

## New residual waste collection rounds will begin in February and March Briefing Note No. 22-01

**Service:** Waste Management  
**Further Enquiries to:** [martin.litherland@wiltshire.gov.uk](mailto:martin.litherland@wiltshire.gov.uk)  
**Date Prepared:** 12 January 2022

From 28 February 2022, the residual 'general waste' collection days will change for most Wiltshire residents. Kerbside recycling and garden waste collection dates will not change. This note provides more detail on these service improvements, and an online briefing for all Wiltshire Council members will also take place at 9am on Tuesday 18 January.

### 1. What is changing?

- 1.1 The council's waste collection contractors, Hills Municipal Collections Ltd (Hills), will be implementing new collection rounds for non-recyclable residual waste from 28 February 2022.
- 1.2 Most Wiltshire households (94%) will experience a change in their day of collection for non-recyclable residual waste. This just affects the 'refuse' or 'general waste' collections.
- 1.3 Collection days for mixed dry recycling (MDR) and garden waste collections will not change for any residents at this time.

### 2. When will the changes take place?

- 2.1 The waste client team and the contractors have undertaken a significant amount of work throughout 2021 to achieve the start date of 28 February 2022. The remaining critical project milestones are highlighted below:

Action	Date
Wiltshire Council online member briefing	18 January 2022
Commencement of communications programme	24 January 2022
Posting of household-specific information letters to advise residents of the changes to their collection dates	25 January 2022 to 4 February
Information letters received by residents	31 January to 11 February
Bin hangers fixed to bins to advise residents of last collection before day changes take effect	14 to 25 February 2022
<b>New residual waste collection rounds start</b>	<b>28 February 2022</b>

### **3. Why are these changes to refuse collection days required?**

- 3.1 The redesigned rounds will be more efficient and result in significant financial savings to the council over the remaining term of the Lot 5 waste collection contract (to July 2026), and help reduce carbon emissions through the more efficient deployment of vehicle resources. Fewer collection vehicles will be needed.
- 3.2 The total savings achieved from the reduction in vehicle fleet and associated operational costs are estimated to be around £0.4m each year over the remaining four full years of the Lot 5 contract.
- 3.3 The current residual waste collection rounds inherited by Hills when the contract started in 2018, were originally modelled to operate from council depots. Hills no longer uses the council's Kennet House and Parsonage Way depots to deliver the collection service, following the relocation of operational resources to the contractor's own depot at Sands Farm, Calne, in February 2020. Hills continues to operate from the Churchfields Depot in Salisbury.
- 3.4 The Lot 5 waste collection contract requires Hills to regularly review its collection rounds to ensure that these are working efficiently. The changes to operational depot locations now require the re-modelling of the original residual waste collection rounds.
- 3.5 Under the Lot 5 contract, Hills is also required to ensure that the council is able to fulfil its annual tonnage target commitments for its Landfill Diversion Contracts, including the direct delivery of residual waste to the Mechanical Biological Treatment (MBT) facility in Northacre, Westbury.
- 3.6 The current rounds were not modelled to provide for the full direct delivery of residual waste to the Northacre MBT. The redesigned rounds will help avoid waste transfer costs of approximately £0.09m per year.
- 3.7 Tonnes of residual waste collected at the kerbside increased substantially during the pandemic, with more people working from home or isolating for periods of time. While kerbside-collected tonnes have now begun to subside, the tonnes still remain higher than pre-Covid levels. The new rounds utilise revised design parameters, adjusted for the increases in tonnes experienced during the Covid lockdowns.
- 3.8 Several years of house building and changes in depot locations mean that the current collection rounds are now unbalanced and inefficient. The new rounds will even out the daily workloads, while also providing sufficient capacity for future projected housebuilding up to the end of the current contract term (July 2026).

### **4. Service impacts**

- 4.1 The newly designed rounds require changes in collection days for around 200,000 Wiltshire households. These changes relate to residual non-recyclable waste only. Kerbside recycling and garden waste collections will not be affected.
- 4.2 We acknowledge that all residents rely on their residual waste collection service, and that the efficiency and reliability of this service is highly valued by both residents and Wiltshire

councillors. This service change will be supported by effective and targeted direct communications, to ensure that residents successfully continue to present their waste on their revised collection day.

