the one to which the declaration relates, under the De Minimis Regulations EC 1407/2013.)

Background

The revenues and benefits service operate a number of mandatory and discretionary rate relief schemes delivering in the region of £30m of support, each year to a variety of business rate payers, mainly mandatory relief to charities. Since the revaluation of all non-domestic properties in 2017 the team have successfully delivered £1.3 million to those most adversely affected by the revaluation process and a further £290,000 will be distributed in 2019-20, in addition to the retail rate relief.

A similar less generous retail rate relief scheme was successfully delivered by the team three years ago, offering £1000 reduction to specific types of businesses. Like the last scheme this relief will be delivered through local authority discretionary discount powers (under section 47(3) of the Local Government Finance Act 1988).

Government has specified the types of businesses that should qualify and these are set out below. The scheme will be fully funded by s31 grant provided by Government.

It is estimated that around 1,000 business ratepayers will benefit from the new scheme. The scheme will deliver around £3 million of additional support to the high street during this financial year which will be automatically calculated, becoming part of our daily billing process using the Northgate Revenues System. The revenues team have a wealth of experience delivering other discretionary and short-term rate reductions and are now equipped with the latest software to deliver this discount.

Whilst the criteria for determining the discount is clear there are robust processes deployed by the team to determine entitlement. An appeals process is already in place for determining other forms of discretionary rate relief and this process will be followed in the unlikely case of a dispute.

Qualification Criteria

To be eligible for this discount, the retail premises must:

- Be occupied (empty premises do not qualify);
- Have a rateable value of less than £51,000;
- Have an occupied rates charge for the year (properties receiving 100% Small Business Rate Relief, for example, do not qualify);
- Be wholly, or mainly, used for retail purposes for visiting members of the public.

Qualifying retail uses include:

- Shops, including post offices, car showrooms, car hire, opticians, petrol stations; restaurants, cafes, including takeaways and drinking establishments.
- The government has identified certain retail uses that do not qualify for the discount. The following premises will not get a discount if they are being used for the following:
- Financial services, such as banks, building societies, cash points: both individual cash points and retail units with only cash points in them, bureau de change, payday lenders, betting shops, pawn brokers.
- Other services such as estate agents, letting agents, employment agencies.
- Medical services such as dentists, doctors, osteopaths, chiropractors and vets.
- Professional services such as solicitors, accountants, insurance agents/ financial advisers, tutors.
- Post office sorting offices.
- Cinemas, theatres, museums, nightclubs, music venues, gyms and premises used for sporting activities.
- Properties that are not reasonably accessible to visiting members of the public

What do businesses do if they think they qualify and the discount is not shown on their 2019/20 bill?

If retail rate relief discount is not automatically applied businesses can complete a brief application form which is available via the web. Ratepayers may need to take advice in terms of state aid.

Please note the discretionary retail relief discount will only run from 1 April 2019 to 31 March 2021 and applications must be received no later than six months after the end of the financial year to which any discount is to apply.

Ian P Brown
Head of Revenues and Benefits

Community Led Housing Project

Briefing Note No. 19-008

Service : Housing and Commercial Development
Further Enquiries to: James Taylor and Vicky Bodman
Date Prepared: 05/03/2019
Direct Line: (01225) 770249 and (01380) 732816

Brief Summary:

Wiltshire Council, in partnership with Community First and Wiltshire Community Land Trust has set up a partnership project to advise and support communities to address their housing needs.

What is Community Led Housing?

Community led housing is about local people playing a leading and lasting role in solving local housing problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve through mainstream housing.

Community led housing proposals should ensure that:

- meaningful community engagement and consent occurs throughout the development process. The community does not necessarily have to initiate and manage the process, or build the homes themselves, though some may do;
- the local community group or organisation owns, manages or stewards the homes and in a manner of their choosing, and this may be done through a mutually supported arrangement with a registered provider that owns the freehold or leasehold for the property; and
- the benefits to the local area and/or specified community must be clearly defined and legally protected in perpetuity.

Community led housing comprises a wide range of ownership, occupancy and management models including (but not limited to):

- community land trusts;
- custom and self-build;
- co-operatives; and
- cohousing.

Community led housing is a sector within the housing profession that is gaining increased profile, in part, from the housing affordability issues and the lack of diversity within the mainstream delivery of housing. Often it is considered to be a means of delivering affordable housing for the community. However it is not exclusively about delivering affordable housing as defined in the National Planning Policy Framework.

Community led housing can involve market sale, discount market sale, shared ownership, market rent, discount market rent and rent to buy, or a combination thereof. Furthermore it may be about providing different types of housing in a community to meet their needs, for example, market housing suitable for older homeowners/occupiers wanting to downsize as their current home is under occupied and/or proves to have accessibility issues for them.

Community led housing can empower local communities, making them more resilient and able to address issues such as:

- Affordable housing;

- Need for downsizer accommodation;
- Ageing population / accessibility;
- First time buyers;
- Supporting community facilities; and
- Fuel poverty.

How can Community led housing support Wiltshire Council's Business Plan?

Community led housing can contribute to the delivery of many goals of Wiltshire Council's Business Plan better than a mainstream approach. To rely only on mainstream housing for each of these goals would involve risk due to the lack of diversity in the market. Furthermore mainstream housing approaches, in some cases, cannot contribute to these goals at all, or can only offer limited fulfilment of the goals compared to community led housing.

Growing the economy:

- More affordable homes to rent and buy
- Development where it is needed
- Public land released for homes and jobs
- Regeneration of town centres

Strong Communities:

- Strong community leadership
- More services and assets devolved to parish councils and community groups
- More Neighbourhood Plans
- More volunteers and work with the volunteer sector
- High recycling rates and reduced litter
- Military and civilian communities are well integrated
- Reduction in anti-social behaviour
- Reduction in substance misuse

Protecting the Vulnerable:

- Reduced social isolation and loneliness
- Improved mental health
- Suitable accommodation in place for vulnerable younger and older people

What is the Community Housing Fund?

The Community Housing Fund was set up by the government to help support community led housing. The £60 million fund has been made available to nearly 150 local authorities, with Wiltshire Council being awarded £650,000.

What is the Wiltshire Community Led Housing Project?

In response to this award Wiltshire Council, in partnership with Community First and Wiltshire Community Land Trust, has set up a partnership project to advise and support communities to address their housing needs.

The project vision is to enable and support community groups to deliver housing development that provides defined community benefits which are protected in perpetuity; and to provide a legacy for community led development. Localism and innovation lies at the heart of this and it will help to build stronger and more resilient communities. Community led housing can be complimentary of the on-going Neighbourhood Planning work of the council and its communities.

Community led housing needs to have meaningful community engagement and has to have widespread community support. This means the community needs to have a common vision and shared values; they need to be empowered. This project will support and enable groups seeking to deliver alternative solutions to their community needs beyond the mainstream delivery mechanisms. It can also support community groups working in a developer-community partnership.

The project team has been established with two project managers, a senior planning officer and a housing enabler. It is a cross service project.

Qualifying community groups can apply for grants to cover project set up costs up to £10,000 and for pre-development feasibility costs up to £40,000 (the latter grant is repayable, unless the project does

not go ahead). Applications will be considered on a first come first served basis, are designed to cover qualifying project costs and are subject to qualifying terms and conditions. Guidance notes have been produced for those seeking to apply and the project team can provide further advice. There are other grant funding opportunities as well and the project team can provide advice and signpost community groups as appropriate.

What has happened so far and what will be happening?

The project is supporting seven community groups across Wiltshire including the formally incorporated Community Land Trusts of Seend and Nadder. These seven groups are being supported in their establishment, and land identification and negotiation work. Going forward, further support will be given through the planning, building and living stages of their projects as appropriate.

Promotion of community led housing across the area is being pursued and is on-going to try and establish a wider network of community groups, the project aims to establish at least 20 groups by November 2020.

Strategic work is taking place across the housing and planning services to secure more positive policy frameworks for community led housing, as appropriate.

More widespread networking is taking place to build up relationships with potential development partners for community groups, including within the council's own services, registered providers, and developers.

The project, through partnership working, will seek to establish a self-sustaining model for the delivery of community led housing advice beyond the project timespan of November 2020 and is networking with neighbouring authorities and established/ing community led housing hubs.

The project plan has recently been formally agreed between the project partners and details all the scheduled work. This is attached for further information. The project is funded entirely by the Community Housing Fund and is programmed to run until November 2020.

How will this impact on councillors?

The project is engaging directly with the communities that councillors represent. Councillors ought to be aware of the project in their discussions with the community and may be able to promote the project services being offered through their activities.

Furthermore, widespread promotion of the project is on-going and it is likely that councillors may be approached as a result of this promotion. They can direct any such queries to the project team officers.

In addition, as the community groups develop it is likely that they will be engaging with the planning system and seeking planning approval for their schemes. Such applications could be across Wiltshire and members may be approached by local people as with any development proposals in their area. Community led housing should have widespread community support, but it may not be total. Each proposal will be assessed on its planning merits and councillors ought to form their own views in light of it being community led housing.

Some proposals may be determined by planning committees and members of the planning committees may be given further information and advice on community led housing as appropriate.

The community housing project managers James Taylor and Vicky Bodman will be happy to discuss any member queries. More information is available in the attached project action plan and on the Council's website (the content of which will be under review):

<http://www.wiltshire.gov.uk/housing-community-fund>

Summary and conclusion:

In summary community led housing is borne out of the localism agenda and seeks to empower local communities to address their housing needs and diversify mainstream housing delivery.

The council has been awarded funding to support community led housing and set up a partnership project with Community First and Wiltshire Community Land Trust. The project is programmed to run to November 2020 and is entirely funded by the government's Community Housing Fund.

The project has helped to establish and support a number of groups across Wiltshire and will continue to do so. This will include supporting groups through the planning stage of development.

The project is supporting cross service work to build positive policy frameworks for community led housing going forward.

The project is carrying out widespread promotion of community led housing and networking with potential partners for community groups and potential partners for a self-sustaining legacy to provide on-going community led housing support beyond the project timeframes.

The project action plan is attached for more information on community led housing and the project. The community housing project managers James Taylor and Vicky Bodman will be happy to discuss any member queries.

Wiltshire Community Led Housing Project (WCLHP)

WCLHP Plan (2018-2020)



Table of Amendments

Version	Description	Date	Amended by
1.0	For PM discussion.	04/12/2018	JT
1.1	For PM discussion following review	05/12/2018	VB
1.2	Insertion of Topic Paper as introduction, further proofing and minor drafting changes.	10/12/2018	JT
1.3	Re-drafted to reflect project team and December Steering Group feedback to date. Formatting.	04/01/2019	JT
1.4	Amended to reflect meetings with Helen Taylor and Georgina Clampitt-Dix.	16/01/2019	JT and VB
1.5	Amended to reflect January Steering Group feedback and discussions.	21/01/2019	JT
1.6	Paragraph 4.23 and action 25 removed following Cllr Clewer feedback.	29/01/2019	JT
1.7	Model 6 removed as requested by Cllr Clewer.	30/01/2019	JT
1.8	Approved by partners. Final formatting and checks.	06/02/2019	JT
FINAL	Signatures added. Final proofing.	21/02/2019	JT

Foreword:

In December 2016 the Government wrote to Wiltshire Council to announce a £60m Community Housing Fund to support Community Led Housing (CLH) developments in local authority areas where the impact of second homes is particularly acute. Wiltshire Council was awarded £650K from this fund by Homes England.

This project and action plan is the response to this award and is a partnership between Wiltshire Council, Community First and the Wiltshire Community Land Trust. The project has the objective of empowering local communities to deliver innovative solutions to their community needs.

Within the largely rural context of Wiltshire this is likely to mean addressing housing need and in turn, addressing the loss of and threats to facilities that benefit the rural communities. However this project is for all of the communities within Wiltshire, which includes urban contexts too. Across Wiltshire there are a wide range of challenges faced by our communities and this project aims to enable them, in a manner of their choosing, to redress those challenges and build a legacy for on-going delivery of community led development.



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1. Introduction to Community Led Housing

This Action Plan should be read alongside other key documents including:

- Wiltshire Community Plan 2011-2026
- Wiltshire Council's Business Plan 2017-2027
- Wiltshire Council's Core Strategy 2006 - 2026 (adopted January 2015)

What is the meaning of Community Led Housing (CLH)?

1.1. The CLH Toolkit sets out what CLH is considered to be by the national organisations representing the various sectors.

<https://clhtoolkit.org/introduction-clh/what-community-led-housing-clh>

1.2. The toolkit sets out that:

"Most CLH has five main features:

- ***It is often small scale*** – in rural areas, most schemes are under 20/25 homes and some are smaller; in urban areas some much larger schemes are now being promoted and delivered
- ***Schemes are usually set up and run by local people in their own communities, often with external support from housing associations, local authorities or regional and national support organisations***
- ***It provides genuinely affordable homes for rent, shared ownership or sale on sites that are often difficult for mainstream housing providers to develop***
- ***Schemes meet long-term local housing needs, by the community retaining a legal and/or financial interest in the homes provided and ensuring they are always available to local people who need them***
- ***CLH is not for profit, involving considerable voluntary effort"***

1.3. However, importantly the toolkit goes on to caveat this and explain that "some community-led housing schemes are based around groups of people coming together to foster community living and these may not require subsidy, meet local housing needs or be not-for-profit."

1.4. Whilst the toolkit sets out what the industry bodies consider CLH to be, it is not legally defined and often it is used as an umbrella term for a range of ancient and modern models.

The Community Housing Fund (CHF) Prospectus (Homes England, July 2018:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721611/CHF_prospectus_-_FINAL.pdf)

provides what may be the closest available thing to a definition in paragraphs 6 to 8:

6. Community-led housing is about local people playing a leading and lasting role in solving local housing problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve through mainstream housing.

7. In order to ensure that the schemes supported by the Community Housing Fund are truly community-led, proposals should ensure that:

- *meaningful community engagement and consent occurs throughout the development process. The community does not necessarily have to initiate and manage the process, or build the homes themselves, though some may do;*
- *the local community group or organisation owns, manages or stewards the homes and in a manner of their choosing, and this may be done through a mutually supported arrangement with a Registered Provider that owns the freehold or leasehold for the property; and*

- the benefits to the local area and/or specified community must be clearly defined and legally protected in perpetuity.

8. The community-led housing sector comprises a wide range of ownership, occupancy and management models including (but not limited to) community land trusts, co-operatives and cohousing. Within the sector a range of tenures are possible, including shared ownership, rent, and market sale. The community-led housing sector is adept at developing specific ownership and tenancy arrangements that best suit the local circumstances and preferences and this diversity and pragmatism will be recognised in the delivery of the Fund wherever possible.

1.5. This poses a reasonable basis for any definition, but certainly the definition of the Wiltshire CLH Project given it is (currently) entirely funded by the CHF. It is important to stress that under this definition the community benefit must be protected in perpetuity.

What are the models for CLH?

1.6. Projects may be one or a mix of models and may even be a separate approach sharing common characteristics but not wanting to be labelled. Below brief descriptions of the various models are set out, including helpful links to provide greater detail and further helpful reading; and examples to help illustrate what the model may look like in practice.

<u>Model 1 - Community Land Trusts (CLTs):</u>
CLTs are a form of CLH, set up and run by ordinary people to develop and manage homes as well as other assets. CLTs act as long-term stewards of land/housing but they may delegate the development and/or management of the asset.
The CLH Toolkit suggests that CLTs “provide affordable homes for local people in need – for rent or shared ownership - by acquiring land and holding it as a community asset in perpetuity”.
Links:
http://www.communitylandtrusts.org.uk/
http://wiltshirecommunitylandtrust.org.uk/
https://wessexca.co.uk/
https://www.seendclt.org/about.html
Example:
St Minver, Cornwall (Self-build example in rural CLT context)
http://www.communitylandtrusts.org.uk/what-is-a-clt/success-stories/rural-clts/st-minver-clt

<u>Model 2 - Co-housing:</u>
These are groups of self-contained dwellings with the benefit of shared additional facilities which are all managed by a group. The shared facility may be a large kitchen where group meals are shared, or a hall where meetings and classes may be hosted.
The CLH Toolkit suggests that they involve “groups of like-minded people who come together to provide self-contained, private homes for themselves, but manage their scheme together and share activities, often in a communal space”.
Links:
http://www.cohousing.co.uk/
https://www.brightgreenfutures.co.uk/about-bgf/bright-green-futures-communities/
https://www.housinglin.org.uk/Topics/type/Living-Closer-The-Many-Faces-of-Co-Housing/
Example:
Ashley Vale Self-build, Bristol (Mixed-use self-build project with a group coming together and

using separate financing options)
https://www.selfbuild-central.co.uk/first-ideas/examples/ashley-vale-bristol/

<i>Model 3 - Housing Co-operatives and mutual housing associations:</i>
This is a form of CLH where it is built and managed by members of a group, with democratic collective control, to influence the scheme and its management.
The CLH Toolkit suggests that they “involve groups of people who provide and collectively manage, on a democratic membership basis, affordable homes for themselves as tenants or shared owners”.
Links:
http://www.cch.coop/
Examples
Housing co-op in a rural context with 3 buildings in 7 acres of land.
http://www.earthwormhousingcooperative.org.uk/
A housing co-operative based in Bristol aimed at those on low incomes with environmentally friendly values.
https://www.triodos.co.uk/projects/cog-housing-co-operative/475

<i>Model 4 - Self and custom build:</i>
The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) provides a legal definition of self-build and custom housebuilding. The Act does not distinguish between self-build and custom housebuilding and provides that both are where an individual, an association of individuals, or persons working with or for individuals or associations of individuals, build or complete houses to be occupied as homes by those individuals. To be exempt from the Community Infrastructure Levy (CIL) units must be occupied by the self-builder initially and for at least 3 years post completion.
In considering whether a home is a self-build or custom build home, relevant authorities must be satisfied that the initial owner of the home will have primary input into its final design and layout. (Source: https://www.gov.uk/guidance/self-build-and-custom-housebuilding).
Links:
http://www.legislation.gov.uk/ukpga/2016/22/section/9/enacted
http://www.wiltshire.gov.uk/housing-self-build
http://www.wiltshire.gov.uk/spp-shma-2017-final.pdf
http://localselfbuildregister.co.uk/localauthorities/wiltshire-council/
https://www.planningportal.co.uk/info/200130/common_projects/49/self-build_homes
http://www.ecomotive.org/what-we-do/self-build-services/
https://www.veteransselfbuild.co.uk/
Examples:
Fishponds Road, Bristol (Self-finish example in urban CLT context)
http://bristolclt.org.uk/blog/projects-2/
Example of partnership to delivery accommodation of ex-servicemen and affordable homes.
http://plymouthnewsroom.co.uk/top-prize-nelson-project/

<i>Model 5 - Self help housing:</i>
This is about groups of local people bringing back into use existing and empty properties that for various reasons are not in use and have no known or anticipated date when they will find a 'permanent' re-use. Often short-term redevelopment on leasehold arrangements, but this can change depending on circumstances.
Links:

http://self-help-housing.org/
Example:
Somerset Care and Repair utilising grant funding to bring empty property across the county into use.
http://self-help-housing.org/case-studies/somerset-care-repair-securing-funding-from-las/
Example of ex-offenders learning new skills to help with their employment and housing through renovation projects.
http://self-help-housing.org/case-studies/the-restore-trust-bristol/
<i>Model 6 - Voluntary unincorporated group working with an enabling partner:</i>
It may be the case that a community group does not wish to label itself and may wish to work without a legal structure and recognition. They may be very informal and working with an enabling partner that has a legal structure so that they may be able to deliver outcomes.

What are the tenure types and locations for CLH?

1.7. It is important to recognize that CLH is a sector within the housing profession that is gaining increased profile, in part, from the housing affordability crisis and the lack of diversity within the delivery of housing. Often it is considered to be a means of delivering Affordable Housing for the community. However it is not exclusively about delivering Affordable Housing within its formal meaning. It is quite possible that CLH schemes will involve a combination of the options such as market sale, discount market sale, shared ownership, market rent, discount market rent and rent to buy. Furthermore it may be about providing different types of housing in a community to meet their needs, for example, market housing suitable for older homeowners/occupiers wanting to downsize as their current home is under occupied and/or proves to have accessibility issues for them.

1.8. A pure self-build project, for example, is likely to produce open market housing. It can be a more affordable model for housing delivery, but it is not necessarily Affordable Housing in policy terms and will at some point in the future find its way to the open housing market. But this does not mean that it is not a community-led home as long as it was part of some defined community benefit that has been protected in perpetuity. That community benefit may not have been defined as the provision of Affordable Housing; it may have been about securing open market down sizer accommodation or a community facility.

1.9. It is important for the community group to consider what community benefit they wish to realise and the mechanism to secure this. It will be important they gain legal advice. For example affordable homes may be protected by the community retaining the freehold and a planning consent linked to a section 106 legal agreement that defines the terms of affordability.

1.10. In Wiltshire the CHF funding has been based on high levels of second home ownership, which it is understood relates to affordability issues in rural communities. However CLH can be both a rural and urban solution. In fact if the sector is to grow to significant numbers it will necessarily involve urban locations (or the creation of new urban locations) or there could be conflict with sustainable development and wider countryside protection objectives.

How can CLH be delivered?

1.11. Development can be delivered with no community involvement, or it can be community-led by and for the community, with a range in-between. Within this spectrum CLH can take a range of forms, not only in terms of the model, but also the degree of community involvement through the planning, building and living phases of a development. Figure 1 below illustrates this spectrum, with CLH being reflected within points 3-6.



Figure 1 – Development spectrum from mainstream delivery to 'pure' CLH.

Developer-led housing with community engagement:

1.12. Most developments now would be around point 2 on the spectrum, the mainstream UK model of developers leading on proposals. Most medium to large scale developers are now well versed in carrying out some form of community engagement. Many communities see this engagement as tokenistic however, and simply paying lip-service to good practice or local validation requirements to provide a Statement of Community Involvement.

Developer-led housing with 'meaningful' community engagement and clearly defined community benefit that is legally protected in perpetuity.

1.13. Based on the CHF Prospectus' meaning of CLH the line may be around point 3 on the spectrum above. This may be surprising as on face value it is clearly developer-led. However the Prospectus at paragraphs 6-8 (as set out above) does not require the proposals to be initiated by the community. Nor does the process or development have to be carried out by the community. What is required is that the community play a leading and lasting role. The leading role may simply be 'meaningful' community involvement. The lasting role may be defining the community benefit and protecting it in perpetuity.

1.14. What is meant by meaningful? It can be defined in simple terms as important, serious and worthwhile. In the context of CLH it may mean that some important influence on the final proposals, sufficient to gain widespread community support, has been achieved. Without the

outcome of widespread community support it cannot reasonably be considered to be 'meaningful' engagement.

1.15. Furthermore and equally importantly the community needs, in a manner of their choosing, to own, manage or steward the housing.

1.16. Finally and again, equally importantly the community benefit from the project needs to be well defined and protected in perpetuity. For example if the community benefit is the delivery of affordable homes, then the terms of the affordability need to be defined and protected forever (including from the Right to Buy).

1.17. An example of developer-led CLH is evolving at Oakfield, Swindon where the Nationwide is taking a developer-community partnership approach and seeking to have meaningful community engagement to shape the proposals, deliver the desired community benefits and ensure they are protected in perpetuity.

<https://www.nationwide.co.uk/oakfield>

1.18. It is essential that the validity of a developer-led approach to CLH is understood as it increases the broad potential of CLH. Developer-community partnership may be a valid approach; the balance of the relationship needs to be treated with care. The project is open to a number of different models or combinations of models including the different types of CLH, but also it may in fact be developer-led too in partnership with a community. With this broader scope there is greater potential for expanding this sector in Wiltshire and diversifying the housing market and empowering local communities to solve their housing problems by working in partnership with developers.

1.19. This approach has the potential to significantly scale-up (larger developments of more houses) and scale-out (more developments of similar size) the delivery of CLH and help to diversify the housing market from the current, mainstream delivery model.

Community-led housing carried out and managed by a developer.

1.20. The next step in the spectrum (point 4) is reflective of the Wessex CLT model that this project initially aspired to replicate. There has been some success in the Wiltshire project with community groups forming and looking at rural exception sites to solve rural affordability issues. The community lead on the initial project inception, often selecting sites and then once they are established, work alongside a developer partner. The developer partner tends, but does not have to (it depends on what the community wants) plan and build out the project and ultimately manage the housing too as a Registered Provider. This model is about meeting limited needs of rural communities suffering from a lack of affordable housing. It has limitations for scaling-up, but it has significant potential for scaling-out / replication; and the project has largely focused on this to date.

Community-led housing carried out by the community and managed by the community.

1.21. The spectrum continues to flow, arguably to a utopian form of CLH where the proposals are conceived, realised, and managed entirely by the community (point 6). It is hard to envisage how this may happen and in terms of scaling up and scaling out this sector it is limited. However it is important to remain open minded to such scenarios and support any groups coming forward with such an appetite.

What is the Business Case for CLH?

1.22. There are clear areas of synergy with Wiltshire Council's Business Plan 2017-2027 and the field of CLH. The Business Plan (<http://www.wiltshire.gov.uk/council-democracy-business-plan>) sets out 3 priorities, namely:

- Growing the economy,
- Strong Communities,
- Protecting the Vulnerable.

1.23. CLH can contribute to the delivery of the following goals of the Business Plan better than a mainstream approach. To rely only on mainstream housing for each of these goals would be high risk due to the lack of diversity. Furthermore mainstream housing approaches in some cases cannot contribute to these goals at all, or can only offer limited fulfilment of the goals compared to CLH.

Growing the economy:

- More affordable homes to rent and buy
- Development where it is needed
- Public land released for homes and jobs
- Regeneration of town centres

Strong Communities:

- Strong Community Leadership
- More services and assets devolved to parish councils and community groups
- More Neighbourhood Plans
- More Volunteers and work with the volunteer sector
- High recycling rates and reduced litter
- Military and civilian communities are well integrated
- Reduction in anti-social behaviour
- Reduction in substance misuse

Protecting the Vulnerable:

- Reduced social isolation and loneliness
- Improved mental health
- Suitable accommodation in place for vulnerable younger and older people

1.24. The following is taken directly from CLH Toolkit (<https://clhtoolkit.org/introduction-clh/business-case-community-led-housing>) setting out their business case for Community Led Housing.

“Community-led housing can and does support the strategic priorities of local authorities and housing associations in ten important respects:

- 1. It adds to the supply of new homes, particularly those not readily delivered by the market**
As well as tackling larger schemes on standard sites, community-led housing organisations can overcome the barriers presented by small, often complex sites that may be of little interest to mainstream developers, meeting a local need that would otherwise not be met.
- 2. It can provide genuinely and permanently affordable homes for people in need**
Community-led housing provides a way of delivering permanently affordable rented homes, with rents linked to median incomes, capped at Local Housing Allowance rates or up to 80% of a market rent, as well as also providing different forms of low cost home ownership. Many CLH groups have developed new and locally tailored products to address particular affordability issues in their communities.

3. ***It can give social housing tenants a stronger voice***
Public sector tenants have an increasingly important role to play in the management of social housing, post-Grenfell. Community-led housing can help to ensure the safety and security of local communities, tackling familiar issues around equality and diversity, whilst giving a voice to those who are marginalised and vulnerable.
4. ***It diversifies the housing market and increases choice***
Many community-led housing schemes involve a mix of tenures that not only enable local people to remain in their area but also maintain the viability of the community by increasing choice and diversity.
5. ***It can reduce the opposition to development***
Homes targeted at local people, that are genuinely affordable by them and available to them on a long-term basis without, in many cases, a Right to Buy, can be decisive in winning local support. This applies as much in urban areas as rural ones. Community-led housing is also becoming an increasing feature of Neighbourhood Plans in many areas.
6. ***It can support urban and rural regeneration and help return empty properties to use***
In both urban and rural areas, community-led housing can play a role in refurbishment as well as new provision. Working closely with local authorities and housing associations, existing community organisations, particularly those with assets already, can help to add to the available housing stock through acquisitions and conversions of unused housing, attracting new investment, rebuilding local confidence in neighbourhoods and strengthening local economies.
7. ***It can empower local communities, helping them to become more self-reliant and resilient***
Encouraging communities to become more sustainable and resilient is a key feature of many community-led housing schemes. Empowered communities make decisions about their areas, often leading to practical, self-generated solutions to local problems. Community-led schemes enable local people to remain in their area and help maintain the viability of their community.
8. ***It can enable older people and vulnerable people to live well in their own communities***
Community-led housing schemes can enhance well-being and reduce dependence by enabling older people to have a role in decision-making and the chance to be part of active and self-sufficient communities that encourage mutual care and support. They can help local authorities manage demand for support services at a time of public spending pressure.
9. ***It can lever in financial and other resources that are not available to other housing providers***
Community-led schemes have access to significant dedicated capital and revenue grants and loans, both from Government and the social investment sector. They are increasingly using crowd funding and community bond issues to raise their own scheme funding, keeping the homes they produce genuinely affordable to local people.
10. ***It can strengthen and help sustain local economies***
Community-led housing schemes often make use of local labour and can re-invest surpluses in the local economy to help maintain or improve community facilities and services. In rural communities this can mean bringing pubs, post offices and shops into community ownership. In urban areas where market failure is a problem, it can increase confidence in a neighbourhood, bring stability and help attract further investment.

The need for a CLH project in Wiltshire:

1.25. CLH is about local people taking a leading and lasting role in solving housing problems. The CHF has been set up to support development proposals with meaningful community involvement; where the community group owns, manages or stewards the homes in a manner of their choosing; and the benefits to the community are clearly defined and legally protected in perpetuity.

1.26. This project is entirely financed by the CHF and is complementary to the work the Council is undertaking with communities on neighbourhood planning. The funds have been allocated on the basis of high levels of second home ownership and to help address affordability issues in rural areas. However the scope of CLH and its potential to diversify the housing market is notable. There is potential to scale-out, and scale-up. This project can help to understand the appetite for CLH initiatives, not only to address the rural affordability issues, but also urban affordability issues and urban and rural market housing issues. Further it can help understand the appetite for diversifying the housing delivery models in Wiltshire by scaling up and scaling out CLH and realizing the community benefits beyond affordable housing in rural areas.

1.27. 'Local housing, community living: prospects for scaling up and scaling out community-led housing' by Andrew Heywood (The Smith Institute, January 2016) defines what it means by "scaling up" and "scaling out" activities. Scaling up is the *"growing existing organisations and expanding outputs"*. Scaling out *"involves horizontal expansion through the creation of new groups while maintaining the small scale of individual groups to preserve their responsiveness and accountability to individual localities"*.

1.28. For the purpose of this plan, and to put this another way; to scale-up CLH simply means larger developments of more houses, and to scale-out CLH means more developments of similar size. Typically on a rural exception site this will be 3-10 units.

1.29. The business case for CLH is strong and it relates directly to the social, economic and environmental priorities of Wiltshire Council and its partners.

1.30. It is important to acknowledge that CLH does not all look the same, sometimes it will be developer-led and sometimes it will be developer initiated, but ultimately it will empower the local community, galvanize community support and benefit the community in perpetuity.

1.31. CLH can include the model of delivery on rural exception sites via a CLT model. The project has been doing this. However this project also needs to explore, promote and support other models in order to understand and seek to generate a wider appetite for CLH.

2. The Vision and Mission Statement:

2.1. The vision for the CLH Project in Wiltshire is to enable and support community groups to deliver housing development that provides defined community benefits that are protected in perpetuity; and to provide a legacy for community led development to scale-out and scale-up. Localism and innovation lies at the heart of this and it will help to build stronger and more resilient communities.

2.2. CLH needs to have meaningful community engagement and has to have widespread community support. This means the community needs to have a common vision and shared values; they need to be empowered. This project will support and enable groups seeking to deliver alternative solutions to their community needs beyond the mainstream delivery mechanisms. This will be achieved through a number of work streams:

- i. Provision of advice and mentoring to community groups throughout their journey by a community development enabler;
- ii. Management of applications by community groups to access the CHF;
- iii. Promotion of CLH through a range of communication avenues e.g. parish council meetings; local press and local radio.
- iv. Promoting the housing registers to ensure housing needs are captured, including encouraging communities to promote the housing registers themselves;
- v. Promotion of CLH to developers and building relationships with them e.g. Registered Providers;
- vi. Supporting the development of positive planning policy for community led housing and its delivery through plan making processes;
- vii. Upskilling of relevant stakeholders e.g. Wiltshire Council members and development management planners;
- viii. Build a website as a portal for advice promoting and supporting CLH in Wiltshire with links to relevant sources of help and advice, such as national toolkits, and Wiltshire Council's planning policy and advice, and its housing registers etc.
- ix. Use this website as a virtual meeting place for communities to share ideas and work through challenges; e.g. a website with a discussion forum;

2.3. Furthermore the project must enable a self-sustaining legacy to support the community led development sector beyond government funding. The work streams above will result in a legacy; and will contribute to a self-sustaining one. However the following specific work stream needs to be developed to support this:

- x. Produce a self-sustaining financial model to ensure that community-led development solutions continue to be promoted and supported through a hub that can provide advice and mentoring to community groups; ensure that any web-based provision remains live; and that a forum for group networking is managed.

3. The Objectives and challenges:

3.1. It is important that the project sets out Specific, Measurable, Achievable, Realistic and Time-orientated (SMART) objectives. The project objectives have evolved as the nature of the CLH sector has become clearer and as the experience within Wiltshire has built up since the initial project bid in March 2017.

3.2. The following agreed objectives have evolved from the initial Wiltshire Community Land Trust project bid, the Community Land Fund spending decision report, the project terms of reference, and the response to the Ministry of Housing Communities and Local Government's 2018 letter.

Objective 1:

Commence development (build/renovation) on at least 3 CLH schemes by November 2020;

Objective 2:

Obtain planning permission for at least 3 further CLH initiatives by November 2020;

Objective 3:

Commence project work/group formation on a total of at least 20 CLH initiatives by November 2020;

Objective 4:

By November 2020 develop a self-financing legacy for CLH in Wiltshire to include features such as:

- o Face to face mentoring and enabling service.
- o A 'live' website to provide and signpost communities to helpful information and provide a forum to network, share experience and raise questions.

4. Delivering the Vision – the Strategy and Actions:

Work stream i) - Provision of advice and mentoring to community groups throughout their journey by a community development enabler:

4.1. The project has now recruited to the 4 FTE roles and is made up of 2 Project Managers – Vicky Bodman (VB), James Taylor (JT), 1 Senior Spatial Planner – Mark Henderson (MH) and a Project Enabler – Rebecca Lockwood Norris (RLN), Cindy-Ann Carter (CC) (job share). Actions have been assigned based on the skills and experience of those individuals and will need to be kept under review, for example, in the event of staffing changes.

4.2. The team is based within Wiltshire Council and sits within the housing and spatial planning functions and therefore supported by the managers of those services, including Helen Taylor (HT) who has been leading on Topic Papers for the Local Plan Review. The team and the work is also supported by a strong partnership including the Wiltshire Community Land Trust and Community First, an organisation with extensive leads into the community and two trained Community Organisers when additional independent community engagement is required.

4.3. The whole project team will be responsible for providing enabling advice and mentoring to the community groups through attendance at group meetings and responding to verbal and written queries. Principally this responsibility will fall to the project managers but where required (due to technical knowledge on, for example, planning or housing) they will be assisted by the appropriate team member.

4.4. As appropriate the project managers shall assist the community groups with the creation of their project plans.

4.5. As the project develops it is inevitable that duplication of issues will be identified and these can be addressed through the production of template documents, such as group governance, allocations policies, heads of terms between partners etc. Making this information available to groups will help to avoid duplication and replication. Some of these documents such as the allocations policy will need to be agreed by project partners.

Actions:

- 1.** Project Managers to continue to advise and assist groups. VB to lead on existing groups with assistance/deputising from JT. New community groups will be allocated a main point of contact within the project either VB or JT. This will be determined based on workloads and experience. The main point of contact will be assisted / deputised by the other project manager. The arrangements should be kept under review depending on workloads, experience, and relationships with the group (VB/JT).
- 2.** Provide existing and new groups advice from wider project team as and when skills and experience may be of assistance to the community group (All).
- 3.** Undertake initial planning site suitability assessments as identified by groups. Ongoing (MH).

4. Co-ordinate Rural Housing Need Surveys as required by groups to evidence need and determine mix. Ongoing (RLN/CC).
5. Facilitate development partnerships at the request of the community groups to help projects be realised. This will require a network of contacts to be established and grown. Ongoing (JT/VB).
6. Build portfolio of templates for documents that groups will need to produce and help them save time by giving them a starting point that other groups have utilised. Ongoing (VB/JT).

Work stream ii) - Management of applications by community groups to access the Community Housing Fund:

4.6. CLH like any development requires resourcing. The volunteering time within a project does not result in financial costs and it is expected that some basic costs beyond their time may be burdened by the volunteers themselves, such as IT and other administrative requirements, hosting meetings and providing refreshments.

4.7. However, the Community Housing Fund has been set up to enable and help CLH opportunities. Grants can be applied for to cover project set up costs up to £10,000 and for pre-development feasibility costs up to £40,000 (the latter grant is repayable, unless the project does not go ahead.) There are also other grant funding opportunities to enable projects. Overall budget management is the responsibility of the Steering Group with advice from the Project Managers.

4.8. Advice on grant funds can be obtained from the Project Managers and applications for funding will be assessed by the Project Enablers.

4.9. It is essential for the projects going forward that funds are made available to the community groups in a timely manner where they are justified and meet the necessary qualifying criteria.

Actions:

7. Project Managers to be the first point of contact and can deal with general enquiries with assistance from Enablers as required. Ongoing (VB/JT/RLN/CC).
8. Project Enablers to be responsible for determining and processing the applications for CLH fund monies, justifying and accounting of decisions. Head of Housing will be responsible for the sign off of these funds. This must be reported to the project managers. Ongoing (RLN/CC).

9. Quarterly reviews to be undertaken by the Project Enabler to ensure that spend has been in line with the approval. (RLN/CC)
10. Budgets to be reported at all Steering Group meetings by the Project Managers. Currently monthly – to be reviewed and adjusted as agreed with Steering Group (VB/JT).

Work stream iii) - Promotion of CLH through a range of communication avenues:

4.10. The general public's knowledge of CLH is low within the UK and an important part of the project will be to raise the profile and understanding of the sector across Wiltshire. Only in doing this will there be the creation of opportunities to scale-out and scale-up the delivery of CLH.

4.11. It is important that throughout the project opportunities to raise the profile, awareness and understanding of CLH are undertaken. Targeting established community groups will be important in this, as well as taking advantage of success stories to promote the wider message. It is anticipated that success can breed success and so when a number of projects have developed and projects have been delivered it will galvanise interest and mean that promotional work can taper off.

4.12. Periodically through the project it will still be necessary to communicate with the following groups to see if they are interested in listening to what CLH is about and in the process to encourage the formation of new CLH groups:

- Town and Parish Councils through the Wiltshire Association of Local Councils (WALC), supported by Community First;
- Wiltshire Area Boards;
- Neighbourhood Plan Groups; and
- Wiltshire Village Halls Association (WVHA) through Community First;

4.13. Throughout the project it will be valuable to raise the project profile by providing a stall to promote CLH at public events, such as the opening of new community campus buildings or village events (where there is a known demonstrable housing need in that parish).

4.14. At various milestones in any project there will be positive news stories and working with those groups, this presents a key opportunity to promote CLH through the local press and radio.

4.15. The use of social media needs to be explored to support this work and how best this can be achieved considering social media communication must be channelled through the Council's communications team. For example, alternatively it may be best to utilise the Community First brand as appropriate or going forward utilise any preliminary hub brand.

Actions:

11. Project newsletter to be produced, distributed and reviewed quarterly (VB).
12. Make contact with all Town and Parish Councils that have expressed interests in CLH. Q1-Q2, 2019 (JT/VB).
13. Make contact with Town and Parish Councils that do not have some form of community groups established to see if they would be interested in a community-led development project. Q3, 2019 (JT/VB).
14. Identify the need for community events to promote CLH. Ongoing. (All).
15. Continue to seek out appropriate positive news stories within projects and encourage the projects to publicise this within local media. Ongoing (JT/VB).
16. Attend Neighbourhood Planning workshops to promote affordable/community led housing opportunities to Neighbourhood Planning groups at early stages of their Plan. Ongoing. (RLN/CC).
17. Investigate, establish and update a social media platform for the project if appropriate. Investigate potential and determine next steps. Q1-Q2, 2019. Once complete, review within project team and refer to Steering Group as necessary (CC).
18. Update on project for Community First Newsletter, published Autumn each year. Q2, 2019 and Q2, 2020 (VB/JT).
19. Produce publicity information to coincide with industry promotional events such as Community Housing Week. Ongoing (All).

Work stream iv) - Promoting the housing registers to ensure housing needs are captured, including encouraging communities to promote the housing registers themselves:

4.16. There is the potential for hidden housing need to go unrecognized and this may result in projects not being followed through, or being planned based on inaccurate evidence on need. It is therefore essential that people are made aware of the need to be on the housing registers in order for this project to address the actual needs of the communities that it is here to help.

4.17. The strategy for promoting this (through this project) will be to include this information within any communications literature and as part of any presentations to potential and existing groups.

4.18. Going forward it will be emphasised to the groups that they need to promote these registers in order to build up a strong evidence base for their projects along with any housing needs surveys.

Actions:

- 20.** Produce a leaflet on CLH to include clear information on the housing registers. Start Q1, 2019 (RLN/VB/JT).
- 21.** Distribute leaflet via community groups, libraries, council hubs, with rural housing need survey packs, Neighbourhood Plan Groups and via Wiltshire Village Halls Association. By end of Q1, 2019 (RLN/VB/JT).
- 22.** Promote the housing registers to the areas where community led projects are taking place. Ongoing (All).

Work stream v) - Promotion of CLH to, and building relationships with, developers e.g. Registered Providers:

4.19. There has already been much work on building relationships with existing Registered Providers that operate in this area. Further networking however is important in acknowledgement that a broad spectrum of options needs to be established for community groups that wish to work in partnership with an RP within any CLT type model. This is important as it may ensure more positive terms for any community group, ensure better alignment of values between partners, but moreover reduce the risk of capacity issues developing and delay in proposals coming forward. The issue here is that some RPs may not have capacity to handle more than one or two construction projects at any time and most operate outside of Wiltshire too.

4.20. In addition and mindful of the wider scope of CLH beyond the Wessex CLT model it is important to seek out more partnership working with private developers. It may be that they can be utilised solely for a build phase, rather than management.

4.21. In acknowledgement of the opportunities to significantly up-scale the CLH sector through developer initiated schemes (with meaningful community engagement and well defined community benefits protected in perpetuity) then it is important to reach out to this sector and explore ways of working together to produce a different model to large-scale house building.

4.22. The potential for the self-build and custom house build market to make a meaningful contribution in the CLH sector has to be acknowledged. Serviced plots for a mix of affordable and market self-build homes may be supported by rural communities. Crudwell Parish Council, for example, has been exploring this through their neighbourhood plan. There is also some overlap with the Council's statutory responsibilities to ensure an adequate supply of land for this sector. The strategy here is to utilise the Self-Build Register to help individuals and groups on this register to realise their ambitions where there is a clear synergy with the definition of CLH.

4.23. The Council has a developing portfolio of new build and is well versed and practiced at delivering and managing affordable housing for the benefit of communities. Furthermore there are developing strategies to expand Council new build. The strategy of the project here is to build stronger working relationships and understand how some of these Council projects may evolve into CLH initiatives. For example, this may include joint working on an army veterans' scheme.

4.24. During any community group's journey it will be necessary to build up community support through connecting to the community and, depending on the model, encourage membership participation. In the event of a project being developer initiated this will need to investigate and build community support.

Actions:

- 23. Communicate with Registered Providers active in Wiltshire and neighbouring local authority areas to see if they are interested in delivering and/or managing community developments. Q3-Q4, 2019 (CC/RLN).
- 24. Use the self-build register to identify potential CLH self or custom build group or groups with a clear housing need in Wiltshire, and work with partners to identify additional information. Q1-Q2, 2019. In the event of any groups or potential groups being identified, communicate with those groups and individuals with a view to facilitating the establishment of one or more CLH groups. Q2-Q3, 2019 and Q2-Q3, 2020 (JT/VB/RLN)
- 25. Continue to work on models and templates in relation to AH allocations policies and heads of terms between groups and developer partners/contractors etc. (RLN/CC/VB/JT).
- 26. Engage with Strategic Assets team on their upcoming projects including any army veteran's proposals, supporting their work and seeking opportunities for CLH where appropriate e.g. army veteran group. Q2-Q3, 2019 (JT/VB).
- 27. Build on networking and upskilling opportunities across all CLH models. For example visit Ecomotive to understand their CLT/self build/co-operative experience and the potential for cross working on their Bristol CLH Hub project. Ongoing. (all)
- 28. The project will utilise the Community First engagement team to help promote CLH (2 engagement officers over 3 days) where appropriate. This will be a work stream to be initiated by interest from a community group or a developer, rather than a required action (JT/VB).

Work stream vi) – Supporting the development of positive planning policy for community led housing and its delivery through plan-making processes:

4.25. A positive and effective planning policy framework can support the delivery of community led housing. There are now examples of adopted and emerging policies within local plans that explicitly provide 'support' and 'encouragement' to such proposals.

4.26. The Wiltshire Core Strategy contains a suite of policies that facilitate the delivery of housing, including a rural exception policy for all settlements across Wiltshire where there is an identified need for affordable housing and support by the local community. However, no explicit reference is made to CLH. Through the review of the Core Strategy (being taken forward as the Local Plan Review) consideration should be given to the need to provide greater support for CLH through more positive planning policies.

4.27. Through the project evidence is being gathered to support the development of policy and inform the Wiltshire Local Plan Review process. Established forms of communications between officers within the council will be maintained in order to develop appropriate evidence.

4.28. The values of CLH are linked clearly to the localism agenda and there is the opportunity also for parish councils to deliver community led housing through their Neighbourhood Plans or Development Orders.

4.29. Raising awareness (and knowledge) of CLH with officers supporting the preparation of neighbourhood plans will be important to ensure that neighbourhood planning groups are fully aware of the potential options to deliver housing and where to access additional support on CLH; as well as wider integration with the work of the council on neighbourhood planning.

Actions:

29. Attend Housing and Spatial Planning liaison meetings (4-6 weeks) as necessary to advise on CLH and support development of evidence for Local Plan Review, undertaking any consequential actions to agreed timescales. (MH/CC/JT/HT)
30. Input into the housing focus group (member/officer working group) set up to inform the Local Plan Review with the development and refinement of options for housing policies. (MH/CC/JT/HT)
31. Undertake seminar/workshop for spatial planning and development management officers on CLH to: raise awareness and provide basic understanding, and clarify the inter-relationships with neighbourhood planning. Q1-Q3, 2019 (MH/CC/JT/VB)
32. Consult Heads of Spatial Planning and Development Management when developing guidance notes to ensure they meet the training needs of officers as well as local communities. Ongoing (MH/CC/JT/VB)
33. Engaging with Neighbourhood Planning groups to enable them to explore CLH as identified by Neighbourhood Planning Manager, Link Officers or direct enquiries. Ongoing (VB/JT/MH).
34. Establish and maintain a database of land that has potential for CLH to inform plan making and monitoring of the project. . Ongoing (MH and CC).

Work stream vii) - Upskilling of relevant stakeholders:

4.30. This is an important part of the project delivering on its targets. Without local Wiltshire Councillors, members of planning committees and development management planners that understand what is meant by CLH then the fact it is community led and positive will not be given any weight in the decision making process. Whilst the planning framework is not set up to support proposals at this time; if the proposals have community support, will produce community benefits and have been through meaningful community engagement then the fact its community led can be an 'other' material consideration. This can weigh positively in the decision making process.

4.31. It is possible for this project to reach out to members of Wiltshire Council. This can be done in a number of ways as community groups go through their journey. It may be via written communication, face to face meetings or attending events such as planning committee meetings to give a short presentation and address any questions that decision makers may have.

4.32. The project will reach out to Community Engagement Managers and development management planners (that are acting as link officers on neighbourhood plans already or case officers on pre-planning and planning applications). The project can work with them as the community goes on its journey attending pre-application meetings for example. More generally they can be reached by hosting or attending events (such as team meetings) to give a short presentation and address any questions that may arise.

Actions:

- 35. Produce and circulate Members Briefing Note to promote CLH to Wiltshire Council members. Q1-Q2, 2019 (JT/VB).
- 36. Seek meeting with the local ward member when there is progress of any CLH planning proposals. Unknown but likely to be no earlier than Q4, 2019 (JT/VB).
- 37. Based on progress of any proposals seek invitation to attend and present to one or more of the Area Planning Committees to promote what the project is about and the relevance of it in decision making. Q1-Q2, 2020 (JT/VB).
- 38. Seek invitation to attend and present to a development management team meeting in order to promote what the project is about and how it may be a material consideration in decision making. Q3-Q4, 2019. Presentation to be scheduled at earliest convenience after that. (MH/CC/JT/VB).

Work stream viii) - Build a website as a portal for advice promoting and supporting CLH in Wiltshire with links to relevant sources of help and advice, such as national toolkits, and Wiltshire Council's planning policy and advice, and its housing registers etc:

4.33. The project has discussed the need for an on-line toolkit specific to Wiltshire. However there are a number of national toolkits already and it is highly likely that there would be a significant level of duplication. Furthermore the need to keep a toolkit up to date is a significant task of itself. Production and management would be a significant use of resources and be of limited value given the duplication. Further there are numerous sources of information to support groups making planning applications and to produce such guidance would again be duplication and intensive on resources; and unlikely to be kept up to date thus swiftly becoming out of date.

4.34. The project already has webpages hosted by Wiltshire Council and Community First. However it is likely to be important going forward, depending on the requirements of a self-sustainable model for Wiltshire, that this becomes a separate entity.

4.35. It is considered that the production of a stand-alone website is a realistic option for the project and would serve as a gateway to CLH in Wiltshire. The strategy would be to have a series of pages outlining the concept of CLH, the partnership project that is taking place in

Wiltshire and the ways in which we can offer support and advice to community groups (including access to funding). Furthermore there would be a series of links to wider information and most significantly an industry accepted national toolkit. This would be an expansion of the existing web offer in terms of information, but it would be manageable in terms of keeping it up to date. Moreover it would have a degree of independence so that it can potentially be utilised beyond the time frames of this project.

4.36. This website offer would be complementary facility to what is arguably most important for new community groups, which is direct contact and enabling.

Actions:

- 39. Review the existing on-line offer of the project (Wiltshire Council and Community First) and up-date contents in line with action plan introduction and provide links to existing toolkits etc. Q1-Q2, 2019 (JT/VB).
- 40. With steering group partners develop a stand-alone website to host the project's on-line communication. Set links from the partners' pages to this content and then provide minimal and basic information in these locations. . Q3, 2019 – Q1, 2020 (JT/VB).

Work stream xi) - Use this website as a virtual meeting place for communities to share ideas and work through challenges:

4.37. It is also important, particularly within a large geographical area where the communities involved are committing their time and energy in addition to their busy working and family lives, that there is a virtual network for more day to day issues. This will also be important to enablers as community housing expands and face-to-face time will be more limited for groups. It would therefore compliment the Basecamp Network supporting urban and rural communities in Wiltshire with advice provided by Wiltshire's project team.

4.38. A stand-alone Wiltshire website has the potential to set up a Wiltshire forum for those interested or already involved in CLH to share their ideas and problems. It would be open to people that are thinking about starting their own projects, or are encountering problems that other communities may well have found solutions to and can assist with. This will be an invaluable networking provision in Wiltshire and enablers will be able to utilise this to make the most efficient use of their time.

4.39. It may be necessary to explore making this a member's only facility to ensure a degree of accuracy within any advice that is provided. The idea will need to be developed and evolve from experience.

Actions:

- 41. In conjunction with partners develop a virtual meeting space/forum for Wiltshire CLH groups from the project website. Q2-Q4, 2020 (JT/VB).

Work stream x) - Produce a self-sustaining financial model for CLH:

4.40. One of the key outcomes of this project is to ensure that it proves valuable to community groups beyond its own funding. The only way that this can be achieved, ensuring that the project enabling work continues, and that any web-based resources are kept up to date, is to provide a financial model to facilitate this.

4.41. The Wessex CLT has an established model and has focused this on the CLT delivery model utilising a Registered Provider. At the time of writing it is hard to envisage a wider model that could be applicable to a wider set of CLH solutions. But it is inevitable that any model will need to be based on community groups paying a fee for the advice that they receive in order to gain support and advice.

4.42. Given the financial structures of such groups and the lack of resources it is likely that this will have to be paid only where a development reaches its conclusion. The fee would have to be built into the development costs of the project and covered by any loans secured against the future asset. There will therefore be a (significant) lag in service provision and payment. There are other means of funding too, such as grants, philanthropic gestures and crowdfunding. These too may be sources of income for any community group and used to pay for the advice. It is clear that this is a point that requires significant consideration and involves risk.

4.43. The Steering Group agreed in December 2018 that the project will not charge any fees for the advice and work it carries out until a financial model has been set up.

4.44. Future fee income could be utilised to cross fund the web-based legacy of the project, or it may be partially or fully funded by advertising on the website or membership fees to any forum. The implications of the various approaches would need to be explored and worked through by the Steering Group.

Actions:

- 42. Develop a payment structure, means of accepting payment and recycling the funds into the project, and terms of reference between the project and community groups as to what services they can expect to receive for any fee. This will need to be agreed with the Steering Group and be suitable for a range of CLH models. Q1-Q4, 2019 (JT/VB).
- 43. Review and report on the project's payment structure, payment processes and terms of reference seeking the Steering Groups approval of review findings and actions as necessary. Likely May 2020 and November 2020 (JT/VB).

Appendix 1 – Wiltshire Community Led Housing Project Plans:

Overall project action plans, officer action plan, group formation progress etc. can be found in this Excel document:

[WCLHP Plan Appendix 1 Actions \(live\)](#)

Future secured for Calne to Chippenham cycle path

Briefing Note No. 19-009

Service : Rights of Way & Countryside
Further Enquiries to: Richard Broadhead
Date Prepared: 28/03/2019

The future of the North Wilts Rivers Route, a traffic-free cycling, walking and running path that links Chippenham to Calne, looks assured after we reached agreement with the multiple landowners, who own sections of the route, to renew leases for the next five years.

A number of campaigners have voiced their opinions on this, so it's positive news for the people of Chippenham and Calne.

During this five-year period, we will consider options on how to keep the path open sustainably over the longer term. This will include seeking support from other stakeholders, examining sources of external funding, and any other options that might achieve longer-term security.

Philip Whitehead, cabinet member for finance, said: "We know how important the North Wilts Rivers Route is to the community, and we're delighted to have worked with local landlords to secure its future for the next five years.

"Wiltshire Council currently maintains the whole route and provides some of its own land for the path, but we also pay private landlords to use some parts of the route. In addition, we also maintain the majority of the bridges on this route.

"With short term leases this route will remain vulnerable every five years, so we need to establish the best way to ensure the path is sustainable in the long-term.

"We will also seek support from the local councils, communities, and landowners to ensure that the entire responsibility of financial support does not solely stay with Wiltshire Council.

"Officers will now investigate all the options to safeguard the path's future, and we can then consider the best way forward before consulting with all relevant stakeholders to keep this well-loved and well-used route open for years to come."

Councillors Briefing Note No. 19-010

Service: Highway and Transport

Further Enquiries to: Spencer Drinkwater

Date Prepared: 28th March 2019

Direct Line: (01225) 713480

FREIGHT STRATEGY AND FREIGHT MANAGEMENT UPDATE

Background

Wiltshire's Freight Strategy was originally adopted in 2000 as part of then Wiltshire County Council's first Local Transport Plan (LTP). It was developed under a very different national policy framework than exists currently. At that time a Road Traffic Reduction Act had been introduced and lorry road-user charging was planned. These legislative tools provided the framework upon which to adopt bold policies for routing HGVs. The resulting Strategy for Wiltshire comprised a two tier system of HGV routing with a grid of strategic freight routes (M4, A303, A350 and A34 to the east of the county) supported by a network of advisory local lorry routes for access to the County's towns. Under this policy, many A and B roads in Wiltshire were not designated as advisory routes for HGVs.

In 2008 the Freight Assessment and Prioritisation Mechanism (FAPM) was adopted in order to prioritise the many requests for freight management (environmental weight limits and restrictions on freight movement) in the county and identify those most in need of freight management and mitigation measures. In 2015, in line with the corporate objective to devolve decision making to our local communities, the area boards were asked to select their freight priorities for assessment under the FAPM.

The current situation

National transport policy has radically changed over the last 10 years and it has proven impossible to deliver the HGV routing aspirations within the Freight Strategy. This change has resulted in our road freight routing policies being out of kilter with current national policies and the local policies of other authorities, many of whom do not undertake freight management or impose weight restrictions on A or B class roads.

The FAPM has been successful in providing an equitable system for scheme prioritisation which has enabled the council to manage requests for freight management. However, recently, the prioritised schemes have been far more difficult to address and the resource implications of undertaking the necessary studies (surveys, data collection and analysis etc) have escalated. Furthermore, for many of the freight management priorities, the studies

have shown that there is little scope to deliver mitigation measures and address the HGV issues.

Local Transport Plan and Freight Strategy Review

During 2019 the council will be preparing its fourth Local Transport Plan (LTP4) which will need to cover the Local Plan period between 2026 to 2036. As part of the development of LTP4 the Freight Strategy will need to be reviewed and replaced with a more realistic and contemporary approach that takes account of recent national transport policy changes, such as the advent of the Major Road Network (MRN) and the establishment of the Western Gateway Sub-National Transport Body, of which Wiltshire is part.

The production of LTP 4 and the review of the Freight Strategy will take time and resources. The sustainable transport team does not currently have sufficient resources to undertake freight management studies as well as develop and deliver LTP4 (involving reviews of all of the LTP strategies, including the Freight Strategy) and contribute to the development of the council's new Local Plan to 2036. Furthermore, it is not appropriate to continue to use the FAPM to assess and prioritise freight management interventions as those interventions may not accord with the outcome of the review of the council's Freight Strategy.

As such, the application of the Freight Assessment and Prioritisation Mechanism (FAPM) will be suspended until the review of the Freight Strategy has been completed. This will provide the opportunity to reflect on the FAPM's effectiveness, evaluate the outcomes achieved using this process, and decide whether it is fit for purpose under the revised Freight Strategy.

The ongoing freight studies will be concluded but no further freight management studies will be commenced until LTP4 and the review of the Freight Strategy have been completed, which is likely to be in 2020.

Extended Consultation on Vision for Special Schools Briefing Note No. 19 -011

Service :	Commissioning
Further Enquiries to:	Judith Westcott
Date Prepared:	01/04/2019
Direct Line:	(01225) 718423

We would like to draw your attention to the news that Wiltshire Council is extending its consultation on special school provision.

The Council has withdrawn the statutory proposal to close Larkrise, St Nicholas and Rowdeford schools and create one new, larger school in Rowde by 2023 to enable further wider views and thoughts to be put forward. An explanation of why this has been done can be found here: <http://www.wiltshire.gov.uk/news/articles/extended-consultation-on-vision-for-special-schools-in-wiltshire>

Wiltshire Council has now opened the extended pre-publication consultation outlined in the link above. You can find the new consultation (alongside a briefing paper) here: http://consult.wiltshire.gov.uk/portal/education/special_schools_consultation_extension

Please note that **consultation responses already provided** to the council will be automatically considered as pre-publication consultation, and **do not need to be resubmitted**.

We have also set up two opportunities to have a face-to-face discussion. These are:

Friday 5 April 10:30am-12:00noon in Chippenham (Venue: Hardenhuish School, Colborne Room – SN14 6RJ)

Thursday 2 May 6:30pm-8:00pm in Trowbridge (Venue: The John of Gaunt School, The Hub – BA14 9EH)

A third session in Devizes is also planned (Fri 3 May, 10:30-12noon) – venue to be confirmed.

If you would like to attend one of these events, please email Specialschools@wiltshire.gov.uk to book your place.

In the summer, the council will provide revised statutory proposals (that is, firm proposals on how we plan to produce the additional places) which will go out for further consultation for another four weeks.

Councillor Briefing Note

Briefing Note No. 19-012

Service: Housing and Commercial

Director: Simon Hendey

Further Enquiries to: Richard Walters (01722) 434495
David Milton (01722) 434354

Date Prepared: 5 April 2019

CONSULTATION ON THE DRAFT MASTERPLAN FOR THE MALTINGS AND CENTRAL CAR PARK, SALISBURY

Monday 15 April – Friday 24 May 2019

The draft masterplan for The Maltings and Central Car Park, Salisbury, has been prepared to fulfil the requirement set by the Wiltshire Core Strategy, for a masterplan to guide the comprehensive redevelopment of the site. The masterplan is intended to provide developers, Wiltshire Council's planning officers, and the local community with a prospectus of how the development will be delivered. Once endorsed by Wiltshire Council, it will become a material consideration in the determination of planning applications on the site.

The masterplan builds upon the parameters set by the development template for the site at appendix A of the Wiltshire Core Strategy. It sets an indicative and high-level layout and phasing plan for how the site will be delivered. The masterplan provides for a range of uses and is purposefully non-prescriptive regarding specific commercial end uses, to ensure that it remains viable and deliverable within the context of volatile city centre market conditions. High density and space efficient residential development will also be delivered.

The masterplan is also set within a framework of green infrastructure improvements, which will serve a tri-fold purpose of flood risk alleviation for the site and the wider city centre, biodiversity enhancements and improved amenity space for residents and visitors alike.

Public consultation

In accordance with the council's Statement of Community Involvement, consultation will be undertaken for a period starting **9:00am on Monday 15 April** until **5:00pm on Friday 24 May 2019**.

As the geographic impact of the masterplan is limited to Salisbury and parts of South Wiltshire, direct notification of the consultation will be limited to interested parties within that geography. As such, Salisbury City Council and the parish and town councils within the surrounding community areas (Wilton, Amesbury and Southern Wiltshire) that are most likely to be influenced by the content of the masterplan will be consulted, along with a range of interested statutory/non-statutory bodies and the development industry.

The draft masterplan for The Maltings and Central Car Park, and information on how to make comments, will be published on **Monday 15 April 2019** on the [Wiltshire Council consultation portal](#).

There will be a public exhibition in the Salisbury Guildhall (Crown Court room) on **Tuesday 23 April** from **9:30am to 6:45pm**, where officers will be on hand to provide further information and answer any questions.

Consultation with the Salisbury Area Board

Councillors on the Salisbury Area Board were given a presentation on the draft masterplan proposals on Thursday 28 March, and the consultation draft masterplan has not changed significantly since then. A further presentation will be given to the Salisbury Area Board to provide an interim summary of the consultation responses received at the next area board meeting on 16 May, ahead of the end of the consultation period on 24 May.

Next steps

Following the close of the consultation, all comments received will be considered before the masterplan is finalised. A consultation report, together with the final draft masterplan, will then be considered by Spatial Planning Committee for consideration and endorsement.

Appendix: The Maltings and Central Car Park masterplan (Consultation Draft)

The Maltings and Central Car Park Masterplan



Opportunities and Development Principles
Consultation Draft April 2019

1 Layout of this document

Section 2 – Purpose of the Masterplan

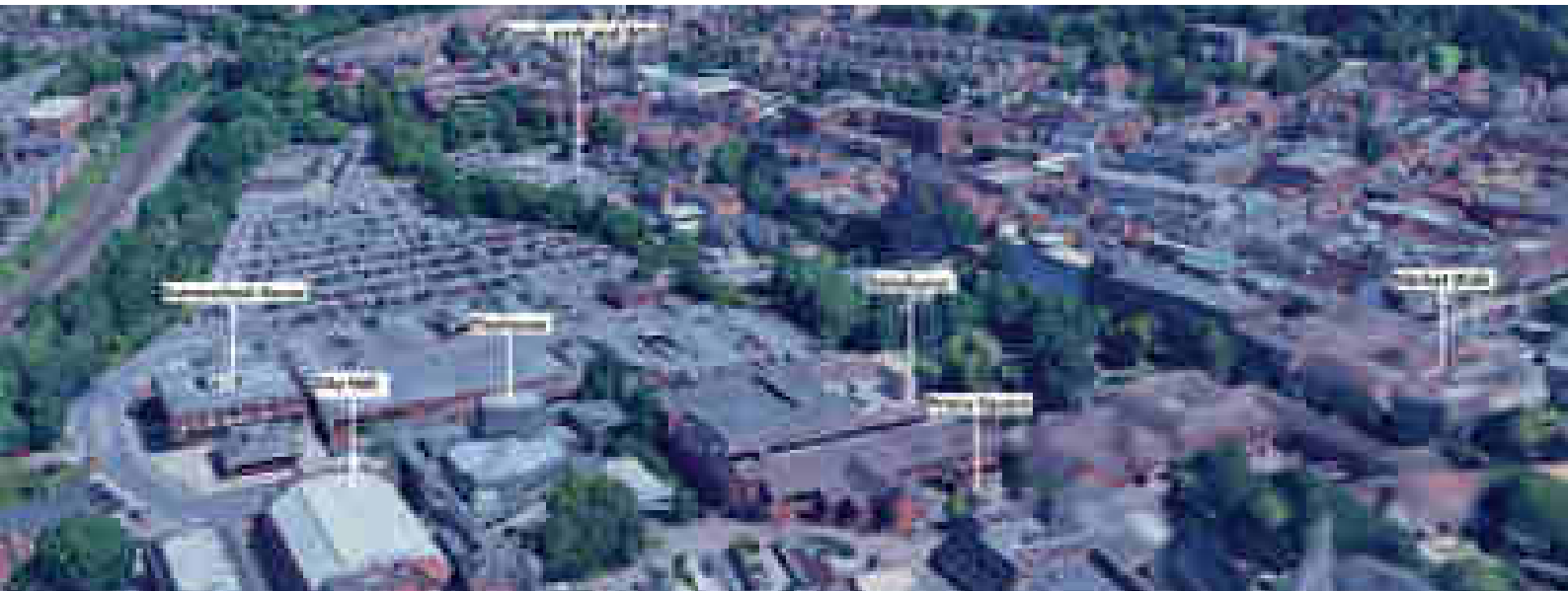
Section 3 – Planning Policy Context

Section 4 – The Site and Surroundings

Section 5 – Broad Development Principles

Section 6 – Character Area Based Development Principles

Section 7 – Indicative Phasing and Delivery Plan



2 Purpose of the Masterplan

This Masterplan sets out Wiltshire Council's broad requirements for the redevelopment of The Maltings and Central Car Park, Salisbury. The site is allocated for development by Core Policy 21 of the Wiltshire Core Strategy (WCS)¹, which is supported by an appended Development Template setting out the broad intentions for the site. This Masterplan has been prepared to fulfil the WCS requirement for a Strategic Masterplan for the whole site², and to provide site specific instructions for the development of the site, using a baseline of the WCS Development Template.

The Masterplan is a material consideration in the determination of planning applications for the strategic development of The Maltings and Central Car Park. The document provides developers, Wiltshire Council's planning officers, and the local community with a prospectus of how the development will be delivered.

¹ Wiltshire Core Strategy, January 2015 – available at: <http://www.wiltshire.gov.uk/wiltshirecorestrategy.htm>

² In light of up to date information regarding land ownership and availability, the site boundary for the masterplan site is slightly different to the boundary depicted by Core Policy 21.

The Masterplan sets out the strategy for a new development including its general layout, scale and other aspects that will need consideration. The process of developing the Masterplan has tested options and considered the most important parameters for the area such as; the environmental constraints/opportunities, mix of uses, requirement for open space, transport infrastructure, the amount and scale of buildings, and the quality of buildings.

The Masterplan shows these issues in an indicative layout, where the shape and position of buildings, streets and parks is set out.

Importantly the Masterplan is designed to be viable and deliverable. For these reasons, while it clearly sets out where commercial opportunities are on the site, it is non-prescriptive over those specific end uses. This is due to the fast-changing nature of City Centre uses, especially the changing retail environment and hence the plan is deliberately conceived to keep options open to underpin commercial viability. While Core Policy 21 is explicit in stating the quanta of specific end uses this has been superseded by the changing markets, and the brief responds positively to this.

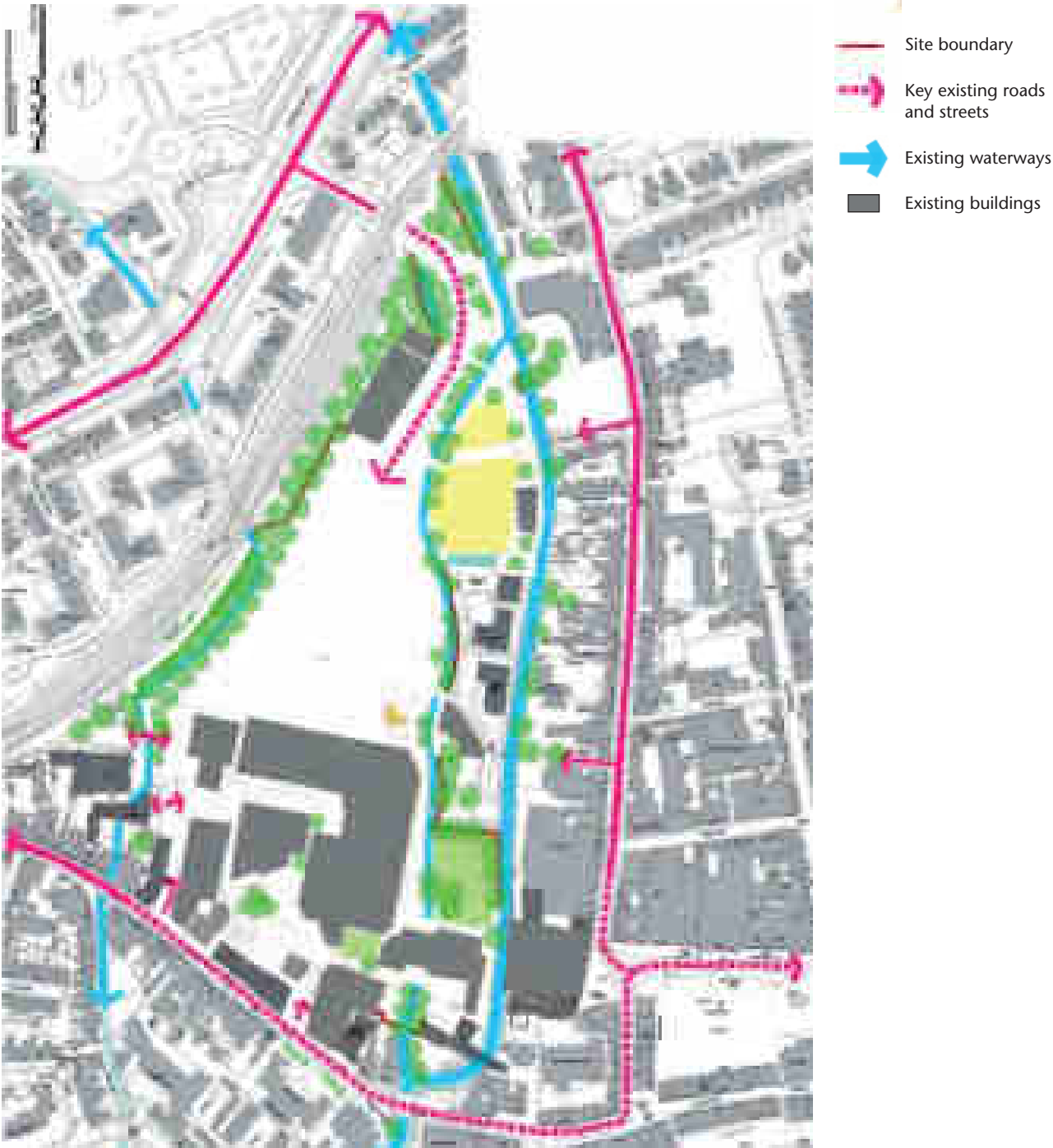
The graphical impressions of what the development could look like are indicative and highlight the art of the possible. Any detailed plans will be subject to further consultation through the statutory planning process and will be expected to reflect the character of Salisbury and respect the unique sense of place.

3 Planning Policy Context

The Maltings and Central Car Park site is allocated for strategic redevelopment by Core Policy 21 of the WCS. Applications for Planning Permission will be determined against planning Policies set out by the WCS underpinned by material considerations set by National Planning Policy and guidance. A summary of the Planning Policy context for the site is set out at Appendix A.

The WCS is now several years old, and it is important to recognise that the role and function of town centres has shifted in the past few years. Accordingly, the Masterplan has been prepared with recognition that the long-term role of the town centre may be subject to change and there is a need to respond flexibly to the unknowns surrounding this. The Masterplan is designed to respond to the requirements of WCS allocation, but with allowance for flexibility for subsequent planning applications to respond appropriately to market conditions. The Masterplan led redevelopment of The Maltings and Central Car Park was also set out in the Salisbury Vision document adopted by Salisbury District Council.

The Maltings and Central Car Park – Existing Site



4 The site and surroundings

The Maltings and Central Car Park site is located within the Salisbury City Centre, to the west of the established shopping area.

The map below shows five broad areas within the site that are identified for a range of development opportunities:



The Maltings and Central Car Park – Broad Areas

Key:

Area 1 - Market Walk and The Maltings

Area 2 - Creative Quarter

Area 3 - Commercial and Residential Core

Area 4 - Riverside and Salisbury Coach Park welcome

Area 5 - Land between Fisherton Street and the railway line

Existing Site

Area 1 - Market Walk and The Maltings

Area 1 includes The Maltings shopping precinct which extends along the riverside walk leading to St Thomas's Square, and the Grade I Listed St Thomas's Church. The shopping frontage at the north of Area 1 faces out across public open space and a children's play area. Area 1 also includes commercial units, with service area and private car parking to the rear. The existing Salisbury Library and the Young Gallery are currently accessed from Market Walk pedestrian arcade, leading to The Maltings from the Cheese Market and crossing the River Avon via a footbridge.

One of the most well used pedestrian links to the site is taken from the Cheese Market through Market Walk, leading to a bridge crossing to The Maltings. This is a busy crossing point coinciding with the north/south pedestrian route, which together create a lively node of activity.

St Thomas's Square leads to pedestrian links into The Maltings riverside precinct. The route through St Thomas's Square opposite the High Street is of high quality and interest but is indirect.

An attractive, but indirect access to The Maltings can also be obtained crossing the bridge to Bishop's Mill.



View of the Maltings riverside precinct looking south



View of the Maltings riverside precinct looking north

Area 2 - Creative Quarter

Area 2 comprises Salisbury City Hall, Salisbury Playhouse and Priory Square, which are accessed from Malthouse Lane. Priory Square lies to the south of the existing Sainsbury's supermarket, comprising many units set around a hard-surfaced public area, and the United Reformed Church in Fisherton Street. There are also several courtyards/servicing areas to the rear of shops and residences along Fisherton Street. There are many heritage assets in the area, which contribute to the character of the Salisbury Conservation Area. Proposals for new building and enhancements in this area will have to clearly demonstrate how their design respects the character of the conservation area.

Summerlock Approach feeds into the Central Car Park from Fisherton Street, to the rear of the City Hall. This approach serves as one of the principle accesses to the Central Car Park and is car dominated, lacking pedestrian legibility. Pedestrian only access via Chapel Place also leads from Fisherton Street to Summerlock Approach.

The roundabout frontage to Salisbury City Hall and the Playhouse can be accessed from Fisherton Street through Griffin Court. Griffin Court is regularly used for off road parking which creates an unclear pedestrian passage.

Area 3 - Commercial and residential core

Area 3 is defined largely by the Central Car Park and Sainsbury's supermarket. The supermarket is at first floor level, with stairway and ramped pedestrian access and parking beneath. Immediately adjacent to the supermarket lies Summerlock House; a utilitarian 1970s office block.



Sainsbury's from Priory Square

Central Car Park occupies a significant area of land within the site and is a large surface level car park owned and operated by Wiltshire Council.

Area 4 - Riverside and Salisbury coach park welcome

The Masterplan site benefits from three river channels passing through it. These are the River Avon, Summerlock Stream and Mill Stream, the latter of which are tributaries of the River Avon. All channels are of great ecological importance, being designated as a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC). The river environment is currently undervalued and underutilised, and there is an opportunity to make much more of the riverside experience.

In extreme events any of these watercourses could breach their banks, leading to the flooding of part of this site and extensive parts of the city centre. It is important that this flood risk is

addressed as an integral part of redevelopment to enable the site to be developed safely, be compliant with planning policy, and reduce flood risk to existing properties. This includes ensuring safe access to the site during a flood event.

The public open space and play area north of The Maltings, together with the whole of the 'blue and green corridors' of the River Avon and Summerlock Stream and their banks, form important features within the Masterplan area.

Towards the north of the site, close to the vehicular entrance from Churchill Way is an electricity sub-station.

Vehicles accessing Central Car Park direct from the nearby Churchill Way ring road enter the site beneath the railway bridge at the northern end of the site. Pedestrian access can also be gained although the presence of traffic and the restricted footway width beneath the railway arches make this relatively unattractive. A riverside footpath runs the length of the eastern edge of the site, entering the site from beneath the railway line.



The coach park to the north-east of the site lies to the east of the River Avon and is a utilitarian tarmac area with little in the way of embellishment. It is a first impression many visitors have of Salisbury, being the principal drop-off point for tourist coaches visiting the city.

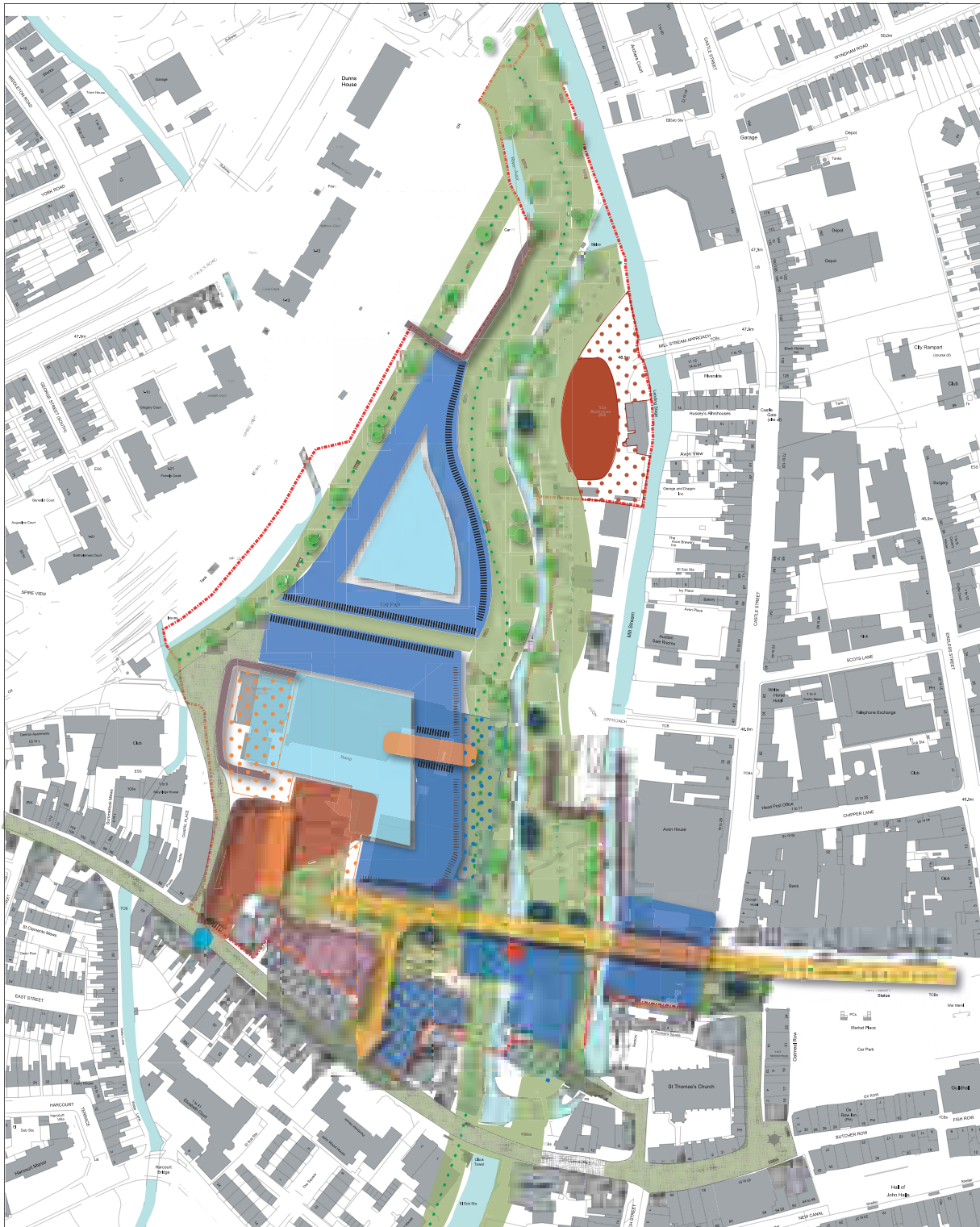
The eastern boundary is occupied by office and community buildings, including probation offices, the Millstream Surgery and a walk-in clinic.

From the east pedestrians and vehicles can access the site from Castle Street via Avon Approach. Pedestrians and vehicles can also access the site from Castle Street via Mill Stream Approach, which serves as one of the key vehicular access points to Central Car Park and also serves the coach park. Access is via a bridge. The strength of this bridge will need to be tested to assess its condition and thereby its suitable use.

Area 5 - Land between Fisherton Street and the railway line

Area 5 comprises a variety of commercial and residential units fronting Fisherton Street and the Sports Direct Gym. This part of the site is well used and in fragmented private ownership. There are no current aspirations for the redevelopment of this part of the site, and therefore the Masterplan proposals do not further consider this part of this site.

The Maltings and Central Car Park – Indicative masterplan



- | | | | |
|--|---|---|--|
| Mixed use development opportunity (commercial/residential) | Existing building line | New Salisbury Welcome Experience. Coach park, WC's, TIC Kiosk | Future public realm enhancement opportunity |
| Public Realm enhancement | Integrated cultural quarter | Salisbury City Hall and Salisbury Playhouse | Easy-in/Easy-out kiosks |
| New major Pedestrian avenue | Arcade opportunities | Enhanced Riverside Route to City Centre -Pedestrian/Cycle | Re-engineered culvert - Long term aspiration |
| Car parking | Upgraded boundary treatment and screening | Active frontages (Shops, restaurants and bars) | Taxi drop off point for Cultural Quarter |
| Enhanced streetscape | Trader's layover parking | | |

5. Broad development principles

This section sets out the broad requirements for redevelopment of the site.

Uses

The WCS sets out that the site has potential to deliver 40,000 sqm retail and leisure floorspace (gross external area), providing a range of unit sizes. It is recognised that the role of the town centre has undergone drastic changes in the past few years, which may have knock-on effects for the prospects of predominantly retail led schemes. The council will approach proposals for the development of the site with pragmatism. Where there is sufficient evidence to support alternatives to retail, which would still achieve the principle aims for the site, then this may be supported. Applicants will be expected to provide an open book analysis of commercial viability if proposing alternative uses.

To provide flexibility the council will consider a mix of the following uses on the site, should commercial viability require it:

- Retail
- Food and Drink
- Leisure/cinema
- Health and fitness (gym, SPA, beauty)
- Office
- Hotel
- A new library
- Theatre venues
- Conference space
- Residential
- Live, work, sell ('Makers') units
- Warehouse clubs and factory outlet centres;
- Nightclubs and casinos
- Tourism development (including museums, galleries)

Proposals for new retail facilities will be required to demonstrate that they will complement the trading position of the city, without shifting the focus of shopping activity away from existing shopping streets. Analysis of retail impacts will be carried out in support of subsequent planning applications. Retail development will be located on key routes to ensure it attracts footfall and becomes part of the wider retail circuit.

Proposals for commercial development within the site will be underpinned by in-built adaptability, so that buildings are capable of re-use either through amalgamation or sub-division should demand for unit size or use shift. For example, this could include appropriately high and adaptable floor-to-ceiling heights, avoidance of complex mega structures, and clear structural grids.

Opportunities to add interest and vibrancy through temporary commercial / cultural facilities from small independent retailers and restaurateurs should be explored.

The development will provide two areas of dedicated decked/multi-storey car parking, that will be predominantly short stay, to service the retail and leisure function of the City Centre. It will safeguard in the region of 1000 parking spaces, which acknowledges the needs of the residents and visitors. There will also be dedicated spaces for any residential development provided as well as a safeguarding the important Shop Mobility facilities.

A Cultural Quarter around the Playhouse and City Hall will be delivered, with improved pedestrian access from the Market Square, via the Cultural Quarter, to Fisherton Street. Within the Cultural Quarter will be provision for a replacement library and art gallery.

Development of the site will add vitality to the city centre during the day and in the evening by providing leisure, entertainment, restaurants, bars, cafes, offices, community facilities and residential uses to facilitate activity in the area into the evenings and to complement the core retail uses. This may include the delivery of a new cinema within the site, which could come forward as part of the Cultural Quarter, provided that a viable future use of the existing Odeon cinema on New Canal can be secured.

The WCS indicates that the site is expected to deliver up to 200 dwellings (including 40% affordable). Given the uncertain trading position of highstreets, encouraging city centre living is ever more important to reinforce the vitality and viability of the centre. In addition, the WCS housing requirement is framed as an 'at least' figure. Therefore, should suitable schemes be brought forward that exceed the number set by Core Policy 21, then these may be looked at favourably, provided they are set within a clear context for delivering city centre economic resilience within a wider scheme, and providing they meet the policy requirements of the WCS.

To make efficient use of brownfield land that is located within a highly accessible location, residential development will be apartment led. Residential units should be a mix of rental and for sale, and will be expected to meet the needs of a range of occupants; particularly young people. The precise number and type of dwellings to be delivered should be assessed in detail through the planning application stages.

The site will also deliver a hotel to make a significant contribution to the city's tourist economy. The detailed design and layout of the site will ensure that proximity of residential and commercial accommodation to venues serving the night time economy, mechanical plant, delivery and servicing areas, etc. are appropriately located to ensure there will be no conflicts between these uses.

The redevelopment will deliver a new park based around existing watercourses. Linkages to the Market Square and Fisherton Street will be opened out for the benefit of pedestrian movement, in a manner that is sensitive to historic street frontages. The scheme will be required to clearly demonstrate how it draws on conservation area appraisal to ensure the design is sensitive to its local context.

Economic growth

The WCS is an economically led strategy and places an emphasis on economic growth as the driving force behind meeting its objectives. Planning for job growth and meeting the needs of business are central to the strategy. The underpinning idea of the strategy is to strengthen communities, wherever possible, by maintaining and increasing the supply of jobs to ensure that Wiltshire remains strong and prosperous (paragraph 1.2).

The WCS supports regeneration opportunities in each of the principal settlements and aims to maximise the re-use of previously developed land (Core Policy 36). Regeneration projects are identified which are considered important to the future economic and social prosperity of the settlements. In Salisbury, The Maltings/Central Car Park (CP21) is recognised as a strategic regeneration priority given its location, scale and potential to support the continued economic growth and sustainability of Salisbury as a major driver of the wider economy. The site is recognised as having major potential to secure the city's long term economic prosperity.

The Maltings and Central Car Park project has been the subject of extensive consultation over many years with all the key local stakeholders; community, civic and commercial. The local business community is highly supportive of the project and had positive engagement with the Salisbury Business Improvement District Team, as well as the main tourism/visitor economy stakeholders.

The Maltings and Central Car Park site has the scale and opportunity to provide a step change in the South Wiltshire offer, to enhance the attractiveness and sustainability of surrounding residential and commercial development opportunities, and to contribute to the wider success of the South Wiltshire economy.



Examples of possible kiosk design

Whilst the site has been a long-term policy aspiration, recent events have made it even more imperative that the project comes to fruition.

Salisbury city centre has been affected by the same issues faced by high streets throughout the country, particularly the rise of online shopping, and in order to remain competitive the city will need to redefine its role. Whilst the city centre will remain a commercial centre, consumers are now looking for a wider range of experiences that are not just centred on retail. Salisbury will have to respond appropriately if it is to remain vibrant/competitive. The relatively recent divestments in the financial services sector in Salisbury with the closure of Friends Provident in 2015, the second largest employer in Salisbury, has also brought fresh challenges to the local economy.

Added to this shift in the role of town centres, the incidents associated with the nerve agent attack in 2018 have left a major negative impact on the public image of Salisbury. There has been global negative media coverage of the event. Shopping areas, individual shops and restaurants, community facilities, parks and cemeteries have been closed for long periods because of the events.

Overall footfall has reduced since the incident of 2018 by an average of 12% with a knock-on impact of reduced spend in the local economy. A package of measures funded by Central Government and Wiltshire Council have sought to keep firms afloat and support public confidence. These have included free parking, cash support to businesses, a series of events to drive up footfall and extra advertisement to encourage tourism.

The longer-term recovery to ensure Salisbury continues to be a strong international tourist destination, a sub-regional centre for retail, and a place with a thriving night time economy which meets the needs of current and future residents is now imperative.

A third of tourism to Wiltshire is focused in and around Salisbury. Wiltshire's visitor economy is worth over £1.5bn per annum, supports over 29,000 jobs and contributes £860m GVA per annum to Wiltshire's economy. The city's visitor economy is worth £380m a year and supports 4,600 FTE jobs (10% of all employment in the area). It is the view of Visit Wiltshire that for tourism spend to improve the offer of Salisbury needs to expand, thereby enhancing the propensity of tourists to increase their dwell time and their propensity to stay for at least one night.

The site will deliver a range of uses to facilitate economic growth in Salisbury city centre. The proximity of the site to the existing city centre will complement the existing centre rather than compete with it, helping to contribute towards viability and vibrancy of the wider city centre. Developers will be required to demonstrate that the development would not result in a decline

of specialist, independent and other retailing elsewhere in the primary and secondary shopping areas.

Opportunities will be created for easy-in easy-out short term or 'pop-up' style spaces to add vibrancy and interest to the retail and commercial offer in the city centre.

Flood Risk Reduction (Essential Infrastructure)

The latest evidence from the Environment Agency shows an increased risk of river flooding to large parts of Salisbury city centre. The image overleaf shows the updated flood map for the city centre for the 1% and the 0.1% annual probability events.

The redevelopment of The Maltings and Central Car Park offers a one-off opportunity to reduce this risk by undertaking works on the three water courses that run through the area. This work is essential to support the long-term resilience of Salisbury and provide a safe environment within which to develop economic prosperity. Therefore, this work will be planned and delivered at an early phase of the Masterplan development. Funding will be sought through partnership working with the council, Environment Agency and other parties and where justified contributions and works related to the enhancement, management and maintenance of watercourses will be sought from developers, to be agreed with Wiltshire Council and the Environment Agency.

Without early implementation of this essential infrastructure, large parts of The Maltings and Central Car Park site, and indeed the wider city, would fall within Flood Zones 2 and 3. Therefore, this work is a fundamental early requirement to protect the long-term viability of the city, reduce risk for investment, and enable the site to be developed in compliance with planning policy. This work is also imperative in reducing flood risk to the surrounding transport infrastructure to ensure safe access during flood events.

The site will be developed in accordance with a new Level 2 Strategic Flood Risk Assessment (SFRA), which is currently being commissioned. Redevelopment will follow a sequential approach, informed by the Level 2 SFRA, taking account of all sources of flooding. Development will be directed to areas at lowest risk of flooding with lower flood depths and velocities.

At each stage, the development will incorporate Water Sensitive Urban Design (WSUD) and sustainable drainage principles, taking account of water quantity (flooding), water quality, (pollution), biodiversity (wildlife and plants) and amenity.



There are many watercourse structures on this site including; culverts, bridges, sluice gates and weirs. As part of the development, opportunities will be sought to remove as many of these structures as possible without negatively impacting on flood risk and the overall biodiversity and amenity value of the watercourses. Where structures remain, they will be optimised to minimise any impacts on flooding, biodiversity or amenity. Potentially these works could be delivered in the early phases of the development.

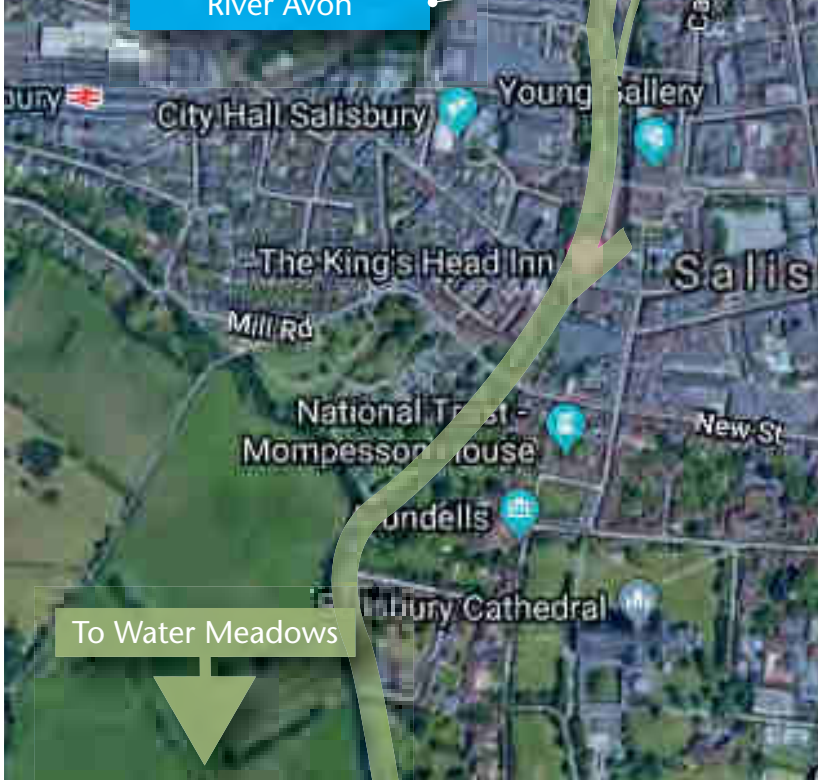
With regards to the control of surface water discharges from the site, the development, or each phase thereof, shall achieve at least 20% betterment for peak flow and volume post development.

Post development runoff shall include an allowance for climate change in line with Environment Agency guidance.

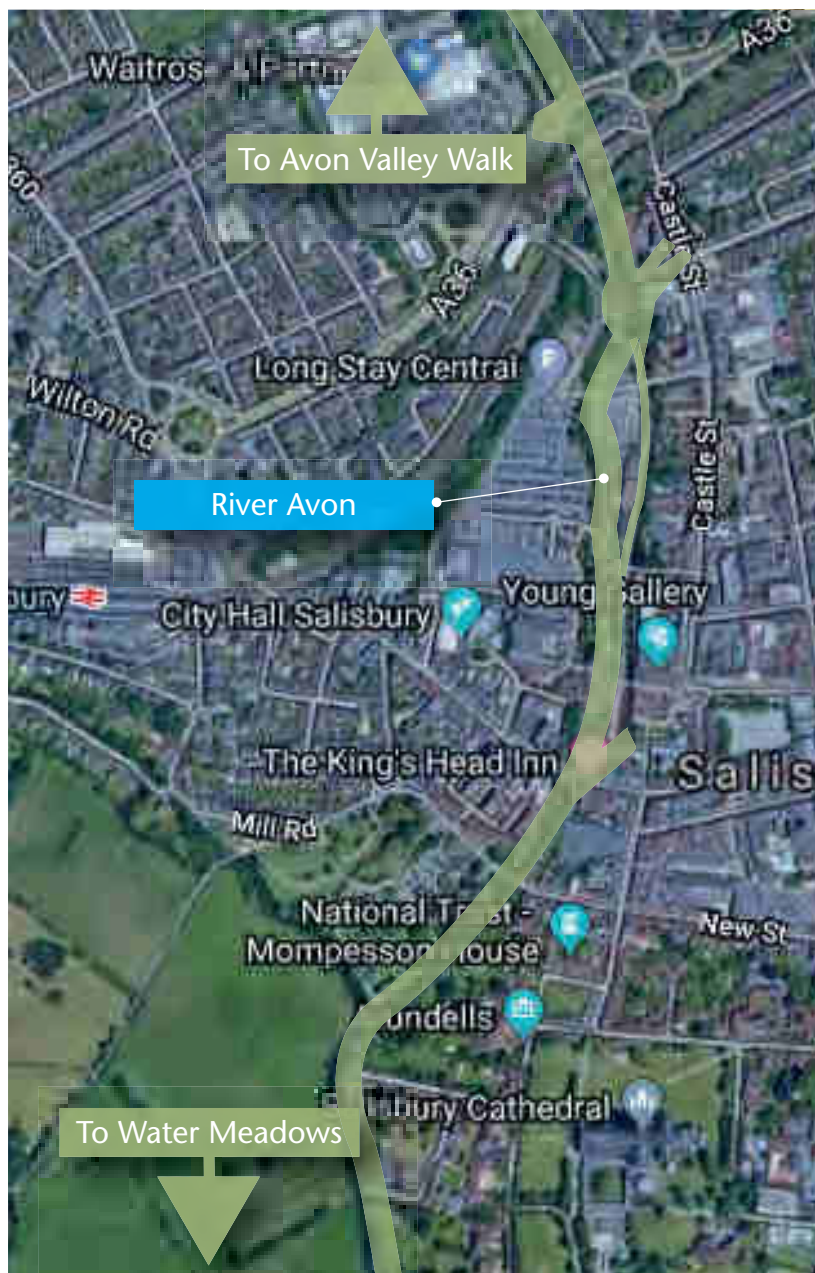
Existing structures will need to be maintained, and the council will work with the Environment Agency to determine a strategy for this.

Blue - Green Corridor

To provide the room necessary to increase the capacity of the watercourses to reduce flood risk, it is necessary to rethink how land uses on the site relate to the watercourses. By focussing greater water flow through the River Avon (central channel through the site) and where practicable implementing a new green corridor each side of it, this will allow:

- reduced flood risk to site and neighbouring areas
 - habitat enhancement
 - significant public realm improvements
 - creation of a new park
 - land to be taken out of the designated flood zone and so optimise commercial development potential
 - provision of a greatly enhanced new visitor experience and route south to the city centre, and north to the Avon Valley, from an enhanced coach drop off
- 
- residents and visitors to have more access to the river, and engage more with it and the wider catchment
 - improvements to be made to the Mill Channel to increase its biodiversity and amenity value by creating a more natural watercourse within the existing channel constraints
 - air quality improvements
 - climate change resilience
 - health and wellbeing benefits.

Future aspiration to create an uninterrupted green corridor between the Avon Valley Path to Salisbury Cathedral



Ecology

A key aspiration for the development is improved habitat continuity throughout the site. The development will be delivered to meet the requirements of the River Avon SAC Conservation Plan. With regards to the Habitat Regulations, the River Avon SAC is currently considered to be in an 'unfavourable condition'. The redevelopment of The Maltings and Central Car Park site provides an opportunity for achieving a favourable condition for this stretch of the river.

Development in ecologically sensitive parts of the site will be designed to ensure lighting effects on the river are minimal.

A strategy for tree planting will be agreed with the council at an early stage.

Highways and transportation

A key objective is to deliver a safe and high-quality pedestrian and cycle environment while still ensuring there is ample car parking to support the retail and leisure needs of the city centre. A new high-quality coach visitor welcome point will also be provided.

The development will result in improvements to connectivity and ease of pedestrian flow into and from the site to Fisherton Street, Market Walk, Castle Road, the surrounding city centre and Salisbury railway station.

Vehicle access to the site will be restricted to defined car parking areas and for servicing.

Proposals will clearly demonstrate how the levels of parking proposed on the site are appropriate for the needs for parking space in the city centre, having regard to the council's adopted parking standards.

Development of the site will address major infrastructure requirement outcomes identified by the Salisbury Transport Strategy, and where necessary applications will be supported by a transport assessment which explain the strategy for modal shifts, including improved bus, cycle and walking routes.

Future applicants will work with Wiltshire Council to establish and respond as necessary to requirements for any works to the bridges within and accessing the site, to ensure they are fit for purpose.

Urban design

Redevelopment of the site will be transformational and design-led. The height, scale and massing of new buildings will positively relate to the wider urban fabric, have particular regard to enhancing the character of Salisbury, and preserving its heritage assets and setting.

The redevelopment of the site will create a new, exciting and lasting sense of place with an attractive, functional, safe and uncluttered public realm. The design of the site will ensure ease of movement for all by promoting accessibility and permeability that is attractive, convenient and easy to understand by city residents and tourists alike, with appropriate use of way finders. New spaces will be designed to be adaptable and therefore responsive to changing social, technological and economic conditions.

Proposals for development will provide clear justification on how the design, elevational treatment and materials have been chosen and will be justified in having regard to the context of the site. The redevelopment of the site will include an innovative and connected lighting scheme which creates vibrancy and interest.

The Masterplan is designed to provide a flexible framework for development, however development must be designed in a manner which respects the historic setting of Salisbury, draws on its urban character, and makes a positive architectural contribution to its legacy. Therefore, within the flexibility of the masterplan, all new proposals for planning permission are required to demonstrate how they meet the following urban design parameters:

Active frontage

Delivering an outward looking development which adds to the attractiveness and vibrancy of the City. Well-defined streets and spaces are created by relatively continuous building frontage. Active frontage made up of shopfronts, commercial premises, front doors and windows (specially to ground floor habitable rooms) create lively and well-supervised streets. This is a key requirement for creating safe and attractive public spaces.

Urban structure

Relationship between new development and existing buildings, through the framework of routes and spaces that connect locally and more widely, and the way developments, routes and open spaces relate to one another.

Density and mix

Potential for a high-density development to make optimum use of the site, but in a manner appropriate to its wider historic setting. Salisbury is characterised by a high density but human scale urban core and proposals should use this as a design cue.

Height and massing

The development will need to demonstrate how the scale of a building relates to:

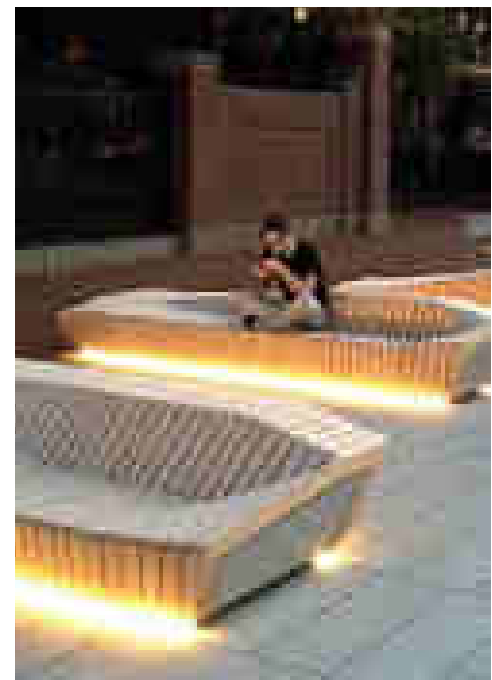
- the arrangement, volume and shape of a building or group of buildings in relation to other buildings and spaces
- the size of parts of a building and its details, particularly in relation to the size of a person as Salisbury is characterised by a human scale cityscape
- the impact on views, vistas and skylines, including compliance with the adopted 40ft policy.

Building type

There is no prescribed right or wrong building type. The key is high quality design whatever the approach, however the site does lend itself to the creation of a bold modern development that takes inspiration from its historic setting and gives it a fresh approach.

Facade and interface

The rhythm, pattern and harmony of its openings, relative to its enclosure, characterises much of what makes Salisbury so attractive. Proposals should demonstrate how they have drawn on the success of the past to realise the new designs. Buildings lines fronting hard onto the public domain are a strong characteristic of Salisbury city centre, as are the architectural expression of entrances, corners, roofscape and projections.





Example of positive lighting schemes

Details and materials

Proposals will be required to choose a palette of materials which sit comfortably within the city through:

- the texture, colour, pattern, durability and treatment of its materials
- materials sourced from local and/or sustainable sources, including recycled materials where possible
- the lighting, signage and treatment of shopfronts, entrances and building security.

Not be afraid of a bold use of materials which forms an eye-catching contrast to the wider townscape in an effective manner.

Heritage conservation

Development of the site will take inspiration from Salisbury city centre's strong heritage context, ensuring that heritage assets are preserved, enhanced and responded to through the development. This will include design that is appropriate to Salisbury's roovescape and Cathedral skyline. Development proposals will be supported by a detailed heritage assessment that considers the setting of Listed Buildings, undesignated heritage assets, the Salisbury Conservation Area, and views across the site.

Archaeology

There is potential for archaeological deposits across the site, which will require investigative works. A comprehensive Desk-Based Assessment will be prepared for the whole site, drawing together known historical and archaeological data from the site, as well as placing The Maltings and Central Car Park in its historical and archaeological context. The results arising from the site evaluation should inform the requirement for any mitigation. Mitigation may include opportunities for public engagement with the past.

Land conditions

Parts of the site were subject to historic activity that included the deposition of material to raise the site levels. Site survey work has established that this material is varied in nature and includes in some areas deposits that may be deemed contaminative (including hydrocarbons). Development of the site will need to take account of the existence of these materials and be managed to ensure any material extracted as part of development works is safely removed. It is anticipated that much of material can safely remain in-situ, undisturbed, providing appropriate precautionary measures are taken during the development process. Applications for redevelopment of the site will be accompanied by land contamination investigations and where appropriate land remediation proposals.

Ecology and Nature Conservation and Environmental impact assessment

The River Avon system, which includes the rivers and stream that pass through the site, is designated as a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC). Development of the site will be undertaken in a manner that enables improvement to the internationally important wildlife habitats.

Developers of the site will work with the council, the Environment Agency and Wessex Water to find appropriate solutions to manage levels of phosphates entering the River Avon SAC.

The development of the site will be underpinned by green and blue infrastructure that actively pursues opportunities to create biodiversity opportunities within the site. Innovative ways of creating corridors and opportunities for wildlife, along with amenity space for residents and visitors, will also be expected within the built urban form.

Planning applications where required by regulations will be supported by an Environmental Impact Assessment and an Environmental Statement.

Energy efficiency and sustainability

Planning applications will be supported by a statement clearly outlining the measures proposed to achieve sustainable development.

New buildings will be designed to maximise energy efficiency and where design imperatives permit, buildings should be orientated to benefit from solar energy and passive solar gain.

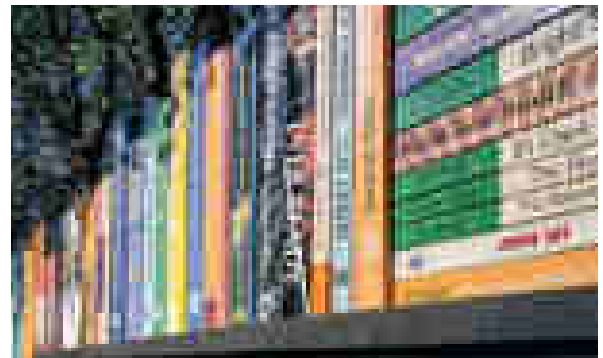
Development of the site will incorporate onsite renewable energy generation that is appropriate to the setting.

The inclusion of green roofs will be supported to maximise energy efficiency, slow down surface water runoff, and increase wildlife habitat area.

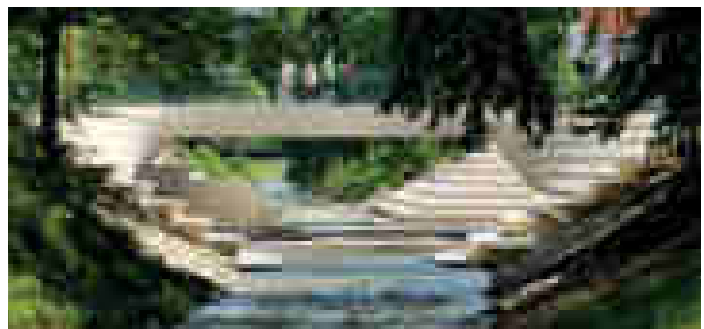
Landscape, Open Space and Public Realm

The site benefits from being dissected by a riverine system and existing green infrastructure. Redevelopment of the site will deliver a comprehensive strategy for the improvement and enhancement of all areas of open space and green infrastructure. This will include:

- enhancement of the riverside interface, providing opportunities for greater public appreciation and engagement with the riverine environment. This should include areas retained for rewilding for biodiversity gain
- delivery of comprehensive new landscaping through the site, including living walls to screen nearby poor-quality sites, improve air quality and soften hard surfaces
- high quality hard landscaping and surface treatments with defined areas of public realm / public plazas, to reflect the overall design concept of the development
- incorporation of 'Secured by Design' principles
- appropriate and effective use of lighting, to create safe spaces and generate interest to the night-time environment
- provision for inspirational public art in key node locations
- contributions to the enhancement of the public realm, where justified.



Examples of spaces for art used as screening



Examples of a positive interaction space with a riverside frontage



Examples of green screening

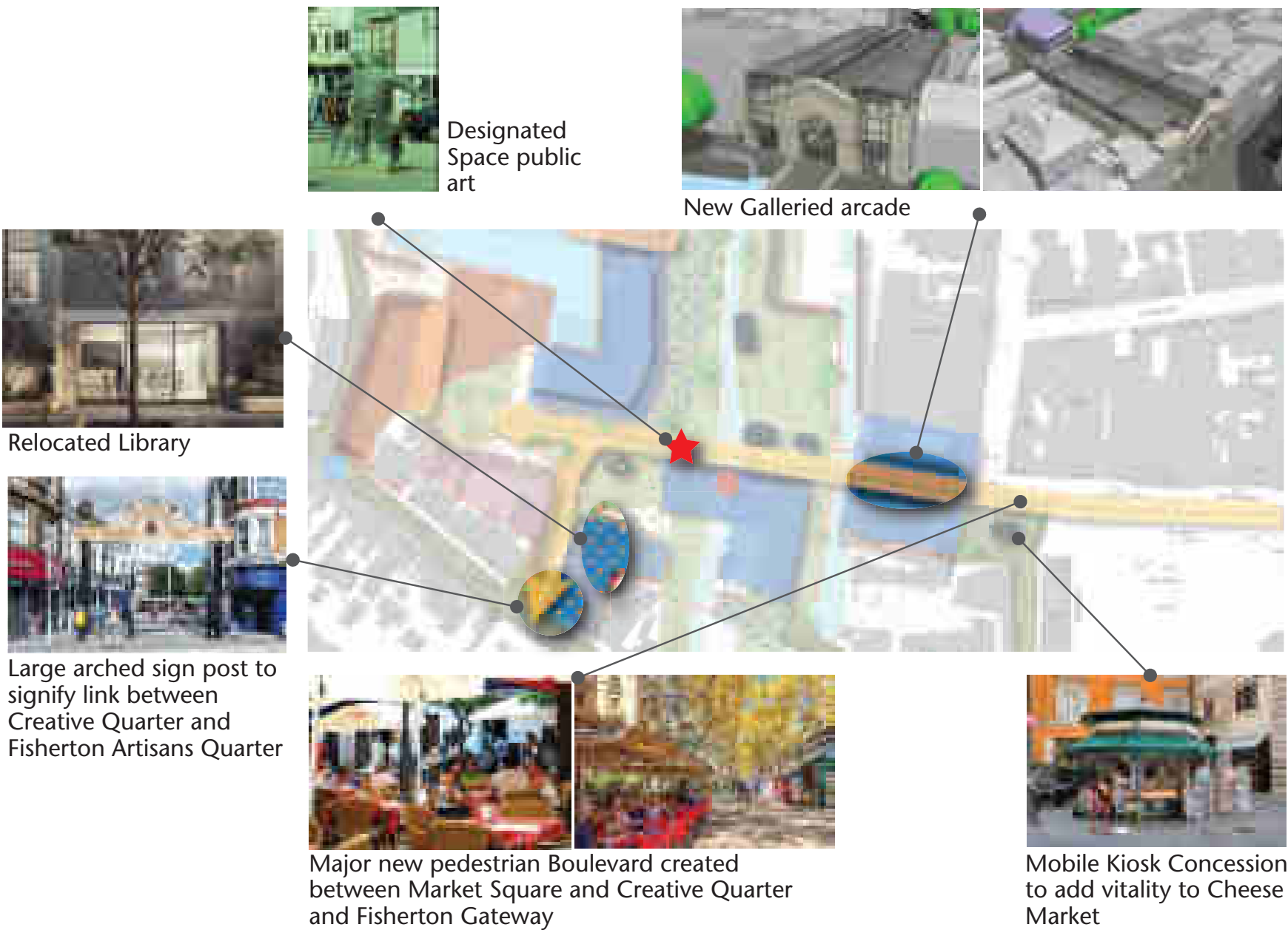
6. Character Area based development principles

The Illustrative Masterplan shows how the site will be holistically developed in accordance with Core Policy 21. In respect of the zones identified for potential commercial and leisure uses, the Masterplan is intentionally high level, to allow flexibility for forthcoming planning applications to respond to market conditions. However, the Masterplan is underpinned by requirements for the essential delivery of green and blue infrastructure, and enhancements to the public realm through place shaping development.

Planning applications on the Masterplan site will be required to demonstrate that the following Development Principles have been responded to, for each of the broad areas within the site:

Character Area 1 – Market Walk and The Maltings

- Transformational realignment and remodelling of a new double story height arcade through the central arch of Market Walk, creating a key gateway entrance to the development site. Creation of a new pedestrian boulevard, creating a linear and direct link through the site from Market Walk to the Cultural Quarter.
- Public realm enhancements to the Cheese Market to create a sense of place and improve legibility to and from The Maltings.
- Opening and enhancement of the public realm at the key pedestrian node from Market Walk and St Thomas's Square. Enhancements to improve the pedestrian environment.
- Enhancement of the riverside experience along The Maltings shopfront.
- Shopfront refurbishment and modernisation of The Maltings to enhance its appearance as an attractive shopping and leisure area.
- Introduction of public art to create interest and wayfinding.



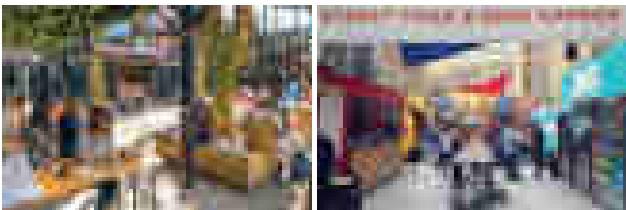
Character Area 2 – Creative Quarter

The area shown for the Cultural Quarter is purposely designed to look to the future so that its success can lead to further additions and expansion over time as and when opportunities arise. For clarity, the Cultural Quarter includes the City Hall, Playhouse, Library, potentially Summerlock House and a remodelling of the backs of the properties facing Fisherton Street in front of the Playhouse/City Hall forecourt. The Cultural Quarter will also provide potential space for art installations and galleries including the Young Gallery and storage space required to house the collection.

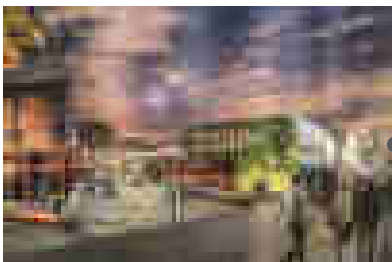


Spacious pedestrian and cycle dominant spaces with active frontages. Hubs/nodes with civic sense of place.

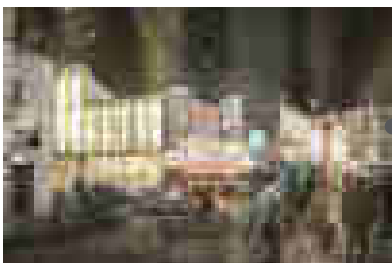
- Build upon the existing strengths by establishing a reimagined 'Cultural Quarter, encompassing the City Hall and Playhouse and a relocated library and art gallery, developing potential synergies between these uses.
- Improvements to the public interface of the area by prioritising the Cultural Quarter for pedestrian and cyclist use. This should address potential for improvements to the pavement areas to the front of the remodelled library and United Reformed Church on Fisherton Street.
- Utilise the open area contained between the Playhouse and City Hall.
- Enhance the setting of the Conservation Area through sensitive redevelopment.
- Consideration of how future operational needs of The Playhouse can be accommodated.
- Development of a hotel.
- Improvements to Priory Square as an important interface between The Maltings, City Hall and Playhouse, and Fisherton Street. Enhance the gateway function of this space, encouraging pedestrian and cyclist flows to and from the site from Fisherton Street.
- Appropriate and sensitive improvements to the visual appearance of the rear of properties fronting onto Fisherton Street.
- Interspersed new tree planting and landscaping, with creation of new biodiversity corridors within the urban form of the development.
- Introduction of public art to create interest and wayfinding.



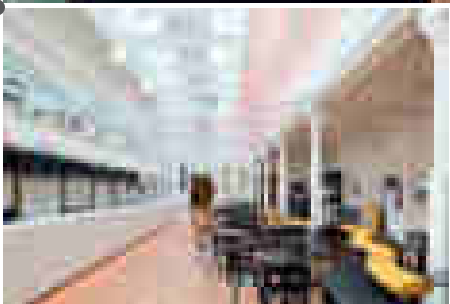
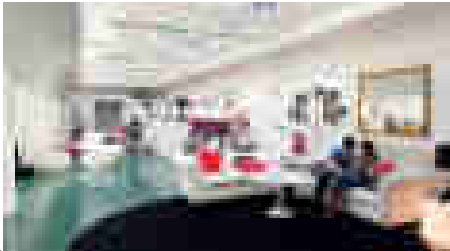
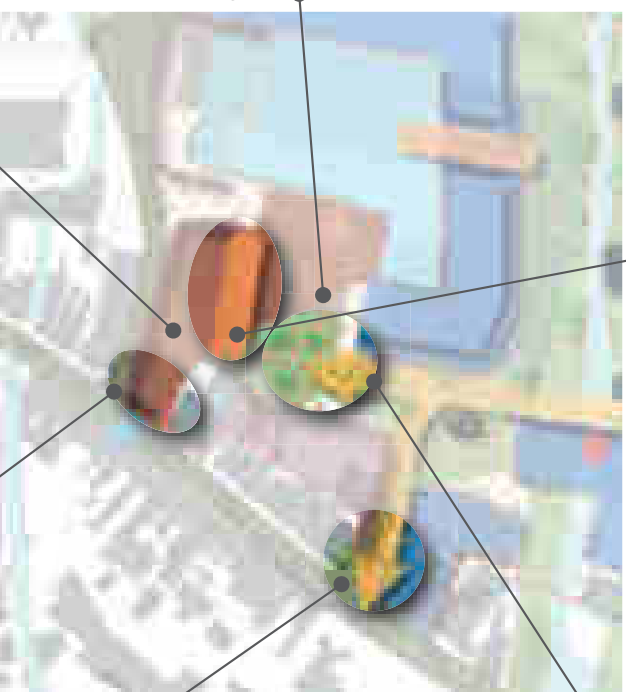
Pop up shops and bars encouraged to reinforce the creative feeling



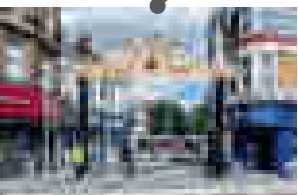
Potentially remodelled link from Fisherton Street



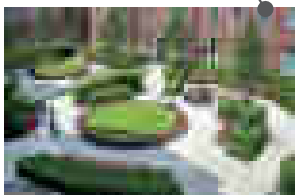
Reopened entrance to Fisherton Street



Playhouse and City Hall linked to form new foyer, bar, café and reception areas



Branding entry point - welcome to the Creative Quarter



Pedestrianised area of public realm - new pocket park

Character Area 3 – Commercial and Residential Core

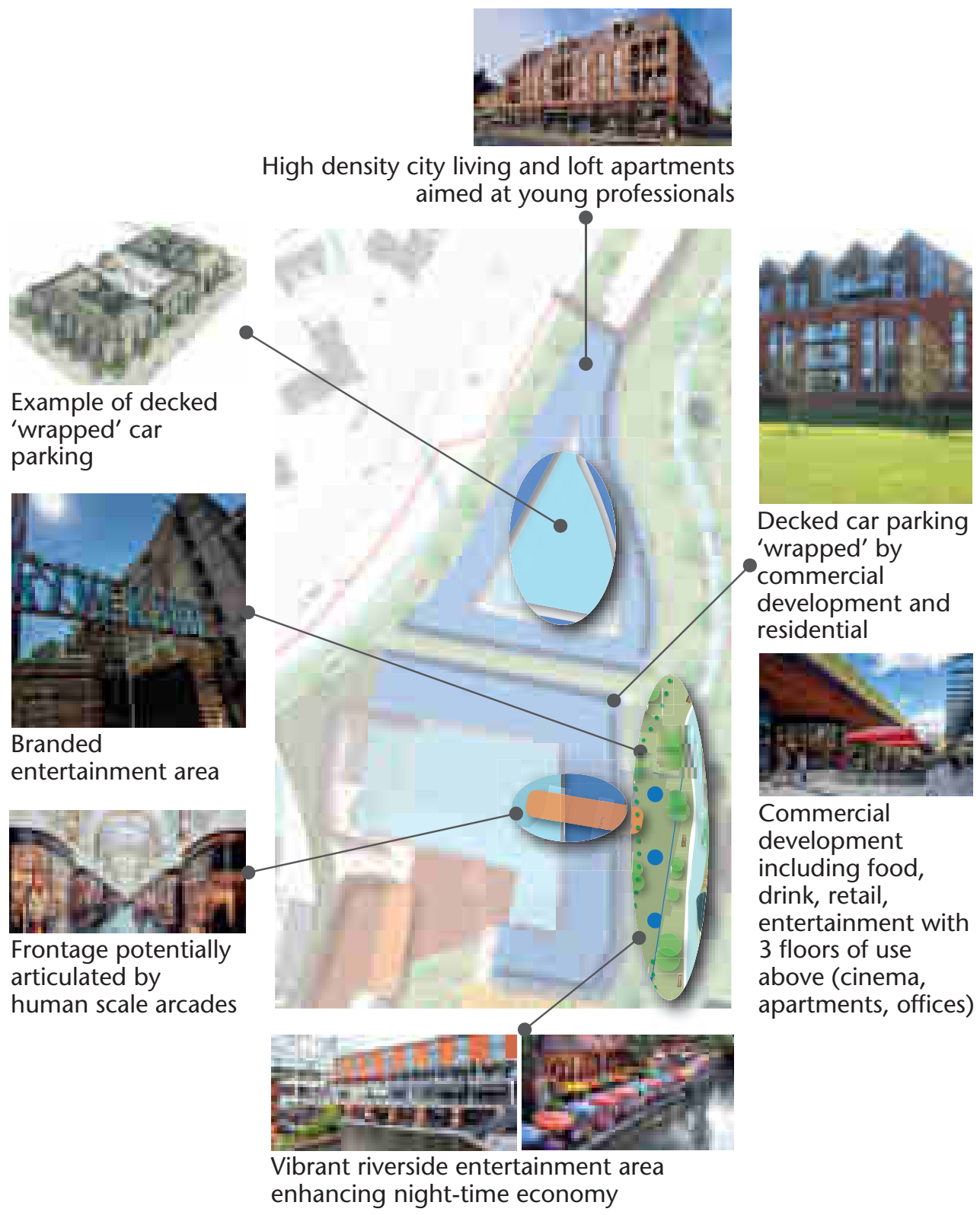
- Transformational redevelopment to establish a new group of commercial/leisure premises to replace the existing supermarket and dual level car park. Uses could include a range of commercial units, a cinema (etc.) Office/residential uses will be located on upper floors.
- Respond appropriately to the context of the site, and create a sense of place that will endure. The development will be responsive and appropriate to locally distinctive patterns of development, and address the river frontage.
- Buildings will be interspersed with features of interest and arcades, which form links to and from the Cultural Quarter and areas of green infrastructure, including a green link between the watercourses.
- Produce a high quality public realm that promotes public spaces that are attractive, safe, uncluttered and work effectively for all.
- Safeguarding the existing 'Shopmobility' scheme.
- The council will work closely and proactively with the existing occupiers, including the Job Centre (Summerlock House) and Sainsbury's to explore potential opportunities for relocation.
- The redevelopment will be framed by significant green infrastructure, including new tree planting and landscaping, with creation of new biodiversity corridors within the urban form of the development.
- The existing surface level parking area will be redeveloped to deliver car parking in a more consolidated form (decked parking) which will be 'wrapped' by commercial/residential development to maximise the availability of space and minimise visual impacts.
- The quantum of car parking to be delivered will be determined having regard to the council's adopted parking standards.
- Car parking areas will be developed in tandem with the delivery of green infrastructure and will be delivered in a manner which is sympathetic to the historic context of Salisbury.
- Access to car parking will be from Churchill Way and Summerlock Approach.
- Car parking areas will provide ample space for electric vehicle charging points.

- Space will be set aside to be utilised by a car club / car sharing scheme, together with an appropriate number of vehicles and associated infrastructure, to be determined at planning applying stage.
- Developers will be expected to demonstrate how they will help facilitate reduction of parking demand, and maximise parking facilities during construction.



Examples of modern and interesting designs for commercial led redevelopment

Character Area 3 – Commercial and Residential Core



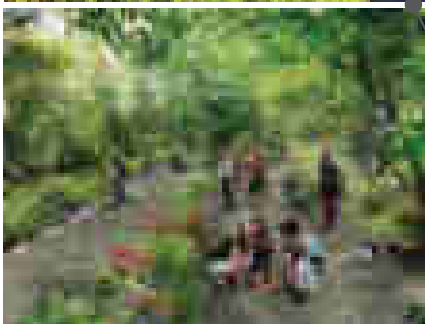
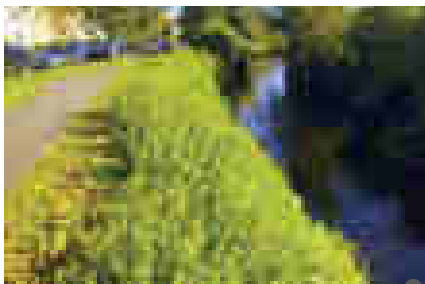
Character Area 4 – Riverside and coach park welcome

- Enhance the public interface with the river environment along all river flanking footpaths within the site. Portions of the river frontage will be remodelled to form casual public areas, while other areas will be left to form wildlife refuges.
- Provision of approximately 40m width of green infrastructure through the development to make space for essential channel capacity improvements allowing access to the river during times of low water levels, while providing increase river capacity to help reduce flood risk on the site and in the city centre.
- The corridor of green infrastructure will greatly enhance the public realm and riverside experience, while providing opportunities for biodiversity gain. If possible, this will include opening up the culvert on the main River Avon channel at The Maltings.
- Explore opportunities to link the river fronting footpaths around The Boathouse bar at Millstream Approach.
- Deliver renovation of the open space and play area immediately north of The Maltings.
- Hard and soft landscaping will be introduced as screening around the electricity sub-station at the northern end.
- The public toilet facility located in the Central Car Park will be improved.
- The potential need to widen the bridge at Mill Stream Approach will be investigated.
- Transformational redevelopment of the coach park to deliver a positive and welcoming first impression of Salisbury for arriving tourists, with a defined tourist welcome experience area/structure.
- The coach park and arrival zone will be framed with green infrastructure and seamlessly linked to legible pedestrian routes to the town centre, and to the riverside path to the north. The exact quantity of coach parking spaces will be agreed with Wiltshire Council through the planning application process.
- Delivery of a Health and Fitness Zone based around the surgeries and surrounding green infrastructure links. This could include outdoor gym equipment at the riverside.

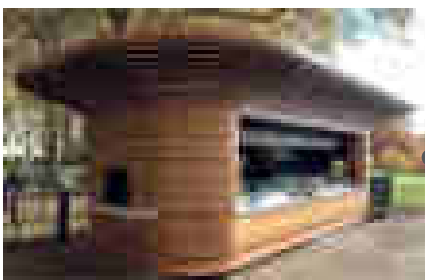
- Potential for reopening of the third railway arch on the north entrance to the site, to improve pedestrian and cycle access to the site via the Avon Valley Path.



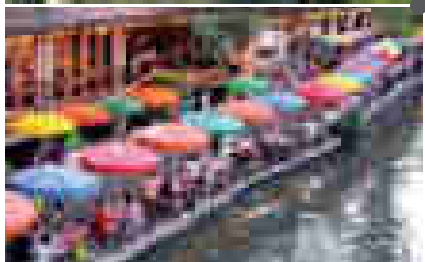
Character Area 4 – Riverside and coach park welcome



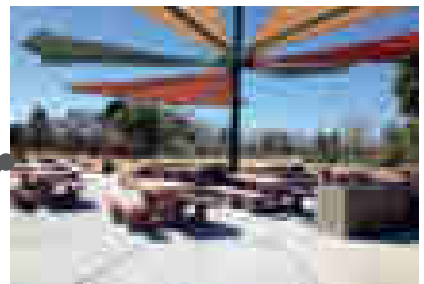
Informal Green Riverside walk comprising main tourist and local route into the City



Commercialisation via Kiosk Concessions



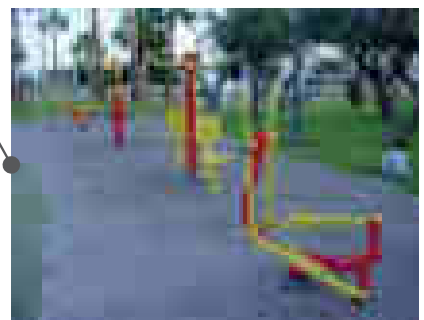
Urban feel informal seating and performave space



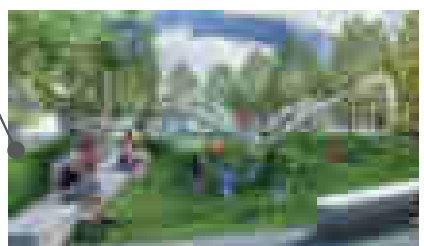
Picnic Area to compliment Coach Welcome Point



Coach welcome point with, covered waiting area, TIC, café and WC's



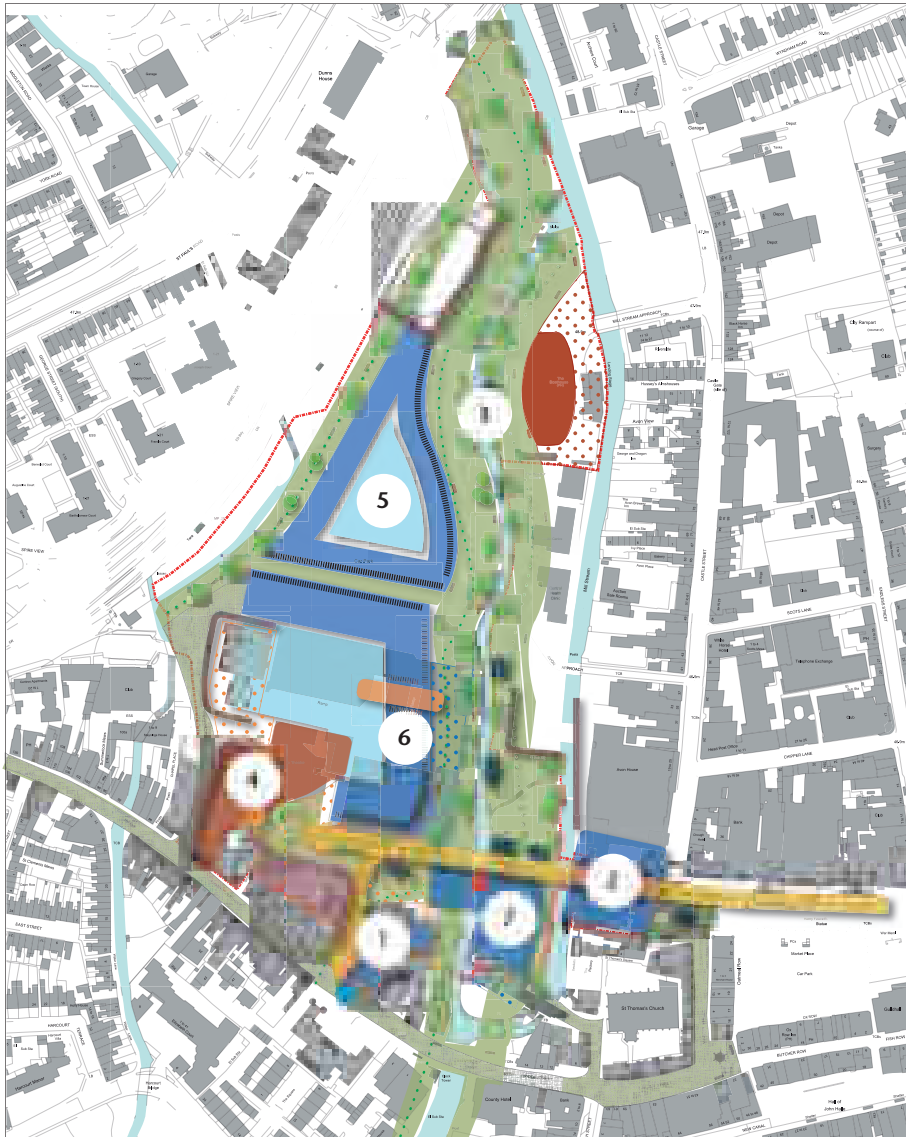
Outdoor Gym Equipment to supplement NHS presence



Upgraded play area

7. Indicative Phasing and Delivery Plan

This section summarizes the indicative phasing plan for the delivery of the site.



	Area	Indicative phasing
1	Library and hotel on former British Heart Foundation building	2019 – 2020
2	Market Walk	2019 – 2021
3	Flood mitigation, new park, coach arrival	2019 – 2021
4	Creative Quarter	2020 – 2022
5	Residential and car park	2021 – 2023
6	Commercial, residential and car park	2022 – 2024
7	Potential commercial redevelopment (only if market requires) and reopening of the culvert on the main River Avon channel	2024+

Appendix A

This section summarises the relevant planning policies for the redevelopment of The Maltings and Central Car Park.

Wiltshire Core Strategy (January 2015)

The Wiltshire Core Strategy is the central development plan document for Wiltshire which sets the strategic policy framework for development in the county between 2006 – 2026.

The Wiltshire Core Strategy sets out a series of strategic level allocations which includes the redevelopment of The Maltings and Central Car Park at Core Policy 21. For ease of reference, Core Policy 21 and its supporting text are set out in full at Appendix A.

Core Policy 21 is supplemented by an appended Development Template. This is displayed at Appendix B.

In addition to the allocation set by Core Policy 21, the Wiltshire Core Strategy also includes other policies that will need to be addressed through the development of the site.

Core Policy 20 explains the Area Strategy for Salisbury, which sets strategic priorities for the city over the Wiltshire Core Strategy plan period up to 2026. Relevant specific issues to be addressed in planning for Salisbury are explained in the supporting text to Core Policy 20, and include:

- ensuring that Salisbury maintains its position as an important retail centre
- significant enhancement to the retail core of Salisbury, complementing the historic street pattern of Salisbury
- delivery of 29ha of employment land (B1, B2 and B8 uses) and up to 40,000 sqm gross external area retail and leisure floorspace
- ensuring that development in the vicinity of the River Avon (Hampshire) incorporate appropriate measures to ensure that it will not adversely affect the integrity of Natura 2000 sites
- provision of a mix of housing and employment growth, contributing towards improved infrastructure and community facilities
- consideration of cumulative impacts of strategic development sites at Salisbury.

Amongst a range of other strategic development sites, Core Policy 20 sets out that land at The Maltings and Central Car Park will deliver 200 dwellings and up to 40,000sqm gross external area retail and leisure floorspace.

A number of other Wiltshire Core Strategy Core Policies are of relevance to the development of the site, and will be required to be addressed through any proposals for sites development:

- Core Policy 22 - Salisbury Skyline
- Core Policy 36 - Economic Regeneration

- Core Policy 39 - Tourist Development
- Core Policy 40 - Hotels, Bed & Breakfasts, Guest Houses and Conference Facilities
- Core Policy 41 - Sustainable Construction and Low Carbon Energy
- Core Policy 43 - Providing Affordable Homes
- Core Policy 50 - Biodiversity and Geodiversity
- Core Policy 51 - Landscape
- Core Policy 52 - Green Infrastructure
- Core Policy 55 - Air Quality
- Core Policy 57 - Ensuring High Quality Design and Place Shaping
- Core Policy 58 - Ensuring the Conservation of the Historic Environment
- Core Policy 60 - Sustainable Transport
- Core Policy 61 - Transport and Development
- Core Policy 62 - Development Impacts on the Transport network
- Core Policy 63 - Transport Strategies
- Core Policy 64 - Demand Management
- Core Policy 67 - Flood Risk
- Core Policy 68 – Water Resources
- Core Policy 69 – Protection of the River Avon SAC

Saved policies of the Salisbury District Local Plan

Some of the policies contained in the former Salisbury District Local Plan (SDLP) continue to be 'saved', as set out at Appendix D of the Wiltshire Core Strategy. The saved policies that are of relevance to the development of the site are:

- D8 – Public Art
- H17 – Important Open Spaces within Housing Policy Boundaries
- E3 – Employment (Central Salisbury)
- C18 – Development affecting rivers and river valleys
- S2 – Secondary Shopping Areas in Salisbury and
- S3 – Location of Retail Development

- S10 – Shopfronts
- R2 – Open Space Provision
- R4 – Indoor Community and Leisure Provision
- R16 – Developments with River Frontages and Public Access

National Planning Policy Framework (July 2018)

The National Planning Policy Framework (NPPF) is a material consideration in planning decisions, and the following sections are of key relevance to the development of The Maltings and Central Car Park. Proposals for the development of the site will need to be in conformity with the NPPF, particularly in regard to the following chapters:

- Achieving sustainable development
- Delivering a sufficient supply of homes
- Building a strong, competitive economy
- Ensuring the vitality of town centres
- Promoting healthy and safe communities
- Promoting sustainable transport
- Making effective use of land
- Achieving well-designed places
- Meeting the challenge of climate change, flooding and coastal change
- Conserving and enhancing the natural environment
- Conserving and enhancing the historic environment

Appendix B

5.120. This strategy promotes the sensitive regeneration of a mixed-use retail led development on The Maltings and Central Car Park. Not only is the site sequentially preferable, but it also offers an excellent opportunity large enough to deliver the level of retail development needed for the city within a central location. Its proximity to the existing city centre means it can complement the existing centre rather than compete with it. This will help contribute towards the continued viability and vibrancy of the whole of Salisbury city centre and should incorporate an element of residential, office and leisure uses. It is important that the development on The Maltings and Central Car Park does not result in a decline of specialist, independent and other retailing elsewhere in the primary and secondary shopping areas. Comprehensive redevelopment of the area should therefore incorporate other regeneration projects including:

- improved legibility created along and through the Market Walk to draw visitors to the market square and onwards
- improved legibility between Fisherton Street, the Playhouse and City Hall to the proposed new development through to a scheme such as the creation of 'Fisherton Square' as depicted in the Salisbury Vision Document
- the development is shown to nurture and support the existing retailers and can demonstrate how it will complement and boost existing patterns of trade and not have a detrimental impact upon them
- the proposal will contribute towards a City Centre Retail Strategy to manage the transition of retail change within the city centre and ensure that the impact on the existing retail circuit is not undermined.

Core Policy 21 - The Maltings/Central Car Park

The area around The Maltings, Central Car Park and Library is allocated for a retail mixed-use development to enhance Salisbury city centre's position as a sub-regional shopping and cultural centre. The development will consist of convenience and comparison shopping, leisure uses, housing, offices, library and cultural quarter.

The redevelopment of The Maltings/Central Car Park will be sensitive to Salisbury's skyline and respect the scale and building forms of the historic urban fabric. It will build on the city's already strong retail offer to create a new quarter specifically designed to meet the demands of the modern shopper, and the modern retailer, with simple, regular shaped interior spaces which can be easily configured to meet a wide variety of needs and shop sizes.

The Maltings/Central Car Park will not be an enclosed shopping centre or self-contained mall style development, but a high quality outward looking design, which integrates into the city centre. Retail, residential and leisure areas will be linked by open, pedestrianised streets and public spaces, with an improved cultural area around the Playhouse and City Hall, improving legibility from the new development through the cultural area to Fisherton Street. Relocation or remodelling of the library will open up links to the market square. This open streetscape will connect the prime retail units and will include retail with an anchor store, residential and leisure areas.

The development will also meet any additional requirements as set out in the development templates shown in Appendix A.

Appendix C

Development Template:

Land at The Maltings and Central Car Park, Salisbury



Description of Site

A city centre site situated to the west of the city's established secondary shopping area. The southern part of the site predominantly comprises The Maltings shopping centre. To the north is the central surface level car park. To the north east is the Millstream coach park. To the east of the coach park is the Boathouse bar and brasserie. To the south of the coach park are offices owned and occupied by the Probation Service and local health providers. To the immediate south of Avon Approach, leading to Central Car Park, is a service yard and private car park owned by Tesco's. The Playhouse Theatre, City Hall and Summerlock House (Department of Work and Pensions) are situated adjacent to The Maltings, to the south west of the site. Public open space runs along the eastern boundary and the city library and galleries are adjacent. To the extreme north of the site is an electricity substation and private car park. Several courses of the River Avon SAC flow through the site. To the west lies a railway embankment.

Objectives for the Development

To develop a retail led mixed use regeneration scheme through a high quality development, which delivers an appropriate sense of place in accordance with the South Wiltshire Design Guide, 'Creating Places', in a sustainable location within Salisbury city centre, in a manner which complements the existing retail provision and makes a significant strategic contribution to meeting local housing needs of south Wiltshire.

Specific issues to be addressed are:

- To provide a range of retail unit sizes including an anchor store format and supermarket and a mix of major shop units and smaller store units.
- To ensure the continued viability and vibrancy of the whole of Salisbury city centre.
- To provide suitable living accommodation for a city centre location.
- A replacement or remodelled library.

Site Constraints

- Protection of views of Salisbury Cathedral.
- Protection and proximity of the River Avon SAC.
- Salisbury city centre Air Quality Management Area.
- Salisbury Conservation Area and a number of listed buildings.
- Electricity Sub-station.
- Flooding.
- Some fragmented land ownership.
- Access, parking and servicing (including coach parking).

Land Uses and Quanta of Development

- Potential for a total of 40,000 sqm of retail floorspace (gross external area).
- A single or few large retail outlets providing the whole of the floor area will not be appropriate to achieve the aims of the development and will not be permitted.
- Comparison shopping uses, comprising a range of unit sizes including a mix of major shop units and smaller store units.
- Convenience floor space.
- Up to 200 dwellings.
- Office use.
- Leisure uses, to improve the quality of leisure facilities.
- A replacement or remodelled library.
- Adequate car parking spaces including multi-storey car parking.
- A new park based around existing watercourses and opening linkages to the Market Square and Fisherton Street.
- Improved cultural area around the Playhouse and City Hall, improving legibility from the new development through the cultural area to Fisherton Street.

Essential Infrastructure Requirements

Education

- Contributions towards primary and secondary.

Transportation

- Any major infrastructure requirement outcomes identified by the Salisbury Transport Strategy or subsequent transport assessment and travel plan. A transport assessment which sets out how the modal shift promoted at national level will be achieved, including improved bus, cycle and walking routes.

Green Infrastructure

- Formal and informal public open space to be provided on-site including a new park. Adequate land to be set aside for treatment of surface runoff. Incorporation of at least buffer strips adjacent to the river, restricting lighting near river. Construction method statement required with application. Other essential GI and BAP habitat and species requirements will be determined at or prior to masterplanning.

Flooding

- Requirements of SFRA level 2 to be incorporated into design. No development in Flood Zone 3b. Development should be directed to areas of lowest risk from flooding with lower flood depths and velocities. Old landfill sites should be avoided where possible due to the risk of potential contaminants. Culverts both at the site and upstream need to be maintained. Model shows that safe access/egress will be possible via both Churchill Way West and Avon Approach during a 1 in 100 year flood event with climate change.

Heritage

- Archaeological investigations should be undertaken prior to finalisation of the site design with the design responding to finds.

Drainage and Water

- On-site sewers provided by developers with separate systems of drainage. Off-site surface water disposal to local land drainage systems with attenuated discharge to satisfy national regulations is required. May require a pumped discharge and an off-site link sewer to agreed point of connection, subject to engineering appraisal and network modelling to confirm the scope and extent of capacity improvements. There is a high probability of capacity improvements being necessary associated with downstream overflows to reduce risk of pollution and maintain water quality. A contribution is required towards a management and mitigation plan to address phosphate levels in the River Avon SAC catchment and their threat to protected species as well as its implementation.

Renewable Energy

- 10% renewable energy generated on or near the site.
- These infrastructure requirements will be negotiated and delivered on a site by site basis as part of section 106 agreements until the Wiltshire wide DPD on planning obligations to incorporate the CIL, setting out a tariff approach, is adopted.

Place Shaping Requirements

As the site sits in a sensitive location between two river courses of the River Avon SAC, any proposal will also need to meet the following requirements:

- Softening the hard edges of the river to provide better marginal habitat for wildlife, including improved cover for fish and invertebrates.
- Meet the requirements of Core Policies 68 (Water Resources) and 69 (Protection of the River Avon SAC) of this Core Strategy.
- Be designed and provide for flood defences and mitigation measures in accordance with the SFRA level 2 for the site.
- Protection of views of Salisbury Cathedral.
- A development that upgrades public open space including riverside walks.
- A holistic approach to addressing the piecemeal nature of car parking, rear aspects of properties and land ownerships in a comprehensive manner.
- A development that is well integrated and opens up links to Fisherton Street, Market Walk and the surrounding city centre.
- Retention and enhancement of the 'Shopmobility' scheme continued provision of public toilets.
- Massing of new development respects the scale and building forms of the historic urban fabric.
- The development can protect and enhance both the built and natural conservation interests surrounding the site.
- The character of the development creates a sense of place that responds to and is sympathetic to locally distinctive patterns of development.
- Providing a high quality public realm that promotes public spaces that are attractive, safe, uncluttered and work effectively for all in society.

Strategic Linkages

Provision of a key link in the retail circuit of Salisbury, particularly between the High Street, Fisherton Street and Market Place/Castle Street.

Delivery Mechanism

This site should be the subject of partnership between private and public sector based on frontloading a masterplan to be approved by the local planning authority as part of the planning application process. This masterplan will guide the private sector led delivery of the site.

Key Delivery Milestones, Monitoring and Review

This site has been chosen not only because strategically, environmentally and consultatively it can make a significant contribution to meeting local needs through regeneration, but also because early discussions with landowners, agents and prospective developers have encouraged the local planning authority that this site can be brought forward within the first five years.

In order to expedite the delivery of development within this period, the council will work closely with the developers and landowners to facilitate delivery, and will expect to see significant, tangible progress towards a planning application following the date of adoption of the Core Strategy. This work should include masterplanning, community engagement and progress on the necessary

assessments. If the council is concerned that significant progress is not being made on the preparation of a planning application, or that, subsequent to the grant of planning permission, as identified through regular monitoring work, there does not appear to be a reasonable prospect of development commencing in a timely manner, a review into the delivery of the site will be instigated. This review will comprise:

- detailed dialogue with the landowner, developer and their agents to ascertain the cause of delay
- an update of the Strategic Housing Market Availability Assessment to identify whether market demand has reduced or is being met through other sources
- a further independent viability study of the site to assess its delivery using the council's influence to try and remove any barriers identified that stand in the way of progress, such as working with statutory consultees and the community
- as a last resort, if the council feels that the new evidence renders the site undeliverable, a new allocation or allocations equivalent to the Strategic Allocation will be considered through the appropriate development plan process.

An independent viability review of the site will be undertaken by Wiltshire Council to review the standards of delivery set in view of the projected recovery from the recession of 2009. This review will not be undertaken where the developer has demonstrated commitment through delivery in the first two years of the strategy.

Councillors Briefing Note

Briefing Note No. 19-013

Service: Democratic Services

Further Enquiries to: Ian Gibbons (01225 713052)
Robin Townsend (01225 713814)

Date Prepared: 29/04/2019

Guidance on publicity during the period leading up to the European Parliamentary Election on 23 May 2019.

1. This note provides general guidance for members and officers in the management of council business and publicity in the run-up to the European Parliamentary Election on 23 May 2019. 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 provides:

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 7 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 provide:

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 test to be applied is whether a reasonable person with knowledge of all the facts would conclude that the council is spending public money to influence the outcome of the election?

7. The pre-election period (informally known as 'purdah') for the European Election runs from 12 April 2019 to 23 May 2019. The council will adopt a fair and proportionate approach in applying the law and guidance during this period, recognising that a European Election is generally more remote from the council's normal business than local elections, which are not taking place this time.
8. In relation 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 the vast majority of cases, the pre-election period will have no impact on normal council business, including the determination of planning decisions.
9. Proposals or issues which may be controversial and likely to arise during the pre-election 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 appropriate to consider deferring the matter until after the election. In other cases this may not be possible because of statutory, contractual or other constraints.
10. Councillors can issue their own statements, write letters to the local newspaper(s) for publication, contact the media directly or say what they like in a personal capacity, but must not use council resources to do so.
11. 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. This also extends to Council issued equipment such as laptops.
12. Further advice may be obtained from:

Ian Gibbons, Director, Legal, Electoral and Registration Services and Monitoring Officer (01225 713052 or e-mail ian.gibbons@wiltshire.gov.uk)

Robin Townsend, Director, Corporate Function (01225 713814 or email robin.townsend@wiltshire.gov.uk)

Traffic and parking arrangements for the Armed Forces Day National Event Military Parade in Salisbury Briefing Note No. 19-014

Service: Communications
Further Enquiries to: Claire Burden
Date Prepared: 03/05/2019
Direct Line: 01225 718857

There will be several road closures and parking restrictions in Salisbury on the morning of Saturday 29 June 2019 as a military parade will march through the city centre for National Armed Forces Day.

The parade is part of the three-day Armed Forces Day event hosted on Hudson's Field, from 28-30 June, when Salisbury and the whole of Wiltshire will have a chance to celebrate and say thank you to our Armed Forces.

As the parade will involve military personnel and vehicles, roads in Salisbury city centre will have to be closed for logistical and security reasons from 6am until 2pm on Saturday 29 June.

This will affect some businesses and residents in the city, as vehicular access to their home or business may be restricted; this includes parking and deliveries.

The main routes affected by this parade are in Salisbury city centre, particularly around the Market Square, and the main route up to Hudson's Field.

Wiltshire Council has written to all affected businesses and residents on the route to let them know of the closures, and there is more information at www.wiltshire.gov.uk/salisbury-afd.

Baroness Scott of Bybrook OBE, leader of Wiltshire Council, said: "It is a huge honour that Salisbury has been chosen to host the Armed Forces Day National Event, and the military parade through the city on Saturday 29 June will be a spectacular occasion and major part of the Armed Forces weekend.

“We recognise that this parade will affect businesses and residents in the city, but we hope they will agree that this great event is the perfect opportunity to celebrate and say thank you to our Armed Forces for all they do to protect us and keep our country safe.

“All residents and businesses affected will receive a letter detailing the road closures, but I would encourage anyone with a business or residence in central Salisbury, or on the main route from the city centre to Hudson’s Field, to check the website to see how they may be affected on the day or get in contact with us if they have any questions.”

FAQs

When will the roads be closed?

Roads will be closed from 6am until 2pm on Saturday 29 June. Car parks will also be closed during this time, although we will not allow cars access to affected car parks from 6pm on Friday 28 June.

Which roads will be closed?

Please note, will be further road closures around the Hudson's Field area. We will update these when we have them.

Closed temporarily to all vehicular traffic, from 6am-midday on Saturday 29 June 2019

1. Exeter Street; from its junction with Churchill Way South to its junction with St John Street.
2. St John Street; from its junction with Exeter Street to its junction with New Street.
3. St Ann Street; from its junction with St Johns Street to its junction with Love Lane.
4. Ivy Street; from its junction with St Johns Street to its junction with Brown Street.
5. Trinity Street; from its junction with Brown Street to its junction with Gigant Street.
6. Brown Street; from its junction with Winchester Street to its junction with St Ann Street.
7. Milford Street; from its junction with Rampart Road to its junction with Catherine Street.
8. Catherine Street; from its junction with Milford Street to its junction with New Street.
9. Rollestone Street; from its junction with Salt Lane to its junction with Winchester Street.
10. Endless Street; from its junction with Salt Lane to its junction with Winchester Street.

11. Winchester Street; from its junction with Endless Street to its junction with Pennyfarthing Street.
12. Blue Boar Row; from its junction with Castle Street to its junction with Endless Street.
13. Queen Street; from its junction with Blue Boar Row to its junction with New Canal.
14. New Canal; from its junction with Catherine Street to its junction with High Street.
15. High Street; from its junction with Choristers Square to its junction with Bridge Street.
16. North Walk; from its junction with Bishops Walk to its junction with Exeter Street.
17. Crane Street; from its junction with Cranebridge Road to its junction with High Street.
18. Cranebridge Road; from its junction with Mill Road to its junction with Crane Street.
19. Mill Road; from its junction with Churchfields Road to its junction with Cranebridge Road.
20. Fisherton Street; from its junction with Summerlock Approach to its junction with Bridge Street.
21. Bridge Street; from its junction with Fisherton Street to its junction with High Street.
22. Silver Street; from its junction with High Street to its junction with Minster Street.
23. Minster Street; from its junction with Silver Street to its junction with Blue Boar Row.
24. Castle Street; from its junction with Churchill Way West to its junction with Blue Boar Row.
25. Chipper Lane; from its junction with Castle Street to its junction with Endless Street.
26. De Vaux Place; from its junction with St Nicholas Road to its junction with West Walk.
27. New Street; from its junction of High Street to its junction of Catherine street.
28. Friary Lane; from its junction with St Ann Street for a distance of 100m in a southerly direction.
29. A345 (Part); from its junction with Churchill Way West to its junction with Beehive Roundabout.

30. Old Castle Road; from its junctions with A345.
31. Ford Road; from its junction with A345 to its junction with Merrifield Road.
32. Phillips Lane; from its junctions with C42 Woodford Valley to its junctions with A345.
33. Stratford Road; from its junction with A345 to its junction with C42 Woodford Valley.
34. C42 Woodford Valley; from its junction with Stratford Road to its junction with Camp Hill.
35. Camp Hill; from its junction with C42 Woodford Valley to its junction with A360.
36. Butts Road; from its junction with A345 to its junction with Ashley Road.
37. Ashley Road; from its junction with Butts Road to its junction with A360.
38. A345 (Part); from its junction with Ford Road to its junction with Beehive Roundabout.

Temporarily implemented No Waiting at Any Time:

- a) Waters Road; from its junction with Stratford Road to its junction with A345.
- b) Fairfield Road; from its junctions with Waters Road.

Temporarily introduced 30mph speed restriction on the following length of road:

- A345; from its junction with C292 High Post crossroads to its junction with Beehive Roundabout.

What time is the parade?

The parade will start at 10am and will last for approximately 45 minutes.

Why are car parks being closed at 6pm on Friday 28 June?

We need to ensure that all car parks are cleared by 6am on Saturday 29 June. Therefore, we will not be allowing access to affected car parks after 6pm on Friday. You will be able to move your car up until 6am on Saturday morning.

What happens if I don't move my car before 6am?

All cars must be moved before 6am on Saturday 29 June. Any still on site will be removed.

Where should I park on Saturday 29 June?

Car parks will be available at Culver Street, Salt Lane and Central, but it is anticipated that these will be busy, so please arrive early if you wish to park in any of these car parks.

Will I get a refund on my parking for the days I can't park?

No. Alternative parking is available at Culver Street, Salt Lane and Central.

If my car gets towed, how do I get it back?

Cars will be taken to a local compound and the police will be the point of contact. You will receive a letter in the post to advise that your car has been towed with details of how to recover it.

Can I leave my car parked as I have a blue badge?

Unfortunately not. All vehicles will have to be moved between 6am and 2pm. We appreciate this may cause some inconvenience, but this is unavoidable. Arrangements are being made for anyone with special medical requirements. This is a once in a lifetime event in Salisbury and we hope you will join in and enjoy what will be a wonderful spectacle in the city centre.

Will you provide compensation?

No.

How will deliveries get to me during the event?

There will be no access for deliveries on the roads affected by the closure between 6am and 2pm on 29 June. We would advise that deliveries are re-scheduled.

What arrangements have been made for blue light emergency vehicles during the parade?

Blue light services will be able to access any location around the route at any time for an emergency. If access becomes necessary during the parade, the parade will be stopped immediately.

I have further questions, how can I find out more?

If you have any questions or issues, please email AFD2019@wiltshire.gov.uk or call 01722 434670.

Find out more at www.wiltshire.gov.uk/salisbury-afd

Spatial Planning Update

Briefing Note No. 19-015

Service: Economic Development and Planning

Further Enquiries to: Georgina Clampitt-Dix
Head of Spatial Planning

Date Prepared: 8 May 2019

Direct Line: (01225) 713472

This Spatial Planning Update provides information on:

1. Publication of the council's latest Local Development Scheme, which sets out the timescale for the Local Plan Review and Wiltshire Housing Site Allocations Plan;
2. Progress on the Wiltshire Housing Site Allocations Plan; and
3. Progress of the Wiltshire Local Plan Review, together with an invitation to register your interest in attending a session to find out more about the current stage of plan making and put forward your views to officers.

1. Wiltshire Local Development Scheme 2019

- 1.1 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. The main purpose of the LDS is to set out the intended timetable, over a three-year period, for the preparation of new or revised planning policies which will form the council's Local Plan.
- 1.2 On 26 March 2019 [cabinet](#) approved a revised Wiltshire Local Development Scheme (LDS) for the period 2019 to 2022 which is now available on the Council's website (via this [link](#)). A trigger for the review of the LDS was changes in national policy in the National Planning Policy Framework and the resultant consequences for joint working between Wiltshire Council and Swindon Borough Council. The revised LDS now includes:
 - (i) An updated timetable for the adoption of the Wiltshire Housing Sites Allocations Development Plan Document, which is now at examination. The scope of the plan is unchanged.

- (ii) A revised timetable for the Wiltshire Local Plan Review and the development of a Statement of Common Ground with Swindon Borough Council rather than a timeline for a Joint Spatial Framework. The scope of the plan is unchanged. Broad alignment of the timetable with that for Swindon's Borough Council's Local Plan is maintained.
- (iii) Continued commitment to a review of adopted minerals and waste plans to check consistency with national policy and identify the need for any additional policy development.

2. Wiltshire Housing Site Allocations Plan

- 2.1 The Wiltshire Housing Site Allocations Plan (WHSAP) is in the later stages of plan preparation. Its purpose is to support the delivery of new housing set out in the Wiltshire Core Strategy for the period 2006 to 2026 and revise settlement boundaries, where necessary, to a standard methodology.
- 2.2 The WHSAP together with a Schedule of Proposed Changes was submitted to the Secretary of State in July 2018 following approval by Council. Following submission, a focussed consultation on the Schedule of Proposed Changes was undertaken. Recently the Inspector appointed to examine the plan held two weeks of hearings in relation to matters, issues and questions where he considered further discussion was needed. Further details of the examination content can be found on the examination webpage: <http://www.wiltshire.gov.uk/planning-housing-sites-examination>
- 2.3 The hearing sessions closed on the 16 April 2019. The Inspector will now consider all the information presented to date before advising on the next stage of the examination process. It is anticipated that the Inspector will provide his advice later this month. Further information will be published on the website via the above link when it is available.

3. Wiltshire Local Plan Review

- 3.1 The Local Plan Review (LPR) will roll forward housing and employment requirements in the Wiltshire Core Strategy to relate to the period 2016 to 2036. Other amendments will be necessary to update the Wiltshire Core Strategy to ensure Wiltshire's planning policies remain consistent with national planning policy and continue to be robust.
- 3.2 A report on the LPR to cabinet on 26 March 2019 considered changes to national policy which had an implication for plan making as well as revisions to the Wiltshire LDS, referred to above. A key outcome of this meeting was the approval of four housing market areas in Wiltshire, which have been amended in response to consultation undertaken autumn 2017, to inform the distribution of housing growth in the county in the LPR (see **Appendix 1**). This geography is only being used to inform the LPR and does not replace the adopted housing market areas in the Wiltshire Core Strategy for the period 2006 to 2026.
- 3.3 On 30 April, [cabinet](#) considered the next steps in the LPR. A central question to address is the number of new homes Wiltshire should plan to accommodate over the period 2016 to 2036 and how that housing should be distributed. At this stage, no figure is being set as a housing requirement.

- 3.4 Following cabinet approval, a housing range of 40,840 to 45,600 additional homes for the period 2016 to 2036 is being tested to inform an appropriate local plan housing requirement for Wiltshire. The minimum number in the range is set by the standard method produced by Government based on current data. The higher number in the range is based on analysis that suggests that to support projected job growth, additional housing is needed to increase the level of resident workers and avoid increased net in-commuting. ([Appendix 2](#) of the 30 April cabinet paper provides more detail on how the minimum and higher figures in the range have been calculated.)
- 3.5 It is prudent to test the number of homes to be planned for using a range. This is because new data may become available relating to the standard methodology that changes the minimum level of housing that needs to be planned for. For example, Cllr Briefing Note 368 presented a housing need figure of 44,450 homes based on calculations using the standard method inputs at that time; which has now changed to 40,840 using current inputs. National policy also confirms that the local plan housing requirement is not set until the plan is submitted to the Secretary of State for examination. It is therefore important to adopt a flexible approach that allows for likely changes in the statistics used by the Government method to be taken into consideration between now and when a revised local plan is submitted to the Secretary of State for examination towards the end of next year.
- 3.6 Appendix 2 of the cabinet report also identifies how the range should be distributed at housing market area level considering longer term migration trends. This has formed the basis of the creation of alternative development strategies for the distribution of housing and employment growth in each housing market area within Wiltshire. A set of reasonable alternative development strategies, involving different levels of growth at each principal settlement, market town and the rural area, has been developed for each of the county's housing market areas (Appendices 4 -7 of the 30 April cabinet papers provide information on how this was done).
- 3.7 The reports to cabinet on 26 March and 30 April concentrate on how the development strategy of the plan is being developed. Alongside this work, portfolio holders are being invited to attend internal discussions about individual policies of the plan. For example, recent discussions have concentrated on affordable housing policies and policies which promote new employment land. Future discussions are planned around climate change and public health. This is part of the process of ensuring existing policies remain up to date in relation to national planning advice and continue to support the aims and objectives of this council.

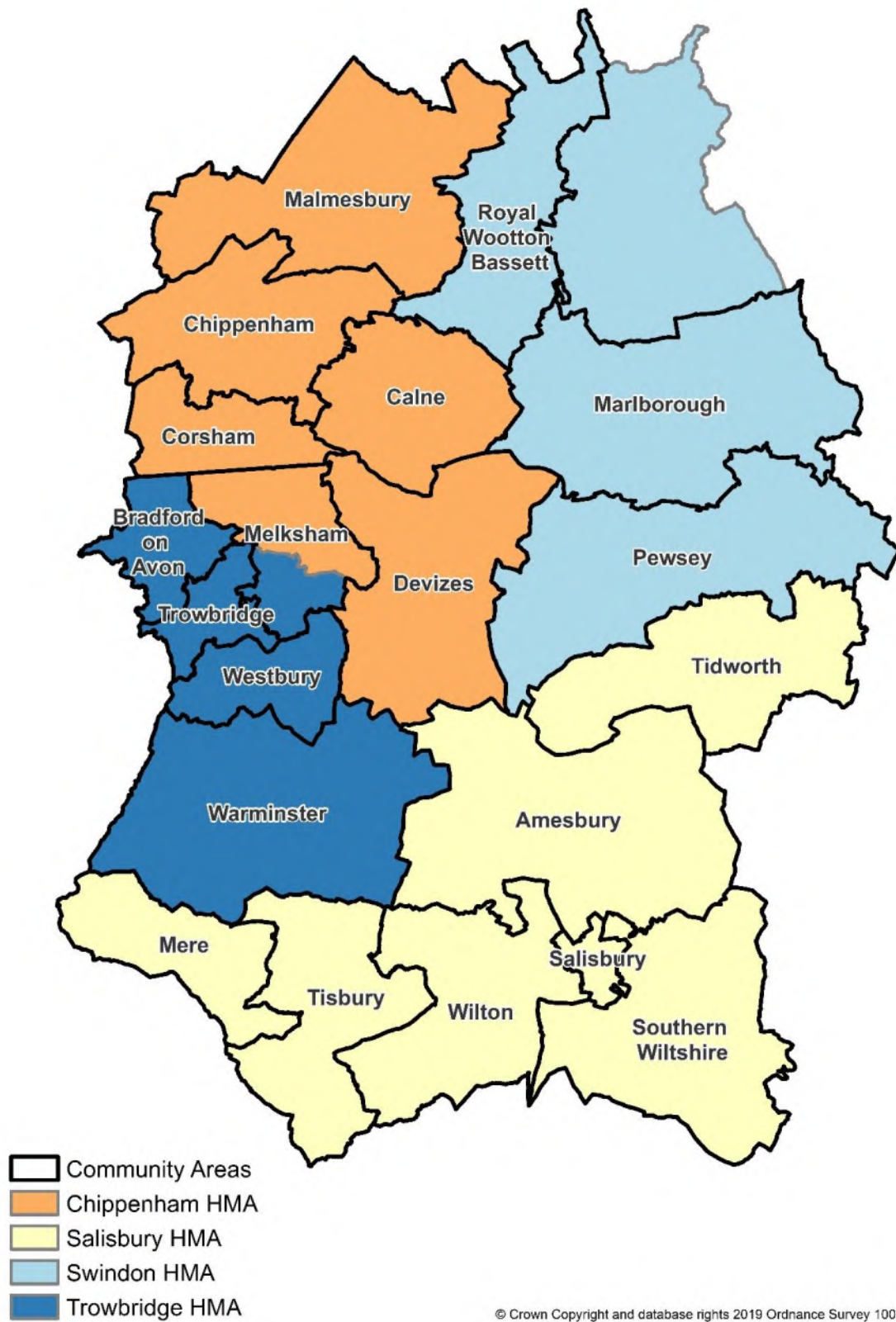
Informal consultation with town and parish councils

- 3.8 The alternative development strategies will form the basis of town-based meetings involving relevant town and parish councils (and neighbourhood plan steering groups) over the coming months. Invitations will be sent directly to the councils involved. As well as discussion about different growth options, local priorities for each town in the period to 2036 will be a focus for debate. In addition, a separate meeting will be held to discuss the 'new settlement' option for 2,000 homes in the Salisbury housing market area around Boscombe and Porton (Option SA-D) to which relevant parish councils will be invited.
- 3.9 For the rural parish councils (and neighbourhood plan groups) it is proposed to hold parish workshops to develop ideas about rural policies to support the resilience of Wiltshire's many large and small villages later in the year. Further information will be provided nearer the time.
- 3.10 These events will all build on the informal consultation undertaken through the town and parish workshops held in October and November last year.

How can you get involved?

- 3.11 Alongside the town and parish council meetings sessions will be arranged to allow elected members to find out more about the current stage of plan making and enable views to be put to officers to inform the evolving plan.
- 3.12 Please register your interest by emailing spatialplanningpolicy@wiltshire.gov.uk by the end of May 2019 so that arrangements can be made. It is the intention to hold these before the summer break.

APPENDIX 1: Map of Housing Market Areas



Changes to submission of highway improvements and traffic survey requests

Briefing Note No. 19 - 016

Service : Communities
Further Enquiries to: Rhys Schell
Date Prepared: 7th May 2019
Direct Line: 01225 716752

Wiltshire Council are changing the way highway improvements and traffic surveys are requested by members of the public and through Town and Parish Councils. The current process requires updating to improve the customer experience and to reduce the steps involved. The proposed new system will foster a closer working relationship with town and parish councils, whilst providing a better and more informed experience for members of the public.

Overview

The Area Board issue system is predominately used by residents and town and parish councils for raising highways improvement (Community Area Transport Group) and traffic survey (previously referred to as metrocount) requests. Link here for the Area Board issue system home page: http://services.wiltshire.gov.uk/Forms/area_board/index.php.

The process and the system require updating to improve the customer experience and to reduce the steps involved from the issue being raised to a resolution being found.

A long-term solution has been proposed with the system moving onto the new My Wiltshire app. However, a more efficient interim solution for these requests will be introduced from Monday 3rd June 2019.

Updated process for Town and Parish Councils

If a parish or town council wish to raise a highways improvement request they fill out the form in appendix A and send to integrated.transport@wiltshire.gov.uk. This will be received by the local Highways Engineer and added to the next Community Area Transport Group agenda.

If a parish or town council wish to raise a traffic survey request they fill out the form in appendix B and send to roadsafetydriving@wiltshire.gov.uk. The criteria for traffic survey locations is included as appendix C.

Both of these forms will be made available at the Area Board issue home page from Monday 3rd June 2019 and are shown below as appendices A and B.

Updated process for local residents

If a resident wishes to raise a highway improvement request, they should fill out the form in appendix A and send this to their local town or parish council for consideration.

If a resident wishes to raise a traffic survey request, they should fill out the form in appendix B and send this to their local town or parish council for consideration.

Contact details for each Town and Parish Council is available via a link on each form or on the Wiltshire Council website.

If the Town or Parish Council support the request they submit the respective form as set out above.

If the Town or Parish Council does not support the request then they advise the resident accordingly.

Highway improvement progress updates will be included in the CATG action notes circulated to Town and Parish Councils. It will be for the Town and Parish Councils to update residents on the progress of their request.

Appendix A

Highways Improvement Request Form

Date of this request:

Contact details

Name:

Address:

Telephone No.:

Email address:

Issue Details

Location of Issue:

Community Area:

Parish or Town Council:

Nature of Issue:

How long as it been an issue?

What would you like done to resolve this issue?

Have you been in touch with your local Councillor? Yes/No

This form needs to be completed and e-mailed or sent to your local town or parish council (link provided below)

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Appendix B

Traffic Survey Request Form

Request details					
Date of request					
Name of individual making request					
Town/Parish Council					
Town/Parish Council contact name					
Town/Parish contact phone/email					
Name of Area Board/Community Engagement Manager					
Name of Highways Officer (if applicable)					
Reason for this survey:					
Speeding issue (Y/N)		Traffic volume (Y/N)		Vehicle type (e.g. HGV levels) (Y/N)	
Location details:					
<p>Please refer to criteria for survey locations before completing this request. Give specific location details and include a map, map link or photograph of the location overleaf, if possible. ** Use a separate form for each individual survey location.**</p>					
Current Speed Limit Please note any location with a speed limit over 40mph will need authorisation from a Highways officer. (Please put an X in the appropriate box)	20mph	30mph	40mph	50mph	60mph
City/ Town/ Village name					
Road name and number , if known (e.g. A123, C111, High Street, London Road etc.)					
Preferred location for survey equipment: (e.g. lamp column 2/ near junction with Mead Way/ attached to signpost outside 18 High Street etc.)					
Other information: (e.g. planned local road works or events affecting the highway)					

Insert map, map link and/or photo(s) of location here:

This form should be completed and sent by email or delivered to your local town or parish council (details from link provided below)
<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Appendix C

Site Selection Criteria for a Traffic Survey

Traffic surveys use equipment placed on carriageways, comprising of two rubber tubes stretched across the carriageway and a data box, secured to street furniture, collecting data for 24 hours per day over a 7 day period on the speed and volumes of vehicles. The equipment may be on site for up to two weeks. Traffic surveys are only conducted during school term times.

The following points must be followed when selecting a survey site. If the criteria are not met, the data quality will be poor and results may be inaccurate.

- For the purpose of Community Speed Watch and community concern sites, traffic surveys will only be approved in 20mph, 30mph and 40mph limits. **Any locations above 40mph will need approval from a Highways officer.**
- **Select sites where most traffic is travelling at a constant speed across the tubes.** Wherever possible, avoid sites where vehicles are accelerating or decelerating due to sharp bends, steep inclines, traffic signals, near junctions, near pedestrian crossings or on-street parked vehicles.
- **Sites must be at least 100 metres from the start or end of a speed limit change.**
- Avoid sites where vehicles may need to stop over the tubes.
- Ensure that traffic will cross at right angles to the tubes as far as possible. Avoid sites where vehicles may turn across the tubes or where vehicles may change lanes.
- **Ensure there is a suitable securing point for the roadside unit**, such as street furniture, trees or posts. The data box is secured with a padlock and chain - any posts must be tall enough so that it cannot be lifted over the top. Use of posts on private property will require permission from the landowner.
- Consideration for the safety of the deployment officers is paramount. Any location deemed too high risk for deployment will not be completed – notification of this will come from the contractors via Wiltshire Council Road Safety Team.

Please include as much information for the location as possible, including house numbers, lamp post numbers, road name, road number and maps or map links. Please avoid local terminology for locations, for example “the green” to refer to a park area as this may delay the application.

If the site selected is not suitable for the equipment, the deployment staff will locate the equipment in a suitable place as close to the requested site as possible. The Road Safety Team will try to answer any questions regarding the above points but are unable to visit sites in person.

Locations are not eligible for repeat survey within a 12 month period, unless there are exceptional circumstances and approval from the Highways Officer.

The recorded 85th percentile speed is used to determine if the site enters the thresholds for intervention.

Speed Limit (MPH)	No further action	Community Speed Watch	Police Enforcement
20mph	20 mph to 24 mph	24.1 mph to 38.9 mph	Over 39 mph
30mph	30 mph to 35 mph	35.1 mph to 41.9 mph	Over 42 mph
40mph	40 mph to 46 mph	46.1 mph to 49.9 mph	Over 50 mph

The 85th percentile is the speed at or below which 85% of the traffic is travelling. This is the standard method of assessing traffic speed in the UK. Community Speedwatch teams cannot operate in areas with a speed limit over 40mph.

The Launch of the Salisbury Central Area Framework Briefing Note No. 19-017

Service: Salisbury economic recovery
Further Enquiries to: Tom Dobrashian
Date Prepared: 25/06/2019
Direct Line: 01225 718588

Wiltshire Council, with the support of Salisbury City Council and planning and urban designers Tibbalds, is working to accelerate the urban development of Salisbury city centre, building on its strong historic core, and we are seeking views on what people would like the city centre to look like in the future.

This is driven not only by the desire to ensure the city continues to recover from the events of 2018, but also by the commitment to respond to the need to adapt and contribute to the city's economic opportunities and threats.

To help achieve this, Tibbalds is producing a Central Area Framework (CAF) that will raise the profile of Salisbury as an investment opportunity and guide the future development of the city. The survey WC is launching seeks opinions on the emerging themes of the CAF including the desire for people-friendly streets in the city, better connections to the city's green spaces, new character areas, development opportunities and more.

The framework will provide a strategic urban vision for the city centre area, identifying character areas within it, and make recommendations on the form of future development and interventions that can accelerate positive change, to enhance Salisbury as a place to live, work and visit.

The Salisbury economic recovery team has met with Salisbury Area Board and Salisbury City Council, and has consulted with internal and external stakeholders, as well as businesses and investors. The next step is now to embark on a period of public consultation and seek views that will inform the objectives, themes and proposals moving forward.

Pauline Church, Cabinet Member for Economic Development and South Wiltshire Recovery, said: "Salisbury is a historic, characterful and in many ways a successful

place. However, in recent years, a combination of the economic downturn, the changing role of small cities, and the incident in 2018 have threatened its vibrancy.

“We recognise the need to reinvigorate the city centre to ensure Salisbury is as successful and resilient as it can be, and the Salisbury Central Area Framework will help us define the best possible strategy to make positive improvements.

“We want to deliver a strategy that is widely supported, based in commercial reality, sets out a clear path towards delivery, promotes better design quality, and helps to attract inward investment.

“But we can’t do it without full consultation with the public. We want to know what people think about some of the suggestions and ideas we have to make Salisbury city centre a better place to live, work and visit.”

This consultation period is due to start on 27 June and will last six weeks. There will be press releases, a website and a social media campaign which will support exhibitions and engagement events. The team will meet with schools and other groups as work progresses.

Councillors Briefing Note No. 19-018

Service: Highways and Transport

Further Enquiries to: Spencer Drinkwater

Date Prepared: 20 June 2019

Direct Line: (01225) 713480

THE 'SUBSTANTIVE HIGHWAYS SCHEME FUND' BID APPLICATION PROCESS IN 2019/20

Background

A Substantive Highways Scheme Fund will again be made available in 2020/21 to enable area boards to bid (via their respective Community Area Transport Groups (CATGs)) for funding to deliver priority transport schemes that exceed their Discretionary Highways Budget.

In July 2017, a two-year design and build programme for Substantive Highways Schemes was adopted whereby area boards submit funding bids in the current year for detail design prior to implementation in the following financial year.

Subject to source funding remaining available¹, the Substantive Highways Scheme Fund for the 2020/21 financial year will again be set at £150,000.

Mechanism for awarding Substantive Highway Scheme Funding

The mechanism to be used to award Substantive Highway Scheme Funding will be that agreed by the cabinet member for highways and transport in July 2011.

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 1**) 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.

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

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 2 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 may 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 2019/20 and be deliverable within the 2020/21 financial year 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 3**) and submitted by Friday 9 August 2019 to the highways officer serving the relevant area board Community Area Transport Group. The bids will then be scored in accordance with **Appendix 2**.

It is anticipated that a provisional decision on the awarding of funding will be made in September 2019 by the cabinet member for highways, transport and waste.

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 2

Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to WC (£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 9 August 2019 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:

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 2

Cost/Benefit

Scheme Name	Total Cost of Scheme (£000s)	Contribution (from CATG or other party) (£000s)	Cost to WC (£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 9 August 2019 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:

Polling District and Polling Place Review Consultation

Briefing Note No. 19-019

Service: Electoral Services
Further Enquiries to: Maggie Mulhall
Date Prepared: 12 July 2019
Contact: committee@wiltshire.gov.uk

1. The Council is required by the Electoral Registration and Administration Act 2013 to undertake a compulsory review of UK Parliamentary polling districts and polling places which must be started and completed between 1 October 2018 and 31 January 2020 (inclusive).
2. The Electoral Registration and Administration Act 2013 amended the Representation of the People Act 1983 to require the Council to undertake regular reviews of both polling districts and polling places within its area. The differences between a district, place and station are:
 - A **polling district** is a geographical sub-division of an electoral area, (an electoral area being a UK Parliamentary constituency, a European Parliamentary electoral region, a parish, parish ward or an electoral division).
 - A **polling place** is the building or area in which polling stations will be selected by the Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
 - A **polling station** is the actual area where the process of voting takes place, and must be located within the polling place designated for the particular polling district. The Returning Officer for the particular election must provide a sufficient number of polling stations, and allocate the electors to those polling stations in such manner as he or she thinks the most convenient.
3. The purpose of such a review is ensure that all electors have reasonably practicable facilities for voting and that polling places are reasonably accessible to electors who are disabled. The review will need to be completed by 31 January 2020.
4. The Electoral Review Committee will oversee the review, and has endorsed the timetable overleaf accordingly:

Activity	Date
Preliminary review commenced	December 2018
Information was gathered from: <ul style="list-style-type: none"> • Polling station venues • External reviews • Visiting Officers on 23 May 2019 	December 2018
Information was provided to all Area Boards	January / February 2019
Gather and analyse evidence, including representations from Area Boards and electoral forecasts.	January to July 2019
Report to the Committee on the outcome of the preliminary review, including boundary maps and electorates	8 July 2019
Publish a notice of the holding of the review	10 July 2019
Publish ARO representation	10 July 2019
Consultation period	12 July 2019 to 9 September 2019
Consultation materials forwarded for comment to key stakeholders including: <ul style="list-style-type: none"> • Wiltshire disability groups • Wiltshire Carers groups • Elected representatives and • Parish Councils 	15 July 2019
Committee to consider draft recommendations	Late September
Full Council to consider recommendation from Committee	15 October 2019
Revised register	1 December 2019

5. The Notice of the review was published on 10 July 2019 at [this link](#) and is also attached to this briefing note.
6. A consultation page has been prepared at [this link](#). The page includes the timetable for the review and the [representation of the Acting Returning Officer \(ARO\)](#) on each polling district and polling place. The document is very large, so when viewing in pdf or through a browser it is necessary to zoom to view all the text. The districts can be viewed in Electoral Division order from Page 9. Existing polling districts can be viewed at [this link](#)
7. Members, parish councils and the public can respond by [filling in this online form](#), or by emailing committee@wiltshire.gov.uk or using the response form included at [this link](#) and writing in to Democratic Services, County Hall, Trowbridge, BA14 8JN..
8. Once the consultation is concluded and comments considered, draft recommendations for each place and district will be prepared for consideration by the Electoral Review Committee, and then Full Council.

**Wiltshire Council achieves top marks for
work with children and families
Briefing Note No. 19-020**

Service : Children and education
Further Enquiries to: Terence Herbert
Date Prepared: 22/07/2019
Direct Line: (01225) 718277

“Children increasingly receive the help and support they need from the right people at the right time.”

That’s the verdict of Ofsted inspectors who visited Wiltshire Council recently to review children’s social care services.

The council has been given a “Good” rating for all areas following the inspection in June – the only local authority in the south west to achieve this.

In the report Ofsted notes: “The local authority has improved its services for children and offers a consistently good response to families and children in need of help and protection.”

The report notes:

- Senior leaders and frontline practitioners are driven by a determination to improve the life chances of children in Wiltshire
- Children in care and care leavers receive a good service in Wiltshire
- Responses to children from domestic abuse are effective and decisive action taken by social workers to protect children when required
- Social workers have manageable workloads following significant investment to increase numbers
- Social workers are given the time they need to work purposefully with families and children
- The arrangements for finding children adoptive parents is a strength and children in Wiltshire are waiting less time than ever to move in with their adoptive family

The report praises partnership working including the Multi Agency Safeguarding Hub (MASH) and the Families and Children’s Transformation (FACT) programme. It states the relationship with the police has progressed significantly in terms of community support for unaccompanied asylum-seeking children (UASC), and a shared vigilance of the threat of

county lines and exploitation in the county.

Some of the points required to further improve the service include raising awareness of [private fostering](#) in the local community, the impact of services on children's health and education when they are in care, and the availability of suitable placements when children first come into care.

Laura Mayes, the cabinet member for children's services during the inspection, said: "This report shows the determination and commitment of staff to improving children's lives in Wiltshire.

"We were confident the service was in good shape but to have it confirmed independently and so positively is hugely satisfying.

"We are never complacent though, and we will always strive to do more but it is heartening to see the hard work has made a real difference to children and young people's lives for the better."

Terence Herbert, executive director for children and education at Wiltshire Council praised staff for the clear vision and dedication which has made a difference to young people's lives.

He said: "I would like to say thank you to our hardworking staff who demonstrate tremendous commitment to ensuring our children and families are given the support to succeed."

"Getting the basics right is fundamental and provides a solid platform for our work. The investment we have made in good practice and social work values has led to better lives for children and families. That is what we're here to do and I'm pleased that this has been recognised by Ofsted. We will continue to be a progressive, supportive and learning organisation.

"There are some actions to further improve which we welcome, and we're already addressing these and we will always remain focussed and dedicated to doing the best for our children and families in Wiltshire." You can view the report at <https://files.api.ofsted.gov.uk/v1/file/50094565>.

Proposal to Increase Downland School Capacity Briefing Note No. 19-021

Service: Childrens Commissioning and Performance
Further Enquiries to: Drew Holloway
Date Prepared: 12/07/2019
Direct Line: (01225) 712604

Wiltshire Council is proposing to increase the number of places at Downland School from 69 places to 90 from September 2019.

Downland is a special school, situated on the southern edge of Devizes and opened in 1971, that continues to support the needs of children and young people who have an Education Health and Care Plan (EHCP) identified to support their Social, Emotional and Mental Health needs.

Expanding the school is part of Wiltshire's SEND Local Area plans to increase the number of special school places across the county to meet the needs of the growing number of children and young people with SEND.

An informal pre-publication consultation has recently taken place which concluded on 14th July. It is now necessary to undertake the formal statutory process. This began with publication of a statutory notice on 18th of July 2019. The statutory requirement is for this period to run for 4 weeks. However, as a 4 week period would run into school holidays representation can be made up to the 21st September 2019.

Copies of the full proposal are available via the school or Wiltshire Council website:
http://consult.wiltshire.gov.uk/portal/education/consultation_to_increase_capacity?tab=info

Comments can be made via email or letter no later than the 21st of September 2019 either by writing to Downland consultation, Children's Commissioning, Wiltshire Council, Bythesea Rd, Trowbridge, BA14 8JN, emailing SpecialSchools@wiltshire.gov.uk or following the link above to the Wiltshire Council consultation portal.

Councillors Briefing Note No. 19-022

Service: Economic Development and Planning

Further Enquiries to: Flo Churchill

Date Prepared: August 2019

Direct Line: (01225) 713729

WILTSHIRE HOUSING LAND SUPPLY

This briefing note provides:

- (i) An update on the 2018 housing land supply position for the three Housing Market Areas (HMAs) in Wiltshire
- (ii) An update on the 5-year land supply position for traveller sites.

Wiltshire Housing Land Supply Statement 2018

The National Planning Policy Framework (NPPF) (February 2019) requires local planning authorities to identify and update annually a supply of specific deliverable sites to provide five years' worth of housing against their housing requirements, with an additional buffer of housing requirement brought forward from later in the plan period to ensure choice and competition in the market for land.

The update for Wiltshire has now been completed and the results of the assessment, using a base date of 1 April 2018, are set out in the 2018 Housing Land Supply Statement (HLSS) that will be published on the council's website on 8 August 2019 via this [link](#).

The updated position is summarised in Table 1 below.

Area	Housing requirement 2006-2026	Housing completions 2006-2018	Five year housing requirement* 2018-2023	Deliverable supply 2018-2023	Number of years of deliverable supply
East Wiltshire HMA	5,940	4,039	1,248	1,665	6.67
North and West Wiltshire HMA	24,740	14,211	6,910	7,009	5.07
South Wiltshire HMA	10,420	6,064	2,933	2,611	4.45
Wiltshire HMAs	41,100	24,314	N/A	N/A	N/A
Swindon (within Wiltshire)	900	773	N/A	N/A	N/A
Wiltshire Total	42,000	25,087	N/A	11,285	N/A

* This includes a 5% buffer in accordance with the 2018 results of the Housing Delivery Test (see below)

This does not include the allocations in the emerging Wiltshire Housing Site Allocations Plan, which is being prepared to improve housing land supply across Wiltshire.

Appendix 6 of the Housing Land Supply Statement (HLSS) sets out the local housing requirements by Community Area and for each Principal Settlement, Market Town and, in South Wiltshire, the Local Service Centres 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 Wiltshire 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 whilst the Statement is being prepared.

Key points to note are:

- There is a sufficient supply of housing in the East Wiltshire HMA (6.67 years) and the North & West Wiltshire HMA (5.07 years). However the extent to which the position exceeds the requisite 5-year supply differs across these two HMAs.
- There is currently a deficit in the 5-year supply in the South Wiltshire HMA (4.45 years).
- The format of the HLSS and aspects of the 5-year housing land supply method have been updated in line with revisions to the National Planning Policy Framework and accompanying Planning Practice Guidance (see explanation below).

Table 3 of the HLSS contains sites with planning permission that have been permitted since 1 April 2018 (up to 31 March 2019). Whilst these are not in the housing land supply because they came forward after the base date of 1 April 2018 they may contribute to the housing land supply when the next housing land supply assessment (base dated April 2019) is published. These will help replenish the supply as it is reduced over time due to completions, permissions lapsing and not being implemented, and delays in delivery on certain sites.

In line with the revised National Planning Policy Framework (NPPF) and accompanying Planning Practice Guidance (PPG) the following changes have been made to this HLSS compared to the previous version:

- The PPG has clarified that the buffer should be added onto the housing requirement side of the calculation rather than onto the supply. The implications of this are that, more logically, a 5 years supply is required to meet the NPPF target (i.e. 5 years which **includes** the 5% buffer).

In previous years the council has applied the necessary buffer to the supply-side of the equation. This has meant a 5.25 years supply (5 years **plus** 5% buffer) has been required to meet the requisite target in the NPPF.

This change does not decrease or increase the burden on the council as to how much land it needs to provide to meet the requisite 5-year housing land supply - it is simply a change to the accounting method used.

- Table 2b has been introduced to explain how the 5-year land supply position has been calculated by HMA. This shows how any shortfall in anticipated completions, when compared against the Wiltshire Core Strategy requirement, has been calculated.
- Appendix 1 'Summary breakdown of large sites in deliverable supply' and Appendix 2 'small sites contributing to deliverable supply' now include a more detailed breakdown. In addition to 'outstanding committed dwellings' for a site it states how many are 'under construction', 'completed' or have been lost through demolition.

- Appendix 3 'Deliverability summary for sites in Appendix 1 that are anticipated to deliver housing in the forthcoming 5-year period' has been revised to include an explanation as to why housing on the site is 'deliverable' (as defined in Annex 2 of the NPPF).

Housing Delivery Test

The NPPF requires a buffer to be applied to the 5-year housing land supply to ensure choice and competition in the market for land, and ensure land is made available in a timely manner to meet the housing requirement in the development plan. The revised NPPF has moved away from the concept of 'persistent under delivery', and now uses the nationally set Housing Delivery Test to establish whether a 5% or 20% should apply.

The Housing Delivery Test measures housing delivery for each Local Planning Authority against its housing requirement over the past three years. The latest [Housing Delivery Test](#) results means that the council should apply a 5% buffer to its 5-year housing land supply. A 20% buffer is only applied where there has been significant under delivery of housing over the previous 3 years i.e. 85% or lower of the housing requirement. The latest Housing Delivery Test results indicate that 139% of the housing requirement was delivered over the past three years in Wiltshire.

5-year housing land supply and decision-taking

Where a 5-year land supply (with the appropriate buffer) cannot be demonstrated or the Housing Delivery Test indicates that the delivery of housing is substantially below (less than 75% of) the housing requirement over the three previous years then the presumption (or tilted balance) in favour of sustainable development applies.

The NPPF makes it clear that where a Local Planning Authority cannot demonstrate a five-year housing land supply of deliverable sites, relevant policies should not be considered up to date. This does not mean that in these circumstances all proposals for housing should be permitted, only that relevant policies should be given less weight in decision making, particularly Core Policy 2 in relation to settlement boundaries. Cases where adverse impacts would significantly and demonstrably outweigh the benefits can, and should, still be refused. However, where applications are being considered for sites at settlements but outside the defined settlement boundaries there may be the opportunity to improve housing supply by favourably considering proposals where appropriate. This would depend on the judgements made as to where the planning balance lies and considerations may include limited impacts and benefits to local communities that arise from the proposal.

5-year housing supply for travellers

In accordance with [Planning Policy for Traveller Sites](#) (paragraph 10a) the council has published a 5 year land supply position against the targets for permanent pitches in the adopted Wiltshire Core Strategy, and the 2014 Gypsy and Traveller Accommodation Assessment. This will be published on the council's website on 8 August 2019 via this [link](#).

This evidence will inform decisions on planning applications for new traveller sites in Wiltshire. As before planning applications will be determined in accordance with the development plan, particularly Core Policy 47 'Meeting the needs of gypsies and travellers unless material considerations indicate otherwise.

Representation on special school provision in north Wiltshire

Briefing Note No. 19-023

Service: Children's Commissioning Team
Further Enquiries to: David Paice via Emily Wood
Date Prepared: 7 August 2019
Direct Line: (01225) 757966

We would like to draw your attention to Wiltshire Council's proposal for special schools in north Wiltshire. The timeline for this proposal is shown at the end of this briefing note.

There will be a Statutory Notice published at 9am on Monday 2 September 2019, regarding the closure of:

- St Nicholas School, (Special) Malmesbury Road, Chippenham, SN15 1QF
- Rowdeford School, (Special) 2 St Edith's Marsh, Rowde, SN10 2QQ and
- Larkrise School, (Special) Ashton St, Trowbridge, BA14 7EB

and the related opening of a new amalgamated special school across the three existing sites.

It is proposed that:

- A new maintained school is established with a single leadership team for the existing St Nicholas, Rowdeford and Larkrise schools as soon as possible, and no later than 1 September 2021.
- The closure of St Nicholas, Rowdeford and Larkrise schools, as related proposal, occurs no later than the 31 August 2021.
- St Nicholas and Larkrise stay in use on their current sites until the new provision is ready, and it is appropriate for children to transition to the new site at Rowdeford.
- The Council will consult on the appropriate number of sites when most of the new places are available.

Wiltshire Council will open the consultation outlined here:

<http://consult.wiltshire.gov.uk/portal/education/>

Responses to the proposal (made via an online survey found at the above-mentioned consultation portal) must be received by the Council by 9am on Monday 30 September 2019.

If you or any of your residents have any questions about this, or would like any further information please email SpecialSchools@wiltshire.gov.uk or write to Special Schools Consultation, Commissioning Team, Wiltshire Council, Bythesea Road, Trowbridge, BA14 8JN.

Timeline for northern Wiltshire special schools

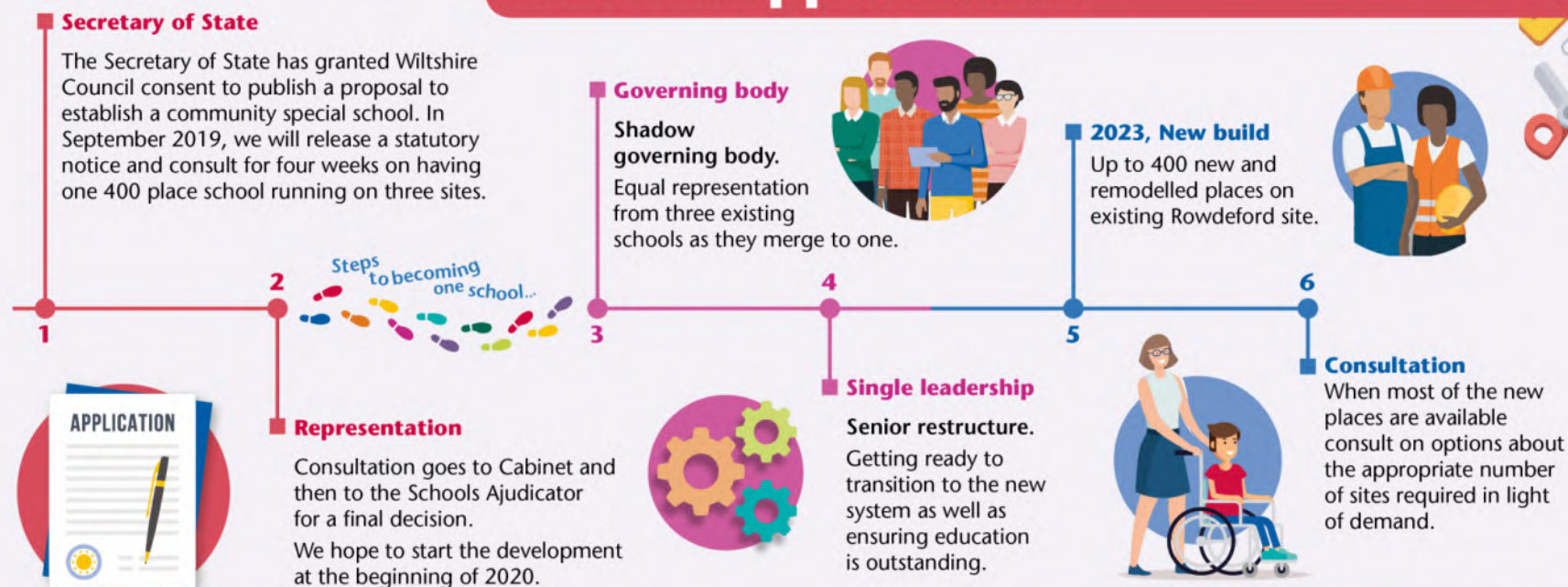
The plan

- Bring Larkrise, St Nicholas and Rowdeford schools under one school leadership team by 2021
- Build a new £32 million school on the Rowdeford site by 2023
- At a later date, consult on options regarding bringing all pupils from the three sites onto the Rowdeford site

Why we are making these changes?

- We need 100 new places and to reduce overcrowding
- To improve standards with a unified leadership team
- Drive high quality inclusive education across all schools and settings
- Enhance SEND staff professional development and knowledge sharing
- Increase access to health and care support in schools
- Provide more resource base places in local schools
- Invest in post-16 special education and transition to independent living

What happens now?



We will keep you updated regularly, but if you have any questions in the meantime please contact: specialschools@wiltshire.gov.uk

Wiltshire Council
Where everybody matters

Councillors Briefing Note No. 19-024

Service: Rights of Way and Countryside
Area of Interest: Registration of Town or Village Greens
Further Enquiries to: Janice Green
Date Prepared: 30/07/2019
Direct Line: 01225 713345

**Wiltshire Council (Appellant) v Cooper Estates Strategic Land Ltd
(Respondent) and Richard Gosnell and Royal Wootton Bassett Town Council
(Interested Parties) [2019] EWCA Civ 840**

Purpose of Briefing Note:

To report on the following Appeal Court judgment handed down on 16 May 2019: Wiltshire Council (Appellant) v Cooper Estates Strategic Land Ltd (Respondent) and Richard Gosnell and Royal Wootton Bassett Town Council (Interested Parties) [2019] EWCA Civ 840.

Executive Summary:

Wiltshire Council, in its capacity as Commons Registration Authority, recently challenged a decision of the High Court regarding the interpretation of schedule 1A of the Commons Act 2006 concerning the exclusion of the right to apply to register land as a Town or Village Green - trigger and terminating events. The decision directly affects the registration of land at Vowley View and Highfold, Royal Wootton Bassett as a Town or Village Green and will have far reaching implications for future applications countrywide for all Commons Registration Authorities.

An application to register land as a Town or Village Green (TVG) may be made under Section 15(1) of the Commons Act 2006 ('2006 Act') where a significant number of inhabitants of any locality or neighbourhood within a locality have indulged as of right in lawful sports and pastimes on the land for a period of at least 20 years and in this case, where the cessation of use occurred after the commencement of Section 15 of the 2006 Act on 6 April 2007 and the application is made within one year beginning with the cessation of use.

The Growth and Infrastructure Act 2013 introduced a series of provisions to curtail the registration of TVGs, where there was concern that applications were being used as a means of preventing development, outside the planning system. Section 15C "Registration of greens: exclusions" was inserted into the Commons Act 2006 to remove the "right to apply" to register land where specific planning "trigger events" had occurred. The trigger events are listed at schedule 1A to the 2006 Act, including

at paragraph 4: “A development plan document which identifies the land for potential development is adopted under Section 23(2) or (3) of the 2004 Act” (Planning and Compulsory Purchase Act 2004). The right to apply is revived where a corresponding “terminating event” takes place, e.g. where the development plan document is revoked under Section 25 of the 2004 Act, or a policy contained in the document which relates to the development of the land in question is superseded by another policy by virtue of Section 38(5) of that Act. In Defra’s *“Guidance to Commons Registration Authorities in England on Sections 15A to 15C of the Commons Act 2006”* Commons Registration Authorities (CRA’s) are advised that upon receipt of a TVG application they should write to the Planning Authorities, in this case Wiltshire Council Spatial Planning and Development Control and the Planning Inspectorate, to request details of any planning trigger and terminating events that are in place over the application land and that the CRA may rely upon these replies. An application to register land as a TVG cannot be accepted where there is a planning trigger event in place, without a corresponding terminating event, as under the amended Commons Act 2006, there is no right to apply.

On 4 October 2017 Members of the Northern Area Planning Committee, (in Wiltshire Council’s capacity as CRA), considered a report from the Associate Director for Waste and Environment, regarding evidence submitted with an application made under Sections 15(1) and (3) of the 2006 Act to register an area of land adjacent to Vowley View and Highfold, Royal Wootton Bassett, as a TVG, in order to determine the application. Members also considered Agenda Supplement (1) which set out objections of the landowner Cooper Estates Strategic Land Ltd and the Officer’s replies to those representations. This included their contention that the application was invalid by reason of inclusion of the land within the settlement of boundary of Royal Wootton Bassett as a Market Town in the Wiltshire Core Strategy Document adopted January 2015. However, when the objection was brought to the attention of Spatial Planning Officers they maintained their view that there was no planning trigger event in place as the land was not specifically identified for potential development. Therefore, the Committee resolved *“To Grant the application to register land at Vowley View and Highfold, Royal Wootton Bassett, as a Town or Village Green, and to register the land in full under Sections 15(1) and (3) of the Commons Act 2006.”* The land was accordingly registered as a TVG on 19 October 2017, TVG Register Entry no.V.G. 65.

On 20 December 2017 Cooper Estates Ltd applied to the Administrative Court (High Court) to challenge the decision of Wiltshire Council as made on 4 October 2017 to register the land, on two grounds:

- (1) That the application under Section 15 of the 2006 Act was not validly made since Core Policy 1 and Core Policy 2 of the Wiltshire Core Strategy Document provided a trigger event within Section 15C which precluded the making of such an application. In their view the CRA had therefore erred in law in determining that the application was valid, in approving it and in registering the land.
- (2) That the Council acted unfairly in failing to arrange for a non-statutory public inquiry to consider the issues and hear evidence prior to making a recommendation to the Council on whether or not to accept the application for registration. In their view, in this context the CRA did

not properly consider the issue of implied permission and therefore ought to have allowed it to be more fully investigated at the non-statutory public inquiry.

Cooper Estates' challenge succeeded on Ground 1 before David Elvin QC, who held that the Wiltshire Council Core Strategy document sufficiently identified the land for the purposes of paragraph 4 of schedule 1A of the 2006 Act, in *R on the Application of Cooper Estates Strategic Land Ltd v Wiltshire Council and (1) Richard Gosnell (2) Royal Wootton Bassett Town Council* [2018] EWHC 1704. Ground 2 of the challenge was dismissed where the Judge held that it was not unfair for the Council to decline to allow a hearing in this case.

Given the nationwide and far reaching implications of the judgment for the local community, members of the public seeking to make applications to register land as TVG, other CRA's and the lack of case law and guidance concerning the interpretation of paragraph 4 of schedule 1A, the Council sought leave to appeal, including a stay on the Court Order quashing the registration of the land as a TVG. Leave was granted in February 2018 and the case was heard in the Court of Appeal on 8 May 2019, before Lord Justice Lewison, Lord Justice Floyd and Lord Justice Henderson. Lord Justice Lewison set out the matter before the Court as follows: *"The issue on this appeal is what it takes in a development plan document to identify land for potential development. If land is so identified, the right to apply for registration of a town or village green (a "TVG") is suspended..."*

The appeal of Wiltshire Council was dismissed with the leading judgment from Lord Justice Lewison (referring to the words of the High Court judgment), concluding:

"49. The judge said at [67]:

"I do not consider that there is a concept of "balance" to be implied into paragraph 4 or s.15C. These provisions have been overlaid on the scheme of the 2006 Act by the amendments made by the 2013 Act. Parliament undoubtedly intended to make a change in the law. The only balance, if such it is, is the one struck by Parliament through the provisions and seeking to protect future development opportunities against the effect of s.15 applications. If those provisions apply, according to their language and purpose, then the right to apply is excluded. Their extent is defined primarily by the language used, supported by the mischief they sought to address. As a matter of language paragraph 4 applies and in my judgment this is reinforced by the purpose, namely to prevent a s.15 application from hindering potential development of the land."

50. I agree. It was for these reasons that I joined in the decision to dismiss the appeal."

As the appeal has been dismissed, the stay on the Order to quash the registration of the land as TVG was lifted. Officers are now looking to amend the register to remove entry V.G. 65 under Section 19 (2) of the 2006 Act which allows the CRA to correct a mistake in the Commons Register. The 'mistake' being the interpretation of trigger events as defined under schedule 1A of the 2006 Act. As the Council did not succeed in either the High Court or the Court of Appeal, the Council was ordered to pay the landowner's costs of £80,500.

Until this case, there was no case law on the interpretation of schedule 1A. The Defra guidance was unhelpful on this point. Counsel's opinion was sought before the application for leave was made and after leave was granted by the High Court. The case was considered to be a 'test case' on the issue. Due to the far reaching and national implications of the High Court judgment it was felt that an appeal should be sought. It was considered to be in the public interest to appeal the High Court decision; however, the Council has not sought to appeal the decision of the Appeal Court as this has sufficient standing for interpretation purposes so far as schedule 1A is concerned.

In summary, following the judgment, there is now no right to apply to register land as a TVG where the application land in question is included within any settlement boundary as set out in the Wiltshire Core Strategy document 2015 - 2025. Therefore, all CRAs, including Wiltshire Council, must now look to reject applications to register land as a TVG where the authority has a similar countywide development plan to the Council's Core Strategy. This was recognised by the High Court which acknowledged that unlike specific trigger events such as individual planning applications which are site specific and relatively short lived and so easy to identify, *"...in the case of development plans these will generally be wider in their effects than a planning application and be longer-lived since development plans are intended to apply for many years."* Although the Council did not seek leave to appeal to the Supreme Court, it is expected, due to the potential impact on TVG applications nationwide, there will be further cases concerning the interpretation of schedule 1A and the matter of trigger and terminating events.

Briefing Note No. 19-025

Changes to arrangements for dealing with Code of Conduct Complaints

Service: Governance Services
Further Enquiries to: Ian Gibbons, Monitoring Officer and Frank Cain, Deputy Monitoring Officer
Date Prepared: 9 September 2019
Contact: governance@wiltshire.gov.uk

Background

1. The Localism Act 2011 introduced new arrangements for the standards regime for local authorities, which deals with conduct complaints against elected and coopted members of town and parish councils as well as principal authorities. All Councils are required to adopt a Code of Conduct.
2. As the principal authority Wiltshire Council on 26 June 2012 adopted arrangements for resolving Code of Conduct complaints in accordance with the 2011 Act. These came into effect on 1 July 2012.
3. At its meeting on 9 July 2019 the Council, following a review by the Standards Committee involving comparison with the arrangements of other authorities, made changes to the arrangements.
4. Those changes are the subject of this briefing note, to inform town and parish councils of the changes ahead of their implementation on 1 January 2020.

Existing Arrangements

5. Under the [present arrangements](#) complaints are initially assessed by the Monitoring Officer of Wiltshire Council in accordance with the arrangements and the local [assessment criteria](#) approved by the Standards Committee
6. Following that initial assessment either the complainant or subject member may request a review of that decision. Such a review is carried out by a Standards Review Sub-Committee, a Sub-Committee of the Standards Committee, which may uphold the decision of the Monitoring Officer or overturn it.
7. At the initial assessment and review stage the test is whether the matters alleged would be capable of breaching the relevant Code of Conduct, not whether such a breach has been proven. If it is determined that the matters would be capable of breaching the relevant Code and other relevant assessment criteria are met, it would be referred for formal investigation.

8. If referred for investigation the Monitoring Officer appoints an Investigating Officer who investigates the matters and reports their findings and conclusions. If the Monitoring Officer is satisfied that the investigation is sound and the conclusion is that a breach has occurred, the matter is referred to a Hearing Sub-Committee of the Standards Committee for determination. If the Monitoring Officer supports a conclusion that there has been no breach the complainant may request a further review before a Review Sub-Committee.
9. A Hearing Sub-Committee would consider evidence and hear representations from all relevant parties before determining if a breach has occurred and if so recommending appropriate sanctions.

Review of Arrangements

10. The Standards Committee had concerns that the process for assessing complaints was not as efficient or effective as it could be, and undertook a review, including comparisons with the arrangements of other local authorities. In particular, there were issues relating to administrative efficiency to reduce delays in processing complaints, the multi-stage nature of the process; the handling of trivial or vexatious complaints and the level of member oversight.

Revised Arrangements

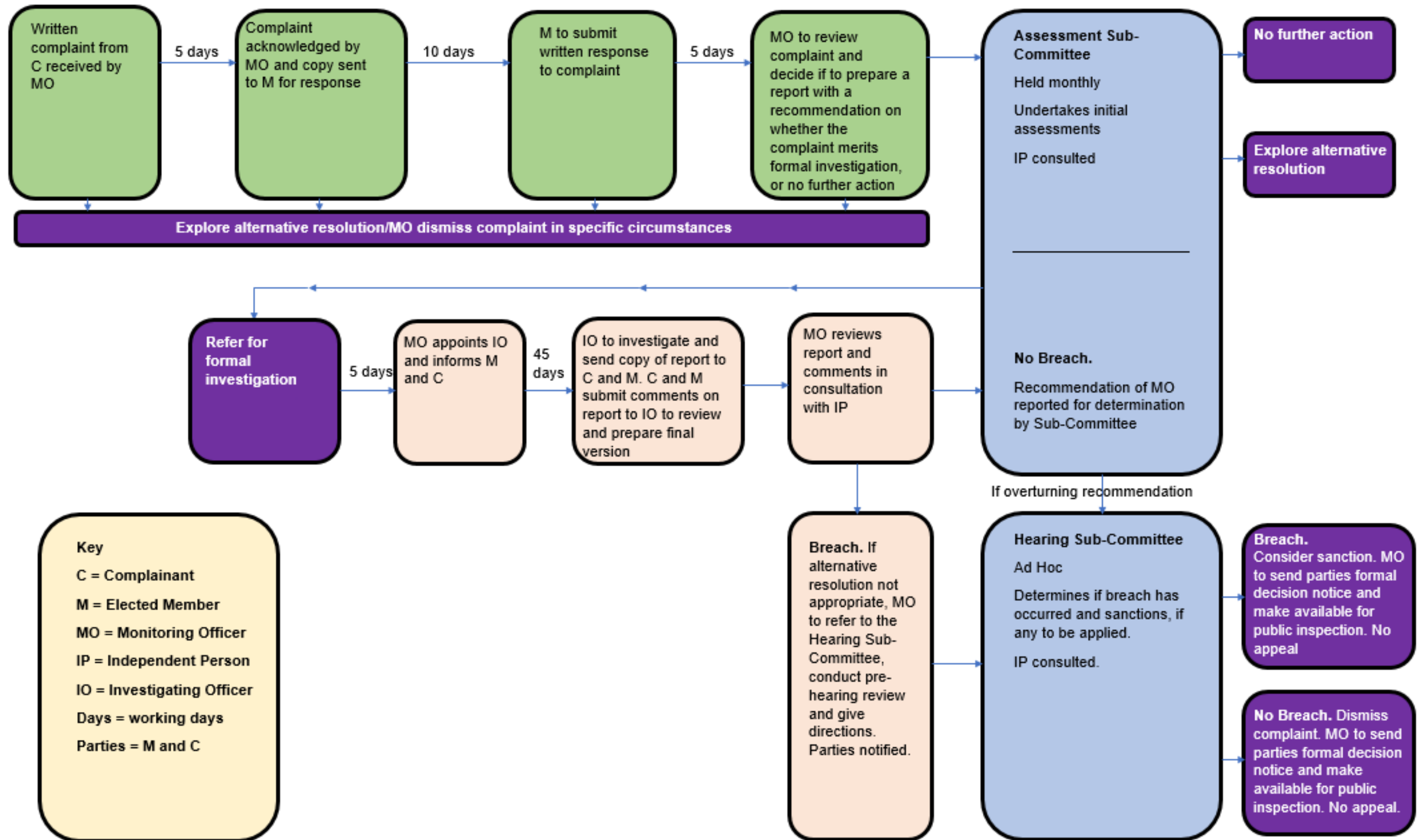
11. The revised arrangements approved by Full Council on 9 July 2019 make a series of changes, and the full document can be found at [this link](#). A summary flowchart of the process is included with this briefing note. The report and minute to Full Council detailing the changes can be found at [this link](#).
12. The new arrangements will come into effect on 1 January 2020. Any complaints submitted before that date will be subject to the existing arrangements.
13. The principal change to the arrangements is that initial assessment of complaints will no longer be determined by the Monitoring Officer. Instead, a standing Assessment Sub-Committee of the Council's Standards Committee will make determinations on all complaints. The assessment decision of the Sub-Committee will be final.
14. This change will streamline the process, making it more efficient, provide greater certainty for complainants and subject members as to when their complaint will be determined, and will enhance the role of elected members in assessing complaints against elected and coopted members across Wiltshire.
15. The Assessment Sub-Committee will also be involved in reviewing the investigating officer's report at that stage of the process.
16. Greater emphasis will be placed on seeking informal resolution to complaints, recognizing that alternative forms of resolution can achieve better outcomes than following a formal standards process through to its end.

17. Further changes were also made to ensure that complainants provide sufficient information when submitting a complaint to enable assessment; to slightly increase the length of time for an investigation and to provide that only in exceptional circumstances should a complaint against a member who has subsequently resigned be taken forward.
18. Lastly, provision has been made for the Monitoring Officer to summarily dismiss complaints which on the available information are considered to be trivial, vexatious, malicious, politically motivated or 'tit for tat' and it would not be in the public interest, including particularly the efficient use of resources, to proceed.

Applicability

19. The revised arrangements detailed in this Briefing Note come into effect on 1 January 2020 and will apply to all town and parish councils in the Wiltshire Council area.

Protocol 11 Schedule 2 – Flowchart of arrangements for dealing with Code of Conduct Complaints under the Localism Act 2011



Councillors Briefing Note

No. 19-026

Service: Public Health
Further Enquiries to: Jessica Ryan, Public Health Specialist in Mental Health
and Older People
Date Prepared: September 2019
E-mail: Jessica.ryan@wiltshire.gov.uk

1. Background

We don't need to wait until we are struggling with our mental health; there are lots of things we can do to protect ourselves and prevent problems escalating, just as we do with our physical health. The new Every Mind Matters campaign encourages adults to be more aware of their mental health and helps them to discover simple steps to look after their mental health and wellbeing.

Public Health England (PHE) is launching a major new Mental Health campaign, "Every Mind Matters" on 7 October 2019. It will launch with a significant TV advertising campaign across a collection of some of the UK's biggest channels, partnerships with key tech platforms and substantial PR activity. A huge selection of celebrity and big brands partners will be supporting the campaign and promoting it through their own channels. The health care system and public-sector partners are also involved, and are planning to have trusted conversations and engagement with the public and highlighting how their services can aid a person's mental health and wellbeing. The campaign is fully supported by NHS England, will be NHS branded and is clinically assured.

Locally, the campaign is being led by Public Health and overseen and supported by the council's Communications teams.

Every Mind Matters offers a range of useful resources that help spot the signs of common mental health concerns, provides practical self-care tips and guidance and, importantly, explains when to seek further support.

It also has a free NHS-approved online navigation tool on the soon-to-be launched

Every Mind Matters website, which helps people build an action plan to deal with stress and anxiety, boost their mood, improve their sleep and help them feel more in control.

2. What is the campaign trying to achieve?

It supports everyone to feel more confident in taking action to take care of their mental health and wellbeing – promoting a range of self-care actions to promote good mental health and tackle common problems, as well as signposting wider resources and services for those in greater need. Through use of the campaign's content and navigation tool, the aim is for one-million members of the adult population in England to be better informed and equipped to look after their own mental health and support others.

3. How?

The campaign offers free, NHS-approved mental health resources, via the One You website, which helps build understanding of mental health and what individuals can do to improve and manage how they are feeling.

The Public Health team will be working to launch a new wellbeing page on the Wiltshire Council website to signpost the public to local groups and services as much as possible. This work will dovetail with work being done across the system in line with the rollout of social prescribing link workers.

In addition, the Wiltshire Council website will look to embed the PHE navigation tool to enable users to generate a self-care action plan to support their mental wellbeing. The tool will allow users to opt for email reminders for support and encouragement.

There will also be information available for people who would like to learn more about common mental health issues, signs to look out for and signposting to further support. However, the focus of the campaign is very much around promoting wellbeing rather than diagnosed mental health conditions or crisis and is centred around the five ways to wellbeing:

- Connect – connect with the people around you: your family, friends, colleagues and neighbours. Spend time developing these relationships.
- Be active – you don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life.
- Keep learning – learning new skills can give you a sense of achievement and a new confidence. So why not sign up for that cooking course, start learning to play a musical instrument, or figure out how to fix your bike?
- Give to others – even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering at your local community centre, can improve your mental wellbeing and help you build new social networks.

- Be mindful – be more aware of the present moment, including your thoughts and feelings, your body and the world around you. Some people call this awareness "mindfulness". It can positively change the way you feel about life and how you approach challenges.

4. Partner engagement

The Public Health team are working with PHE, other local authorities, the voluntary sector organisations, as well as council teams such as the Health Trainers, Local Area Coordinators and Occupational Health.

In support of the 'Every Mind Matters' launch and to help people to find their way to better mental health we are organising a wellbeing programme over three days which coincides with World Mental Health Day (10 October 2019). There will be a series of drop-in sessions for people to learn about what is available locally which will reflect the self-care actions that the campaign recommends. These information sessions will take place in County Hall over the 8, 9 and 10 October. The libraries will also be promoting the campaign.

5. How you can support us

We'd be very grateful for you to promote Every Mind Matters using your own platforms, contacts and communities. The five ways to wellbeing messages mentioned above are ideal simple tips to promote positive wellbeing on social media. Please retweet and share messages which will be regularly posted on the @WiltsCouncil and @PHWiltshire Twitter feeds. If you wish to post your own content and experiences please use the hashtag #EveryMindMatters. Anything you can do to help spread the messaging will be very appreciated. Just to reiterate, the campaign is embargoed until 7 October so please don't share anything until then.

The Every Mind Matters campaign will be running until 31 March 2020 and the team will be working closely with colleagues and partners to ensure the campaign messaging is promoted throughout this period.

Further information

For further information or if you wish to discuss any aspect of the programme, please contact Jessica Ryan on Jessica.ryan@wiltshire.gov.uk or 01225 713105

Communications with Councillors Task Group: Survey

Briefing Note No. 19-027

Service : Overview and Scrutiny, Corporate Services
Further Enquiries to: [Natalie Heritage](#)
Date Prepared: 8 October 2019
Direct Line: (01225) 718062

Call for Councillors to respond to Task Group survey

The Overview and Scrutiny Management Committee (OSMC) established the Communications with Councillors Task Group in [November 2018](#), to review how all Wiltshire Council service areas communicate information to Councillors, so that Members are able to represent the public and make effective decisions.

As part of its evidence gathering, the Task Group has created a survey for all Councillors: asking Members to share their experience and provide feedback on how they feel that internal communication between service areas and Councillors could be improved.

The survey can be accessed [here](#) and will be open for responses until Weds 30 October 2019.

Responses will remain anonymous and will be used to help inform the Task Group's final report and recommendations, which will be received by OSMC on [28 January 2020](#).

Councillors Briefing Note

No. 19-028

Service:	Adult Care
Further Enquiries to:	Maria Keel (Community Commissioner (Carers))
Date Prepared:	27/9/2019
Email:	maria.keel@wiltshire.gov.uk
Direct Line:	07500 099652

Carers in Wiltshire Joint Strategy 2017 – 22 Implementation Report 2018/19

The Carers in Wiltshire Joint Strategy 2017/22 builds on the substantial progress made since the publication of the Joint Wiltshire Carers' Strategy in 2012 and is intended to drive forward our commitment to carers in Wiltshire. The new Carer Support Wiltshire (CSW) contract commenced on 1 April 2018 with a new model of carer support, which aims to be both personalised and sustainable, being implemented in the months that followed. A new model for young carers was also introduced with young carer assessments being brought in-house. CSW, who are working in partnership with Youth Action Wiltshire (YAW), are now commissioned to meet those needs when they relate to the caring role.

The second annual carers' strategy implementation report has now been published. A link to the report and the full strategy can be found [here](#).

2018/19 Priorities Update

Identification:

97 carers, including 49 young carers, referred for a carer's assessment or carer support in 2018/19 reported that they care for someone who has needs relating to mental health. 72 carers, including 19 young carers, referred for a carer's assessment or carer support in 2018/19 reported that they have needs relating to mental health. 7 carers, including 3 young carers, referred for a carer's assessment or carer support in 2018/19 reported that they care for someone who has needs relating to substance misuse. In 2019/20, we will continue to monitor how many carers of those with needs relating to mental health and substance misuse are accessing support to establish whether the work undertaken in 2018/19 to ensure that they know where to access information, advice and support was successful or if further action is needed.

CSW is now commissioned to increase young carer awareness in schools. In 2018/19, they focussed on school-specific work which included running young carer awareness sessions to the West Wiltshire Alliance, Healthy Schools induction training, Practice Influencers Forum and Disadvantaged Learner Lead Meetings. They also provided telephone and email support on an individual basis to five schools and supported the provision of content for posters, business cards, and leaflets to promote young carer awareness. The new CSW young carer website includes a section for teachers and staff to go to for information and advice and to learn more about young carers and feedback from teachers has been positive. Young carers will continue to be a priority group and CSW will build on the work undertaken

in 2018/19 to improve carer awareness in schools. Numbers of young carers referred for a young carers' assessment by schools will continue to be monitored which will support CSW action planning to map existing gaps which will form the basis of future work with schools.

Carer Crisis:

In 2018/19, 78 carers indicated to CSW that their situation was at significant risk of carer breakdown with 30 of these carers stating that they could not continue caring. Members of WCAG and WCIG contributed to discussions on what carer crisis is, what it feels like, what causes it and what support is needed when a carer is in or approaching crisis at the WCAG meeting in December 2018. Carer crisis was defined as a situation where a carer needs immediate support to ensure the physical and emotional welfare of themselves or the person they care for. It was also agreed that carers in, or at risk of, crisis need support to deal with the immediate crisis but also to build and maintain their resilience, to prevent future crisis where possible and plan for it where preventing it is not possible and a range of risk factors were identified including money worries which can take a significant toll on the physical and mental health and wellbeing and the resilience of carers. Two types of support needed by carers who are in or approaching crisis were identified: someone to talk to and/or replacement care

Assessment and support – a holistic and whole family approach:

Work commenced on a project to ensure that assessments are holistic and whole family. Carer Support Wiltshire and the lead commissioner for carer support met with adult care, mental health and community team for people with learning disabilities (CTPLD) operational teams to raise awareness of the carers strategy, the Care Act duty that carers must be willing and able to provide care and that advocacy is available to carers who need it in order to engage with a holistic and whole family approach to their needs and the needs of those they care for. In 2019/20 we will develop this work to understand if current processes enable a holistic and whole family approach to be taken to assessing the needs of both the carer and the person they care for where both are aged 18+. Development of a memorandum of understanding based on the national template "No wrong doors: working together to support young carers and their families" will commence when the processes for young carer assessments and support have been finalised.

Young carer assessments were brought in house on 1 April 2018 to enable a more holistic and whole family approach to be taken to assessing and meeting young carers' needs along with any other needs they or their family may have. Development of a memorandum of understanding based on the national template "No wrong doors: working together to support young carers and their families" will commence when the processes for young carer assessments and support have been finalised.

2018/19 Highlights

- Wiltshire Carer Involvement Group (WCIG) continued to make a significant contribution to ensuring that the voice of Wiltshire carers is heard and that their needs are understood and met. In addition, there is now a pool of almost 200 carers who are interested in being involved in the development of services for themselves and those they care for. Wiltshire Parent Carer Council continued to ensure that parent carer participation is fully imbedded in each stage of the commissioning cycle.
- The Wiltshire Carers' Action Group (WCAG) newsletter is published quarterly and includes information about what's happening nationally that impacts on carers and what's going on locally including what's being done to improve the information, advice and support given to carers and those they care for. Issues from September 2018 onwards can be found on the [Your Care Your Support Wiltshire](#) website.
- 447 carers aged 18+ took up the offer of a break activity. 96% of those who provided feedback had at least one positive wellbeing outcome. The most frequent outcomes were feeling happier, less stressed, less isolated and feeling supported. A further 149

carers were able to access a break through a Time Out grant or through Time for Carers. Carer Support Wiltshire raised £25k in donations for Time for Carers and this funded a wide range of activities, equipment and support for carers.

- 1,509 children and young people with SEND received a short break direct payment.
- 331 young carers accessed a break activity from Youth Action Wiltshire including 199 who were referred by CSW. 87% of young carers who accessed support from YAW reported improved confidence, health and wellbeing.
- 42 of Wiltshire's 48 GP practices submitted evidence for an Investors in Carers award in 2018 with most receiving a gold, gold plus or platinum award. 375 carers received carer health checks at carer clinics. 15% were identified as having a previously undiagnosed health condition.
- 92% of carers reported that their physical and mental health had improved following their initial carers assessment and 92% of carers reported that they felt more supported and empowered to make decisions after their assessment. 79% of carers reported that they felt more valued as a result of contact with CSW.
- CSW continued to meet the needs of 77% of carers aged 18+ who care for someone aged 18+ without the need for a full assessment and support funded by adult care. Of those who did receive a full assessment and who gave feedback, 86% felt that their carer's assessment made or will make a difference to their caring role, 100% felt that their carer's assessment was a positive experience and 90% of carers felt that their physical health, mental health and wellbeing improved after a full assessment and related support.
- Since its launch in September 2018, the new Carer Support Wiltshire website has been visited by 4,526 users, a significant increase in website engagement compared with the previous year. During Carers Week, they launched a young adult carer online resource and community, YACbook, which they developed with young adult carers.
- WPCCC worked with parent carers to inform the redesign of the Local Offer website and worked with 39 families to help them become more robust, resilient and independent in accessing the Local Offer. Their Special Educational Needs and Disability Information Service (SENDIS) recorded 1,304 enquiries in 2018/19.
- Wiltshire Citizen's Advice gave welfare, debt and money management support to 341 carers with many carers requiring support for multiple issues. Through the support they accessed from WCA, these carers were better off by a total of £412,194. This represents a return of £8.45 on every £1 of funding. 96% of those who gave feedback felt that their financial position had improved after the support they received from WCA, 100% felt less worried about money, 96% said that their view of their own future had improved and 100% felt their physical health, mental health and wellbeing had improved.
- 76 volunteers actively supported the carer support service in 2018/19 and 16% of those who responded to the annual survey reported that they had returned to work as a result.
- 15 young adult carers were helped to apply for funding for college or university or to access support for themselves and the person they cared for, so they could take part in education, volunteering or training.
- 973 professionals took part in carer awareness sessions.
- CSW successfully bid for armed forces covenant funding to deliver a specific service to carers in the military community, launching their Courage to Care project in September 2018. 19 carers from serving military families have been supported to date.

Details of work planned for 19/20 can be found in the full report.

Closure of Dyson Technology Electric Vehicle programme

Briefing Note No. 19-029

Service : Economic Development
Further Enquiries to: Alistair Cunningham
Date Prepared: 11 October 2019

Company Overview

- Established in 1993 Dyson is a global technology company with engineering, R&D and testing operations in the UK, Malaysia, Singapore, and the Philippines.
- Dyson has 4,500 people in the UK, primarily at its Malmesbury global HQ campus (3000+), and Hullavington (500+, automotive R&D)
- Malmesbury hosts the £31.5M Dyson Institute of Engineering and Technology: 4- year degrees on an employed basis (currently 117 students)
- In 2018, turnover grew 28% to £4.4bn and profits increased by 33% to £1.1bn.
- In September 2017 Dyson announced it was working on a battery electric vehicle with the first patents published in 2019.

Closure of Electric Vehicle Programme

- On 10 October 2019, Dyson announced its Board's decision to close the automotive project as, although it has delivered a 'fantastic' vehicle, it is not seen as commercially viable. It has not been possible to find a buyer so far.
- The company is working to quickly find alternative roles within Dyson for as many of the team as possible. It has stated it has sufficient vacancies to absorb most people into its Home business. However, as it has been specifically hiring car design experts, it is reasonable to assume some will move within the sector.
- It will continue its £2.5Bn investment programme into new technology, continuing to expand at Malmesbury (including the Dyson Institute) and Hullavington; concentrating on the 'formidable' task of manufacturing solid state batteries and other fundamental technologies it has identified.
- The company has said it has 'exciting plans' for Hullavington which it will outline in due course. As the site was bought primarily for automotive development (requiring extensive test tracks) we will be keen to progress the dialogue.

Wiltshire Council involvement with Dyson

- We worked closely with Dyson to secure their further development at Malmesbury, when there was a potential to move the new activity elsewhere. As part of that development we submitted a proposal to build a

new roundabout on the A429 for LEP funding as part of a development plan for their growth on the site (successful) and were able to support the Dyson Board to make the investment decision for Malmesbury. We have provided ongoing engagement and support for further site development.

- We were then approached to see if we could secure a site for the electric car project and see if we could support them with Government investment. We identified and helped secure Hullavington through negotiations with MoD (DIO) and worked on a masterplan for the development of the site.
- We have provided a wraparound and diligent planning support function, with an account manager and senior planner leading the engagement.
- We spoke with the company on the day of the announcement and have a commitment from the company to engage in the near future. We have offered 'task force' support should any redundancies follow, to help match skilled people to known demand from other employers (as we did successfully with Cooper Tires, and now with Honda).

Media Statement

- Dyson are keen to emphasise that Hullavington is an important R&D site for the company and has a bright future, and that the Home business has the capacity to absorb most of the automotive staff.
- In response to the announcement and a direct discussion with the company, Cllr Philip Whitehead, Leader of Wiltshire Council said: *"Dyson is an important employer in Wiltshire and we have supported the company in its efforts to break new ground and deliver new innovations. Dyson attracts the brightest and best employees who add great value to the local economy. We understand that Hullavington is an important R&D site for the company and has a bright future and we will be talking to Dyson about any potential impact of these news and offering support to the company for their future plans"*.

The launch of the We're Targeting Fly-tippers campaign

Briefing Note No. 19-030

Service: Environmental Enforcement
Further Enquiries to: Pete White, Enforcement Manager
Date Prepared: 25/10/19
Direct Line: 01380 826333

Wiltshire Council has today launched a reward campaign to reduce fly-tipping throughout the county.

The We're Targeting Fly-tippers (WTF) campaign aims combat the scourge of fly-tipping by offering residents a reward of up to £200 in high street vouchers if they report information that leads to the successful prosecution of an offender or the payment of a Fixed Penalty Notice (FPN). The campaign will feature in the local media, and on social media, posters and digital screens throughout the county.

Fly-tipping costs Wiltshire Council more than £180,000 each year, and it is unsightly and a danger to wildlife and the environment.

In Wiltshire, most fly-tip reports are of a commercial nature, where waste is cleared for a fee and then dumped to avoid lawful disposal costs. Penalties for offenders include an unlimited fine and/or five years' imprisonment; a £50,000 fine and/or 12 months' imprisonment; a Fixed Penalty Notice of £400 if they are caught fly-tipping small scale waste.

Cllr Bridget Wayman, Cabinet Member for Highways, Transport and Waste, said: "We're delighted to launch this campaign to reduce fly-tipping throughout Wiltshire and reward our residents for helping us to fight this blight on our beautiful county.

"Fly-tipping is unsightly and it is a danger to people, wildlife and the environment. So we need the help of our communities to prosecute fly-tippers and keep our county cleaner, greener and safer.

"I would urge anyone with any information about fly-tipping in Wiltshire to report it to us with as much information as possible, and any successful prosecution or payment of a Fixed Penalty Notice will earn a voucher of up to £200 for the person who reported it.

“However, while we want residents to provide evidence as possible, it’s hugely important that people do not try to rummage through or disturb the waste, as this could affect the scene and put people in danger.

“It is also essential that people do not attempt to confront anyone who is fly-tipping or put themselves in danger in any way. We want to reduce fly-tipping, but public safety is our main concern.

To report fly-tipping in Wiltshire, or to find out more about the campaign, including terms and conditions, go to: www.wiltshire.gov.uk/community-environment-wtf.

Councillors Briefing Note

No. 19-031

Service: Economic Development and Planning

Further Enquiries to: Chris Hilton

Date Prepared: October 2019

Direct Line: 01225 713731

Chippenham BID Renewal Ballot October 2019

1. On 19 June 2019, Chippenham BID (the proposer) put forward a proposal to renew a Business Improvement District in Chippenham.
2. The ballot was conducted entirely by post by the agent of the ballot holder, Civica Election Services, on behalf of Wiltshire Council.
3. The timetable for the ballot was:

Notification of Ballot	Thursday 12 September 2019
Despatch of Ballot Papers	Thursday 26 September 2019
Proxy Appointment Deadline	Monday 14 October 2019
Close of Ballot	Thursday 24 October 2019
Issue of Result	Friday 25 October 2019
4. The Notice of Ballot was published on Thursday 12 September and can be viewed at the bottom of this report. This notice details the geographical area of the ballot and explains who was eligible to take part.
5. The ballot took place on 24 October 2019.
6. For a BID ballot to be successful there must be a majority of those voting in favour both in terms of numbers voting and also the rateable value represented by those voting.
7. Ballot papers were counted on 25 October 2019 and the result of the ballot is as follows:

**LOCAL GOVERNMENT ACT 2003
BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS 2004
BUSINESS IMPROVEMENT DISTRICT FOR CHIPPENHAM
DECLARATION OF RESULT – 25/10/2019**

As an agent of the ballot holder for the Chippenham Business Improvement District ballot I certify as follows:

Total number of votes cast in the ballot, excluding any given on ballot papers rejected: 199

Aggregate rateable value of each hereditament in respect of which a person voted in the ballot: £6,376,500

Total number of votes cast in favour of the proposed Business Improvement District for Chippenham: 94

Aggregate rateable value of each hereditament in respect of which a person voting in the ballot has voted in favour of the proposed Business Improvement District for Chippenham: £3,967,950

I hereby declare that the proposal to establish a Business Improvement District for Chippenham has not been approved. A majority of the Business ratepayers in the proposed BID area who voted, voted against the proposal, but not by aggregate rateable value.

(signed) William Olive
Deputy Manager, Civica Election Services

Notes:

The total number of ballot papers rejected was as follows:

4 Unsigned, unmarked or void for uncertainty

Total: 4

8. The term for the existing Chippenham BID ends on 31 March 2020.

Appendix: Chippenham BID Renewal Ballot Notice of Ballot

LOCAL GOVERNMENT ACT 2003 BUSINESS IMPROVEMENT DISTRICTS (ENGLAND) REGULATIONS 2004

NOTICE OF BALLOT

PROPOSED RENEWAL OF BUSINESS IMPROVEMENT DISTRICT FOR CHIPPENHAM

This is to give notice that a ballot is to be held on the proposed renewal of the Chippenham BID, the Business Improvement District (BID) for Chippenham. You should shortly receive a copy of the BID Proposal Document from Chippenham BID.

The ballot will be conducted entirely by post by the Independent Scrutineer, **Civica Election Services** of **33 Clarendon Road, London N8 0NW**. Ballot Papers will be sent to those eligible to vote on **Thursday 26 September 2019** for return to them by no later than **5pm** on **Thursday 24 October 2019** (the “day of the ballot”).

Who can vote in the BID Ballot?

Persons eligible to vote in the ballot will be the non-domestic ratepayer listed on the Council’s database for each hereditament (business premise) situated in the geographical area of the proposed BID as at the date of this Notice. Each person entitled to vote in this ballot shall have one vote in respect of each hereditament occupied or (if unoccupied) owned by them in the geographical area of the proposed BID.

This Notice is in respect of the following Hereditament:
<hereditament address here>

Appointment of a Proxy

Persons eligible to vote in the BID ballot may appoint someone else to vote on their behalf (for example, if they are going to be away at the time of the ballot). Applications to appoint a proxy must be submitted to Civica Election Services at the above address no later than **5pm** on **Monday 14 October 2019**. An application for the appointment of a proxy must be made in writing and:

- a) state the full name and address of the person whom the person entitled to vote (the applicant) wishes to appoint as a proxy;
- b) state the address(es) of the applicant’s hereditament or hereditaments;
- c) be signed by the applicant; and
- d) contain a statement by the applicant that the proxy so named has been consulted and is capable and willing to be appointed.

A proxy appointment may be cancelled by notifying CES at the above address no later than **5pm** on **Saturday 19 October 2019**.

Lost Ballot Papers

If a ballot paper has **not** been received by **Friday 18 October 2019** you may apply to CES for a replacement paper in writing by supplying **ONE** of the following:

- a) A letter in hard copy form along with the appropriate 'evidence of identity'; or
- b) A scan of both the letter and the 'evidence of identity' attached to an email; or
- c) A fax copy of both the letter and the 'evidence of identity'.

The letter should be addressed to The Independent Scrutineer, The Election Centre, 33 Clarendon Road, London N8 0NW. Alternatively, you can email **bids@cesvotes.com** The letter must be signed by the Eligible Voter and evidence of the voter's identity must be provided in the form of **ONE** of the following:

- a) A signed **Letterhead** for the appropriate company; or
- b) A signed **photocopy** of the **National Non-Domestic Rating Bill** for the hereditament; or
- c) A signed **photocopy** of an item of personal ID such as a **Passport** or **Driving Licence**.

Please do not send original copies of ID or Bills.

Spoilt Ballot Papers

If you inadvertently spoil your ballot paper in such a manner that it cannot be conveniently used as a ballot paper, please return it to Electoral Reform Services (address overleaf). On receipt of the spoilt ballot paper, Civica Election Services will issue a replacement. No replacements can be issued if the spoilt ballot paper is received by Civica Election Services later than three working days before the day of the ballot.

Count of Ballot Papers

Ballot papers will be counted on Friday 25 October 2019, and the result of the ballot will be announced shortly after.

For a BID ballot to be successful there must be a majority of those voting in favour of the proposal, and those voting in favour must represent a majority of the aggregate rateable value of the hereditaments voting.

Rejected Ballot Papers

If a ballot paper is duplicated and two are returned bearing the same number or barcode both will be void and not counted. Any ballot papers that are returned unsigned, unmarked or that are void for uncertainty will also be void and not counted.

Declaring the result

The ballot result will declare:

- a) the total number of valid votes cast;
- b) the total aggregate rateable value of valid votes cast;
- c) the total number of valid votes cast in favour of the BID;
- d) the total aggregate rateable value of valid votes in favour of the BID; and
- e) if applicable, the total number of ballot papers rejected.

For the BID Ballot to be successful there must be:

- i. A majority in favour of the BID in the number of those voting; and
- ii. A majority in favour of the BID in the proportion of rateable value of those voting.

Further details of the BID Proposal

If you require further information on the BID, please contact **Kathryn Crosweller | 01249 665929**
| **info@chippenhambid.co.uk**

Alternatively, information on the BID is available from **www.chippenhamconnected.com**

Community Governance Review

Briefing Note No. 19-032

Service: Electoral Services
Further Enquiries to: Maggie Mulhall
Date Prepared: 1 November 2019
Contact: committee@wiltshire.gov.uk

This note sets out the background to the Community Governance Review Process, and that Wiltshire Council shall be undertaking a Community Governance Review in certain areas beginning on 1 November 2019.

A [webpage](#) has been established for provision of information relating to the review, and for receipt of any initial comments or submission of additional proposals.

What are Community Governance Reviews?

1. A Community Governance Review (CGR) is a process to provide opportunity to review and make changes to governance arrangements to town and parish councils. This is to ensure that they continue to be reflective of the identity and interest of local communities, and that they are as efficient and effective in their governance as can be.

What can a Community Governance Review change?

2. A Community Governance Review can make a number of changes to parish areas and parish electoral arrangements including:
 - the alteration to, merger or grouping of, creation or abolition of parishes;
 - the naming of parishes and adoption of alternative styles for new parishes (the naming process can also be undertaken under S75 of the LGA 1972);
 - parish council size. e.g. number of councillors to be elected, and warding arrangements;
 - any other electoral arrangements.
3. A Community Governance Review is not responsible for the number or boundary of Unitary Divisions of Wiltshire Council. That is a process known as an Electoral Review and is conducted by the Local Government Boundary Commission for England (LGBCE). In certain circumstances a Community Governance Review may request minor alteration to a Unitary Division as a consequence of other changes, but this must be agreed by the LGBCE.

Who carries out a Community Governance Review?

4. Principal councils (district councils or unitary councils) have the power to carry out community governance reviews and put in place or make changes to local community (parish) governance arrangements
5. Wiltshire Council has established an [Electoral Review Committee](#) to oversee Community Governance Reviews, including setting the scope of any review, its methodology and its timescales. The committee will make recommendations relating to any review to Full Council, who make the decision.

Why and when is a Community Governance Review carried out?

6. As principal authority Wiltshire Council may schedule a review in response to a reasonable request from an individual, group or parish when it considers it practicable to do so, except those that are the result of a petition containing sufficient signatures which must be reviewed once the petition has been verified. Wiltshire Council may also suggest a review when it considers it appropriate to do so.
7. The Electoral Review Committee is responsible for deciding when it is practicable to review requests which have been received.
8. Reasons for a Community Governance Review can include, but are not limited to:
 - Changes in population
 - Housing growth
 - Anomalous boundaries
9. From 12 July 2019 Wiltshire Council contacted town and parish councils requesting expressions of interest for any changes to governance from parishes. Expressions received were circulated to any potentially affected parish council.
10. At its meeting on 31 October 2019 the Electoral Review Committee approved terms of reference for a Community Governance Review to be commenced on 1 November 2019, to include the following areas:
 - Trowbridge, Hilperton, North Bradley, Southwick and West Ashton
 - Salisbury and Netherhampton
 - Chippenham, Chippenham Without, Kington St Michael, Lacock and Langley Burrell Without
 - Melksham, Melksham Without and Seend
 - Derry Hill and Studley (proposed new parish)
 - Wilcot (and Huish), Manningford, Woodborough and Pewsey
11. Other areas will be reviewed at a later date.

How does a Community Governance Review work?

12. Community Governance Reviews are carried out in accordance with the Local Government and Public Involvement in Health Act 2007 and taking into account

statutory guidance. Links to those resources are included on the webpage for the reviews.

13. The Electoral Review Committee has approved [Terms of Reference](#) for this Community Governance Review. These terms of reference set out, among other details, the areas to be reviewed and a timetable for the review.

14. The indicative timetable for the review is set out below:

Stage	Action	Dates
Pre-consultation	Liaising with parish councils on suggested areas for consideration for review and receipt of initial submissions.	12 July 2019 – 30 September 2019
Stage one	Commencement of CGR - Terms of Reference published	1 November 2019
	Schemes uploaded to public portal for any initial comments, to be updated with any relevant additional information. To include any further schemes received which fall within the scope of the Review	1 November 2019 – 30 November 2019
Stage two	Consideration of submissions received in relation to proposed schemes. Local briefings and meetings as appropriate with unitary councillors and/or parish representatives.	1 December 2019 – 21 February 2020
	Scheme consultation Draft recommendations prepared.	1 January 2020- 21 February
Stage three	Draft recommendations published	Mid-Late March 2020
	Draft recommendations consulted upon	Mid-late March 2020 – 30 April 2020
Stage four	Consideration of submissions received. Final recommendations prepared	1 May – 24 June 2020
Decision	Recommendations submitted to Full Council for approval	Circa Late July 2020 – September 2020

15. The committee will have the authority to adjust the timetable and other details if appropriate during the review.

16. A Community Governance Review will include periods of information gathering on any proposals, the Electoral Review Committee making recommendations, and reasonable periods for public consultation on those proposals and recommendations with those who would be affected.

17. After consultation(s) the Electoral Review Committee will submit its final recommendations to Full Council.

On what grounds will a Community Governance Review be decided?

18. Any decision relating to parish arrangements must ensure that those arrangements:

- Reflect the identity and interests of local communities
- Ensure effective and convenient local governance

19. Any other factors, such as council tax precept levels, cannot be considered.

Next step CGR

20. At this stage of the review all schemes which have been received in relation to the areas under review will be uploaded. These will be accessible from [this link](#).

21. Individuals, groups and parishes will be able to submit initial comments against those Schemes, or suggest alternative Schemes within the areas listed in the Terms of Reference, through the contact details above.

22. Following consideration of any comments, and other information gathering, the Electoral Review Committee will prepare draft recommendations for each area and consult upon its recommended outcome.

Parish Name Changes

23. The committee agreed to progress parish council name changes under S75 of the Local Government Act 1972 in relation to Cheverell Parva, Fittleton, Wilcot and Fyfield and West Overton, which can be found at [this link](#), at an appropriate time.

Councillors Briefing Note

No. 19-033

Service: Economic Development and Planning

Further Enquiries to: Mary Moore

Date Prepared: October 2019

Direct Line: 01225 770230

Payphones Consultation

The council has received notification from BT regarding consultation on its current programme of proposed public payphone removals.

There are currently 71 public payphones which have very low usage levels and BT propose to remove them following a full consultation. Details of these payphones are shown on the enclosed sheets which include telephone number and addresses. BT has also placed consultation notices in the relevant payphone kiosks.

As the local authority, we are required to carry out our own consultation process to canvas the views of the local community. Therefore, we are seeking the views of parish councils, Wiltshire councillors and other groups and organisations representing the community on the removal of these payphones.

Please provide reasons for any objections to the removal of specific phones, as a blanket objection is unlikely to carry much weight.

BT has provided some examples of factors that may be relevant (refer to their guidance at bottom of page):

- If there is predominantly privately rented or council housing in the area, this suggests people on a lower income without access to mobile and fixed telephones and supports the view that a public call box should be retained.
- There may be concerns about access to telephone services in areas with low population densities.
- The payphone may be sited in an area of poor mobile phone coverage.
- There may be a higher than average need to access emergency services, including breakdown services due to specific local factors for example, the call box is near a known accident black-spot.

BT offers the opportunity for parish councils and registered charities to adopt a kiosk for just £1, thereby protecting the heritage of the community.

Details about this can be found at <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>

The consultation period will close on **28 January 2020**, so please return your comments by **14 January 2020**. All responses will be collated and directed to a single point of contact.

Your response should be returned to Mary Moore at Wiltshire Council who will co-ordinate the response on behalf of the council:

Mary Moore
Development Officer, Regeneration
Economic Development and Planning
Wiltshire Council
Bythesea Road, Trowbridge, BA14 8JN
Tel: 01225 770230
Mary.Moore@wiltshire.gov.uk

BT will remove payphones as soon as possible after the consultation period has ended.

Full guidance on the removal process can be viewed at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

The guidance also details the appeals process BT is required to follow, in cases of unreasonable objections.

Wiltshire Council will submit a response to BT on each proposed payphone removal.

All correspondence to BT should be addressed to:

BT Payphones, 4TH FLOOR, Monument TE, 11-13 Great Tower Street, London, EC3R 5AQ
or via email to bt.authorisation.team@bt.com



Mr Scott Anderson
Wiltshire Council
Bythesea Road
Trowbridge
BA14 8JN

30 October 2019

TIME SENSITIVE - 90 Day Consultation period end date: 28 January 2020

Dear Scott ,

Further to our previous letter, we are writing to you as part of a formal consultation process regarding our current programme of intended public payphone removals. This letter formally starts our consultation with you and the local community.

There are currently 71 public payphones in your area which have been identified and proposed for removal by BT under the 90-day consultation process and details of these payphones are attached.

To ensure that the local community are fully informed, we have placed consultation notices on the relevant payphones, and a sample notice is enclosed. We have also included the date we posted these notices on the payphones. The consultation period will close on 28 January 2020.

This consultation process gives your local communities the opportunity to adopt a traditional red 'heritage' phone box and make it an asset that local people can enjoy. It's really simple to do and it costs just £1 - <http://bt.com/adopt>

Overall use of payphones has declined by over 90 per cent in the last decade and the need to provide payphones for use in emergency situations is diminishing all the time, with at least 98 per cent of the UK having either 3G or 4G coverage. This is important because as long as there is network coverage, it's now possible to call the emergency services, even when there is no credit or no coverage from your own mobile provider.

You may also want to consider Ofcom's affordability report which found that most people do not view payphones as essential for most consumers in most circumstances -

http://stakeholders.ofcom.org.uk/binaries/research/affordability/affordability_report.pdf

On the 14 March 2006 Ofcom published a statement following their 2005 review of universal service in the telecommunications market, which includes a requirement for payphone provision to meet reasonable needs. Part of that statement amended our obligations with regard to the removal of payphone service:

https://www.ofcom.org.uk/data/assets/pdf_file/0021/34266/statement.pdf

As stated in Ofcom's 2005 review, it is the responsibility of the local authority to initiate its own consultation process to canvas the views of the local community. They would normally expect these consultations to involve other public organisations such as parish or community councils and work within the terms of the Communications Act 2003. This means that you must be able to objectively justify your decisions.

Full guidance on the removal process can be viewed at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

and a summary is available at:

http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removing_callboxes.pdf

The guidance also details the appeals process we must follow in case of unreasonable objections.

What you need to do next

Please complete and return the attached annex with your decision on each payphone.

If the decision is that the local community wish to 'adopt', please provide their contact details and we'll do the rest.

If you wish to 'object', you'll need to complete the last column with your reasons, having reviewed all of the factors set out in Annex 1 of Ofcom's guidance (see link above), and the information sent to you in our previous letter.

If the information is incomplete for any payphone in the list, then we'll assume you have no objection to its removal and also that you do not wish to adopt it.

The best way to respond to us is by email at btp.authorisation.team@bt.com. Please retain proof that the email was sent or apply a read receipt. If you would prefer to respond by post please use the following address and allow at least two days for postal delivery:

BT Payphones
pp 4th Floor Monument TE
11 – 13 Great Tower Street
London
EC3R 5AQ

You will need to obtain proof of postage and be aware that we are unable to receive mail that requires a signature.

If you've got any questions then please get in touch with us by emailing btp.authorisation.team@bt.com.

Yours sincerely

Rick Thompson
Payphone Planning Officer



2 May 2019

Jane Rumble

Director Consumer Policy

publiccallboxes@ofcom.org.uk

Dear Sir/Madam,

Public call box removals

BT is currently engaged in a round of public call box removals and may be contacting you to seek your views, in accordance with regulatory obligations imposed by Ofcom. This letter gives more information about your role as a relevant local authority under those obligations and some factors you may wish to consider in your response.

Under Universal Service obligations set by Ofcom, BT must provide public call boxes in order to meet the reasonable needs of end-users in terms of geographical coverage, the number of public call boxes and the quality of call box services.

A public call box is a public pay telephone which is permanently installed on public land and to which the public has access at all times. This definition excludes many public pay telephones in locations such as stations.

If BT proposes to remove the last public call box at a site, it must notify the relevant local authority, and it cannot remove the box if the local authority objects in writing within 90 days (the 'local veto'). A site is defined as any area within a walking distance of 400 metres from that public call box. This means that a box could be nearer than 400 metres away as the crow flies, but not easily accessible because of an obstacle such as a railway line.

The process for removal of such public call boxes is set out in a Direction and Guidance published by Ofcom. We are writing to draw your attention to the Direction and Guidance and to respond to some questions that have been raised with us.

Direction: <http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/callboxdirection.pdf>

Guidance: <http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

Why does BT seek to remove some public call boxes?

Public call box use has been in heavy decline, and 20% of public call boxes have not been used to make a call in the last twelve months. Mobile take-up and coverage are both high - 94% of adults personally use a mobile phone and 98% of premises have 3G/4G coverage. Mobile 'roaming' for emergency calls has been in place since 2009, meaning that where a caller has no signal from their provider, a 999 call will be switched automatically to another provider's network if there is one available.

BT uses its own published criteria (www.bt.com/payphones/removals) when considering which public call boxes to remove. These are intended to ensure that boxes are retained either where they are actively used or where there is a social need for their retention.

BT's 'overriding criteria' for payphone retention are:

- No mobile coverage (from any provider);
- Suicide hotspot;
- Accident blackspot;
- Coastal location.

Its 'reasonable needs' criteria are:

- The public call box in question is the only one within 800 metres;
- There are at least 500 households within 1 kilometre;
- At least 12 calls have been made from the public call box within the previous 12 months.

If a public call box meets any of the overriding criteria or all the reasonable needs criteria, BT has stated that it will not be proposed for removal.

Can a local authority veto the removal of a public call box because it is a local landmark or on 'heritage' grounds?

Ofcom's Guidance sets out matters that local authorities should take into account when making a decision to consent or object to BT's proposal to remove the last box from a site. In particular, at Annex 1 it sets out factors which Ofcom considers relevant to the decision. The Guidance explains that local authorities should refer to these factors and publish the reasons for their decision. BT could challenge a veto that it considers to be inappropriate in the Competition Appeal Tribunal.

BT's Universal Service Obligation applies to the telephone, not the kiosk. It would therefore be inappropriate for a local authority to object to removal of a public call box because it is a local landmark or on 'heritage' grounds. However, BT has a scheme (www.bt.com/adopt) whereby kiosks can be 'adopted' by bodies such as parish councils for £1. The telephone equipment is removed, and the kiosk can then be used for another purpose such as a community book exchange.

Can a local authority veto all public call box removals in its area?

Each public call box should be considered separately. Any local authority objection to removal of a public call box should be supported by clear, objective and proportionate reasons, related to the provision of the communications service at the box in question.

Can Ofcom give us more information about the public call boxes in our area?

Ofcom does not hold details of the locations of public call boxes or individual boxes that BT may be proposing for removal. BT will be able to give you information about the boxes in your area.

Yours faithfully,



Jane Rumble

Notice date:



We're thinking about removing this payphone

Our research shows that this payphone just isn't used enough for us to carry on running it. Because of this, we think we should remove it.

Do you have any comments or feedback?

If so, please contact your local authority within 42 days of the above date.

If you'd like to know where the next nearest payphone is, or who your local authority is, please call **0800 661 610** and choose option 1.

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Registered in England No. 1800000

Please use this annex and return in this format to ensure that the telephone number of the kiosk is clearly shown.

A separate sheet can be used for further comments if required.

If you would like an electronic copy of this letter, please e mail btp.authorisation.team@bt.com

Wiltshire

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
1	01225751464	PCO PCO1 TOWN BRIDGE TROWBRIDGE	BA14 8JZ	502	10/10/2019		
2	01225751467	PCO PCO1 LARKDOWN TROWBRIDGE	BA14 7JX	0	10/10/2019		
3	01225751468	PCO PCO1 KINGSLEY PLACE TROWBRIDGE	BA14 9TD	3	09/10/2019		
4	01225751471	PCO PCO1 WILTSHIRE DRIVE TROWBRIDGE	BA14 0RX	4	09/10/2019		
5	01225752157	PCO PCO1 CHARLES STREET TROWBRIDGE	BA14 8ND	8	10/10/2019		
6	01225752317	O/S 35 PCO1 FROME ROAD TROWBRIDGE	BA14 0DQ	10	09/10/2019		
7	01225752419	PCO PCO1 WYKE ROAD TROWBRIDGE	BA14 7NP	12	10/10/2019		
8	01225753727	OPP CHARLOTTE SQUARE PCO1 TIMBRELL STREET TROWBRIDGE	BA14 8PL	157	10/10/2019		
9	01225763380	PCO PCO1 KINGSDOWN ROAD TROWBRIDGE	BA14 0LB	7	09/10/2019		
10	01225769088	O/S THE LAMB PUB PCO1 COUNTY WAY TROWBRIDGE	BA14 7AQ	888	09/10/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
11	01225782229	PCO THREE LIONS THE STREET HOLT TROWBRIDGE	BA14 6QH	10	09/10/2019		
12	01225782466	PCO PCO1 BROUGHTON GIFFORD MELKSHAM	SN12 8NR	1	25/09/2019		
13	01225790634	PCO PCO1 HALIFAX ROAD BOWERHILL MELKSHAM	SN12 6UG	9	25/09/2019		
14	01225790638	PCO PCO1 LITTLEJOHN AVENUE MELKSHAM	SN12 7AN	14	09/10/2019		
15	01225791079	PCO PCO1 NORRINGTON COMMON BROUGHTON GIFFORD MELKSHAM	SN12 8LR	0	25/09/2019		
16	01225791398	PCO PCO1 BERRYFIELD LANE MELKSHAM	SN12 6EF	12	25/09/2019		
17	01225791466	PCO PCO1 SPA ROAD MELKSHAM	SN12 7NZ	25	25/09/2019		
18	01225811313	PCO PCO1 SANDY LEA AVENUE CORSHAM	SN13 0LU	0	25/09/2019		
19	01225868217	PCO PCO1 ST. LAURENCE ROAD BRADFORD-ON-AVON	BA15 1JG	8	09/10/2019		
20	01249443008	PCO PCO1 LODGE ROAD CHIPPENHAM	SN15 3SY	36	09/10/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
21	01249443212	PCO PCO1 HUNGERDOWN LANE CHIPPENHAM	SN14 0BB	113	25/09/2019		
22	01249444101	PCO PCO1 NEW ROAD CHIPPENHAM	SN15 1EJ	202	25/09/2019		
23	01249445416	PCO PCO1 SHELDON ROAD CHIPPENHAM	SN14 0DA	39	25/09/2019		
24	01249653737	PCO PCO1 HUNGERDOWN LANE CHIPPENHAM	SN14 0BB	1	25/09/2019		
25	01249653763	PCO PCO1 HILL RISE CHIPPENHAM	SN15 1AZ	31	09/10/2019		
26	01249656242	PCO PCO1 CHARTER ROAD CHIPPENHAM	SN15 2RB	144	25/09/2019		
27	01249701067	PCO PCO1 DICKETTS ROAD CORSHAM	SN13 9JS	7	25/09/2019		
28	01249701085	PCO PCO1 KINGS AVENUE CORSHAM	SN13 0EF	5	25/09/2019		
29	01249814030	PCO PCO1 WILLIAM STREET CALNE	SN11 9BB	5	26/09/2019		
30	01249821977	PCO PCO1 FOREMAN STREET CALNE	SN11 8PE	10	26/09/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
31	01249890217	PCO PCO1 CHIPPENHAM	SN15 4PZ	1	26/09/2019		
32	01264790561	OFF MEAD RD PCO1 WOOD PARK LUDGERSHALL ANDOVER	SP11 9NS	5	26/09/2019		
33	01373822507	JUNCTION BROOK LANE PCO1 THE HAM WESTBURY	BA13 4HD	27	10/10/2019		
34	01373822511	PCO PCO1 HEYWOOD WESTBURY	BA13 4LW	3	10/10/2019		
35	01373822739	OPP 51 PHOENIX RISE PCO1 PHOENIX RISE WESTBURY	BA13 3XS	4	10/10/2019		
36	01373832308	PCO PCO1 HIGH STREET CHAPMANSLADE WESTBURY	BA13 4AJ	1	25/09/2019		
37	01380723454	LAYBY O/S B&Q PCO1 LONDON ROAD DEVIZES	SN10 2EP	15	26/09/2019		
38	01380724165	PCO PCO1 EASTLEIGH ROAD DEVIZES	SN10 3EH	28	24/10/2019		
39	01380813321	PCO PCO1 PARSONAGE LANE MARKET LAVINGTON DEVIZES	SN10 4AA	45	26/09/2019		
40	01380813333	PCO PCO1 HIGH STREET EASTERTON DEVIZES	SN10 4NX	1	26/09/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
41	01380830450	PCO PCO2 MELBOURNE STREET BRATTON WESTBURY	BA13 4RW	4	10/10/2019		
42	01380860221	PCO PCO1 ALLINGTON DEVIZES	SN10 3NQ	0	26/09/2019		
43	01380860248	PCO PCO1 ETCHILHAMPTON DEVIZES	SN10 3JY	0	26/09/2019		
44	01380870221	PCO PCO1 CHURCH STREET STEEPLE ASHTON TROWBRIDGE	BA14 6EW	0	10/10/2019		
45	01666823594	PCO PCO1 CHARLTON PARK CHARLTON MALMESBURY	SN16 9DG	0	25/09/2019		
46	01672539211	PCO PCO1 WEST OVERTON MARLBOROUGH	SN8 1QE	0	26/09/2019		
47	01672810411	PCO PCO1 EASTON ROYAL PEWSEY	SN9 5LY	1	26/09/2019		
48	01722327596	NR ESSEX SQUARE PCO1 NETHERHAMPTON ROAD SALISBURY	SP2 8HD	25	24/10/2019		
49	01722328206	JNC PEMBROKE RD PCO1 WOODSIDE ROAD SALISBURY	SP2 9EB	0	26/09/2019		
50	01722329347	NR BT CENTRE PCO1 BRUNEL ROAD SALISBURY	SP2 7PJ	4	26/09/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
51	01722718208	PCO TELEPHONE KIOSK BARBERS LANE HOMINGTON SALISBURY	SP5 4NJ	0	26/09/2019		
52	01722743311	PCO PCO1 BULBRIDGE ROAD WILTON SALISBURY	SP2 0LZ	4	26/09/2019		
53	01722780297	PCO PCO ALVEDISTON SALISBURY	SP5 5JY	0	26/09/2019		
54	01722780325	PCO PCO1 SUNNYSIDE PITTS LANE BISHOPSTONE SALISBURY	SP5 4AH	2	26/09/2019		
55	01747820208	PCO PCO1 FONTHILL GIFFORD SALISBURY	SP3 6PX	11	25/09/2019		
56	01747870391	NR ROYAL OAK INN PCO SWALLOWCLIFFE SALISBURY	SP3 5PA	0	25/09/2019		
57	01793770511	PCO PCO1 RINGSBURY CLOSE PURTON SWINDON	SN5 4DF	0	25/09/2019		
58	01980621092	VILLAGE HALL PCO1 TILSHEAD SALISBURY	SP3 4SF	6	26/09/2019		
59	01980652592	JNC LARKHILL ROAD PCO1 PHILIP ROAD DURRINGTON SALISBURY	SP4 8DT	12	26/09/2019		
60	01980670245	P PCO1 HAXTON SALISBURY	SP4 9PY	1	26/09/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
61	01980842202	ENSUITE JNC KENNET ROAD PCO1 BOURNE ROAD TIDWORTH	SP9 7RE	90	24/10/2019		
62	01980842208	CORNER OF PCO1 SIDBURY HILL AVENUE TIDWORTH	SP9 7JN	36	26/09/2019		
63	01985218706	PCO PCO1 WOODCOCK ROAD WARMINSTER	BA12 9DQ	0	25/09/2019		
64	01985219405	O/S SAMBOURNE C OF E SCHOOL PCO1 SAMBOURNE ROAD WARMINSTER	BA12 8LF	80	25/09/2019		
65	01985219607	PCO PCO1 THORNHILL ROAD WARMINSTER	BA12 8EF	7	25/09/2019		
66	01985219906	PCO PCO1 BOREHAM ROAD WARMINSTER	BA12 9JW	3	25/09/2019		
67	01985840261	PCO PCO1 HIGH STREET HEYTESBURY WARMINSTER	BA12 0EA	10	25/09/2019		
68	01985844416	PCO PCO1 KINGSTON DEVERILL WARMINSTER	BA12 7HE	4	25/09/2019		
69	01985846670	PCO PCO1 VICTORIA ROAD WARMINSTER	BA12 8HF	0	25/09/2019		
70	01985850242	PCO PCO1 STOCKTON WARMINSTER	BA12 0SE	2	25/09/2019		

	Telephone Number	Address	Post Code	Number of calls in last 12 months	Posting Completed Date	Agree/ Adopt/ Object	Comments/Reasons
71	01985850309	PCO PCO1 HIGH STREET CODFORD WARMINSTER	BA12 0NB	2	25/09/2019		

Signature:
Area: Wiltshire

Councillors Briefing Note

No. 19-034

Service :

Further Enquiries to:

Ian Gibbons

Date Prepared:

30/10/2019

Direct Line:

(01225 713052)

Guidance Note

Management of council business and publicity during the pre-election period for the General Election on 12 December 2019.

1. This note is issued to provide general guidance for members and officers on the management of council business and publicity in the run-up to the General Election on 12 December 2019. 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 3.7 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 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 General Election on 12 December.
7. **For these purposes the pre-election period (informally known as 'purdah') will run from 6 November 2019 through to the elections on 12 December 2019.**
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 can be provided by the Local Government Association.
11. Further advice may be obtained from:

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

Robin Townsend, Director of Corporate Services (01225 713814 or email robin.townsend@wiltshire.gov.uk)

And on the handling of publicity:

Ceri Tocock, Head of Communications, Marketing and Events (01225 713438 or e-mail ceri.tocock@wiltshire.gov.uk).

Community Foundation Surviving Winter Fund and Warm and Safe Briefing Note No. 19-035

Service : Public Health
Further Enquiries to: Rachel Kent
Date Prepared: 7 November 2019
Direct Line: (01380) 826321

Background

Wiltshire Community Foundation administer a Surviving Winter grant of £300 per person to help vulnerable residents pay for winter costs (<https://www.wiltshirecf.org.uk/SurvivingWinter2019>).

Warm and Safe has been a referral partner for some years, however, this year Wiltshire Community Foundation has reduced the number of referral partners to just two: Warm and Safe and Age UK. The referral partners help clients complete the application form process and compile the necessary evidence for Wiltshire Community Foundation to make their decision.

Although there are now only two official referral partners, it does not preclude any individual, relative, family friend, professional or organisation helping someone gather the relevant information required and provide it to Warm and Safe or Age UK to complete the application process.

Please could you as Members make your constituents are aware of the grant, and help identify anyone in your community who you think would benefit.

Criteria for the surviving winter fund

The grant is administered on a first-come-first-served basis and it is in two rounds this winter. Funds are limited.

- Round 1 opened 21 October and is open until 13 December 2019 (**Please note Warm and Safe have allocated all grants in this round but are adding clients to a waiting list for round 2**)
- Round 2 open 13 January to 20 March 2020

Eligibility

Means tested benefit (includes Council Tax Reduction and Housing Benefit) and ONE of the following:

1. State pension age
2. Working age and need either:
 - a. Disability Living Allowance / Personal Impendence Payment
 - b. Fuel poverty (10%)
 - c. Health condition affected by the cold (in this instance must name the condition(s) and how it affects them). This does not include mental health conditions.

To help someone apply through Warm and Safe

1. Ask the applicant to call Warm and Safe Wiltshire on 0800 038 5722 or
2. Fill in this application www.cse.org.uk/wiltshire-swg with the applicant. **Please note this application form is for advice agencies and council staff to use rather than members of the public.**
3. Upload their evidence to the web form application
 - a. **IF PENSION AGE**
 - i. BENEFITS: Benefit award letter or recent bank statement showing benefit payment
 - ii. Bank statement showing name, address, account number and sort code
 - b. **IF WORKING AGE**
 - i. BENEFITS: Benefit award letter or recent bank statement showing benefit payment
 - ii. HEALTH CONDITION: benefit award letter or recent bank statement showing benefit payment or prescription
 - iii. FUEL POVERTY: annual gas and electricity statement
 - iv. Bank statement showing name, address, account number and sort code

If successful Wiltshire Community Foundation will pay the applicant within three to four weeks.

Warm and Safe Service information

Warm and Safe Wiltshire is a single point of contact cold homes and energy saving advice service set up specifically to assist the health service in Wiltshire. The service is run by the Centre for Sustainable Energy (CSE), an independent charity, on behalf of Swindon Borough Council and Wiltshire Council.

The service provides a range of support both over the phone and through home visits. The telephone advice line is available to all residents and provides support which includes information about insulation and heating, guidance on heating systems, advice on understanding energy bills, help with ensuring a client is on the best energy deal, signing residents up to the Priority Services Register and fuel debt support.

Home visits are provided on a case-by-case basis and are especially useful where issues are challenging or difficult to discuss and support over the phone. As a guide, householders should have a vulnerability, such as an older occupant, low-income or health condition(s), to receive a home visit. These households will benefit from an advisor attending the property to assess heating and energy problems and discuss options with the householder. This includes contacting the client's energy supplier on their behalf, undertaking price comparisons to find the most affordable energy deal, carrying out fire safety checks, providing energy efficiency advice and assessing damp and mould problems.

We are doing a month-long campaign this month with the Community Pharmacy in Swindon and Wiltshire promoting the Priority Service Register.

The Priority Services Register is held by Scottish and Southern Electricity Networks (SSEN), who are responsible for maintaining the electricity infrastructure in Wiltshire. They are separate from the energy suppliers. The register is for anyone who might need extra support in the event of a power cut. It provides a direct phone number to call, advanced warning of planned interruptions, and if needed, support from the Red Cross or similar.

The 113 pharmacies will distribute a leaflet in prescription bags as well as provide leaflets and display posters in their Healthy Living Pharmacy promotion areas.

Work with discharge teams at Great Western Hospital and Salisbury Foundation Hospital

Hospital admissions for some health conditions are related to cold temperatures and increase dramatically in the winter. In cold weather there is an increase in the number of admissions for

influenza, pneumonia and Chronic Obstructive Pulmonary Disease (COPD).

In conjunction with the Centre for Sustainable Energy, Swindon Borough Council, Scottish and Southern Electricity Networks (SSEN) and Wessex Water, Warm and Safe trialled placing an energy advisor into the Great Western Hospital over the winter of 2018/19 to work with the integrated discharge team. Due to the success of the trial, Warm and Safe has an energy advisor in both Salisbury Foundation Hospital and Great Western Hospital this winter (2019/20).

Warm and Safe Wiltshire ensures that after their stay in hospital, patients return to a warm and healthy home. This improves their ability to recuperate, reduces the likelihood of re-admittance and cuts repeat visits to their GP¹. The advisors do this by ensuring patient's heating is working and the controls are set correctly, that they are claiming the benefits they are entitled to, help them clear fuel debt, sign them up for power cut advice and help them claim the Warm Home Discount. If we find that the patient's heating isn't working, we can provide funding to get it fixed as well as provide emergency temporary heating whilst they wait, enabling the nurse to prepare the patient for discharge.

Further Information

- Warm and Safe Service: <https://www.warmandsafewiltshire.org.uk/> or call Freephone 0800 038 5722.
- Wiltshire Community Foundation: <https://www.wiltshirecf.org.uk/SurvivingWinter2019>
- Priority Services Registers (Water and Electricity): <https://www.warmandsafewiltshire.org.uk/priority-support>
- Integrated Discharge Nurse from GWH talking about experience last winter: <https://www.youtube.com/watch?v=V5D9wEAY2w0&feature=youtu.be>
<https://www.cse.org.uk/news/view/2336>
- Case Studies: <https://www.warmandsafewiltshire.org.uk/how-weve-helped>
- NICE Guidance Excess winter deaths and illness and the health risks associated with cold homes: <https://www.nice.org.uk/guidance/ng6>

¹ <https://www.nice.org.uk/guidance/ng6>
CM08049/F

Wiltshire Parent Carer Council

Briefing Note No. 19 - 036

Service : Wiltshire Parent Carer Council
Further Enquiries to: **Stuart Hall**, Strategic Director, WPCC director@wiltspcc.co.uk
Date Prepared: 18/11/19
Direct Line: 01225 764647

Information and Support Regarding Children and Young People with Special Educational Needs and/or Disabilities (SEND)

It has recently been brought to our attention that some councillors would like to access information about Special Educational Needs and/or Disabilities (SEND) to enable them to support some of their constituents.

The Wiltshire Parent Carer Council (WPCC) is Wiltshire's Parent Carer Forum and represents approximately 2,700 parent carers of children and young people with SEND. As part of the work that the WPCC does, we produce a weekly newsletter which is emailed to over 3,000 recipients each week. To support parent carers and professionals who work with them, our newsletters contain relevant information such as events, training opportunities, consultations, participation opportunities, autism information and courses, support for parent carers and much more.

To further support parent carers and professionals navigate the often complicated world of SEND information, WPCC's SENDIS service aims to make accessing and understanding SEND information and support easier. Parent carers and professionals can speak to one of WPCC's SENDIS Information Officers who will do their best to support them with their query; more vulnerable parent carers can benefit from face to face support from one of WPCC's outreach workers.

There is lots of information on the [WPCC website](#), and we are happy to add anyone to our database if they would like to receive our [weekly newsletter](#).

In addition to our engagement and consultation work, the WPCC also organises information events several times a year. Free to attend and including lunch, these events typically attract at least 200 attendees and are an excellent way to access lots of information about Wiltshire's SEND services and support in a live and interactive environment.

The WPCC would be happy to meet with councillors and talk more about its work if this would be beneficial at any time.

Stuart Hall

Strategic Director, WPCC director@wiltspcc.co.uk

0-25 Special Educational Needs and/or Disability (SEND) Strategy

Briefing Note No. 19-037

Service : SEND service
Further Enquiries to: Nicholas Breakwell
Date Prepared: 28th November 2019
Direct Line: (01225) 713551

At the end of 2019 the current Special Educational Needs and/or Disability (SEND) strategy ends, and the local authority along with key partners are in the process of developing and consulting on a new SEND Inclusion strategy to be implemented from 2020 – 2023.

A number of face-to-face pre-consultation events were carried out in October, with formal consultation on the strategy taking place throughout November and early December. These events have been held in partnership with Wiltshire Parent Carer Council (WPCC).

The formal four-week consultation on the strategy takes place from week commencing Monday 11th November and ends on Sunday 8th December 2019.

An online survey is available for all interested stakeholders which can be found via the following link -

https://surveys.wiltshire.gov.uk/snapwebhost/SURVEY_PREVIEW.asp?k=157366143220

There is also a link to a webinar from the SEND consultation on the WPCC website;

http://www.wiltshireparentcarercouncil.co.uk/en/What_we_do_-_Have_your_say!_-_Online_SEND_Strategy_Consultation_November_2019

More information regarding SEND services and other news can be found via Wiltshire's local offer <http://www.wiltshire.gov.uk/local-offer-about>

**Strategic Planning Committee
will be webcast on 11 December
Briefing Note No. 19-038**

Service :

Further Enquiries to:

Toby Sturgis

Date Prepared:

6 December 2019

Direct Line:

(01225) 718271

We are holding a Strategic Planning Committee meeting in the Council Chamber at County Hall on 11 December.

The meeting will consider a proposed development at Netherhampton Road in Salisbury which is for a mixed-use development including residential, local centre, primary school and employment.

Some of you may have received some material from the applicant which has details on the development proposed. Please be aware these are not produced by Wiltshire Council. You can view the full details of the proposals on the meeting agenda on our website [here](#).

The meeting on Wednesday will be webcast so people can go online and watch it anywhere in the county. We will also be broadcasting the meeting from City Hall in Salisbury and people are welcome to watch it there. There will also be a planning officer on hand in City Hall in Salisbury to answer any questions about the application if they arise.

Those wishing to attend the meeting at County Hall in Trowbridge to make representations to the committee either in favour or against the application should register ideally in advance to roger.bishton@wiltshire.gov.uk. They will have three minutes in which to address the meeting. For those making representations, transport to attend the meeting at County Hall from the Salisbury area can be provided if needed. Please state if this is required when you register.

Thank you

Community area Joint Strategic Needs Assessment (JSNA)

Briefing Note No. 19-039

Service :	Communities
Further Enquiries to:	Rhys Schell
Date Prepared:	18/12/2019
Direct Line:	(01225 716752)

Background

The Community Area Joint Strategic Needs Assessment (JSNA) works to collaboratively set local area priorities, by combining service led data with local insight and opinion. This acts as a catalyst for community led action that helps meet local need and supports the delivery of the Wiltshire Council Business Plan. Through working with the area boards, Wiltshire Council is able to encourage and support communities to take action to sustainably meet their needs.

Aims of the JSNA

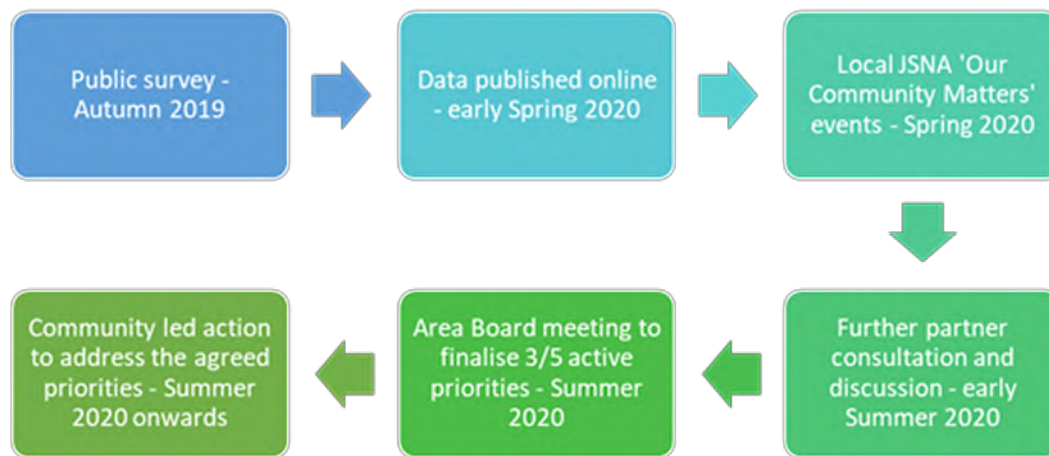
- To collaboratively set our local priorities for each community area by combining our service led data with local insight and opinion
- To facilitate community led action that addresses local priorities and supports the Wiltshire Council Business Plan.

2020 Delivery plan

The JSNA is refreshed every three years, with the next cycle due to be updated in 2020. There will be three key engagement stages to support the area board in hearing from their communities and identifying their active local priorities:

- Public JSNA survey (completed in Autumn 2019)
- A JSNA event (scheduled for Spring 2020)
- A resident and partner engagement exercise (scheduled for early summer 2020)

The flowchart shows the key milestones of the JSNA process with a more detailed description of the process below.



Public survey – Autumn 2019

A public survey was delivered across the communities and 6,300 responses were received. Excel spreadsheets with the survey data are now available and full results from this survey will be published in due course at <https://www.wiltshireintelligence.org.uk/>

Data published online – early Spring 2020

Public Health analysts will work collaboratively across Wiltshire Council departments, partners and local services to collect and analyse data.

JSNA ‘Our Community Matters’ events – Spring 2020

The purpose of each event will be to bring together local people to share the results of the public survey, highlight the findings from the service data and discuss and set the local priorities. Each event will be used to identify the area’s top 12 priorities across the nine thematic areas:

- Arts, culture and leisure
- Children and young people
- Community safety
- Economy and employment
- Environment
- Health and wellbeing
- Highways and transport
- Housing
- Older people

Partner and resident engagement – early Summer 2020

Following this meeting, further local conversations will take place with residents and partners. The engagement aims to establish partner and community capacity, resource and preference for the priorities that have been identified.

Area board endorse priorities – Summer 2020

At the next meeting of the Area board, Councillors will be asked to agree up to five 'active' community area priorities. The survey, data, events and the partner engagement will provide evidence for the final priority setting.

Community led action to address the priorities – Summer 2020 onwards

Communities are empowered and supported to deliver action that tackles these agreed priorities. Area boards are encouraged to prioritise spending to facilitate this action. All local priorities will be fed back into Wiltshire Council to help shape future departmental and wider council working.