- 4.3 Between 31 January and 11 February 2022, all Wiltshire households will receive an information letter effectively providing notice consistent with a full 10-day collection cycle of the current service, before the changes are implemented from 28 February. In addition, bin hanger information tags will be fixed to the handles of waste containers on the last collection under the outgoing schedule, reminding residents of the impending change to collection days.
- 4.4 Given the scale of the changes involved, some service disruption is expected during the first six weeks of implementation while the collection crews and residents familiarise themselves with the redesigned rounds and new collection dates. Reports of missed collections are expected to increase over this period, but numbers should return to normal levels after three complete collection cycles. The council and Hills are working together on contingency planning to recover any temporary reduction in service performance over the six-week implementation period.
- 4.5 Currently 14,200 (7%) Wiltshire households have their residual waste and recycling collected on the same day in the same week. Under the remodelled rounds, this will increase to 23,400 (11%) households. While we are aware that some people find this arrangement convenient, it may be a concern for others. The council and Hills will proactively respond to any issues and will seek alternative arrangements where possible, although to date very little intervention has been required where this situation already exists.
- 4.6 While these more efficient rounds will result in the reduction in the waste collection fleet, as Hills currently operate with a number of vacant positions covered by agency, this change will not result in any redundancies.

**Primary contacts:**

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12 January 2022

## **Update on possible disruption to waste collection services due to planned industrial action from 7 March**

### **Briefing Note No. 22-02**

**Service: Waste Management**

**Date prepared: 3 March 2022**

**Contact:** [martin.litherland@wiltshire.gov.uk](mailto:martin.litherland@wiltshire.gov.uk)

We wanted to update you on possible disruption to our waste services from 7 March, as a result of planned industrial action by some workers by Hills Municipal Collections.

At this stage, GMB Union has confirmed that industrial action will take place from 7 March for two weeks. Although the previous planned industrial action planned for 28 February was suspended, Hills have now received confirmation from the GMB union that the latest pay offer has been rejected and that the industrial action will now take place from 7 March, and we are planning for that eventuality with the contractor. The number of union members who are likely to strike has been reduced following UNISON members accepting the pay deal.

The industrial action is out of our control and in the meantime, we are working with Hills Municipal Collections to mitigate disruption as quickly as possible.

We are advising residents to put their bins out on their collection day by 7am and should they not be collected for any reason then we will arrange to collect them the following day where possible.

This is a fluid situation, but our main aim is to ensure that if for any reason our schedule slips, that we get back on track as soon as possible.

Despite this possible disruption caused by this, we are very pleased to say that our new waste round collections, which began on 28 February, have gone incredibly smoothly so far with very few issues reported. This gives us confidence that should any timings slip then we will catch up quickly.

If there are any significant disruptions to services we are asking residents to visit the council's waste pages for updates [Waste and recycling service changes - FAQs - Wiltshire Council](#) or to keep an eye on our Twitter feed – <https://twitter.com/wiltscouncil>.

If you're made aware of anyone not sure when their collection day is, please point them in the direction of the [Waste collection calendar - Wiltshire Council](#).

Many thanks for your support, if you have any questions please don't hesitate to get in touch.

## Local Nature Recovery Community Engagement and Green and Blue Infrastructure Settlement Framework Pilot Briefing Note No. 22 - 03

**Service :** Landscape & Design team  
**Further Enquiries to:** [LandscapeAndDesign@wiltshire.gov.uk](mailto:LandscapeAndDesign@wiltshire.gov.uk)  
**Date Prepared:** 07/03/2022

With funding from Natural England, Wiltshire Council will be providing four of the 15 main settlements in the county with the chance to take part in a pilot study to develop local level Green and Blue Infrastructure (GBI) and to support the development of a Local Nature Recovery Strategy (LNRS). This will provide an opportunity for local communities to engage with the planning of nature's recovery in their areas.

The pilots will support the council to develop a format that will then be rolled out to all the other main settlements across Wiltshire as part of our Wiltshire wide LNRS work.

The Local Nature Recovery Strategy is how national Government, through the recently passed [Environment Act 2021](#), is asking local authorities and other relevant organisations to plan the recovery of biodiversity. This will involve mapping existing key habitats and identifying areas where creating new habitats will help nature's recovery and reconnect our fragmented countryside through the creation of new wildlife corridors.

This builds on from the recently adopted [Wiltshire Green & Blue Infrastructure Strategy 'Our Natural Environment Plan'](#), and will provide communities with the opportunity to review Natural England's [National Green Infrastructure Map of England](#). This work will also support the Natural Carbon Sequestration element of [Wiltshire Councils Climate Strategy](#).

### **Our approach**

Wiltshire Council has commissioned local ecology consultants, Johns Associates, to work with us to deliver the pilot projects and help produce a structure and process that can then be rolled out to other communities in the future. Guidance on how to use Wiltshire's Community Environmental Toolkit will also form part of these workshops.

### **How the public can get involved**

The next step will be to hold community engagement events within each of the four communities chosen for the pilot study which are: Calne, Devizes, Trowbridge, and Bradford on Avon. These first sessions will be held during the day in a community facility and will be jointly led by the independent consultant and Wiltshire Council. Due to tight funding timescales the first events will be held during the week beginning 14 March 2022.

A second community engagement session will bring together the two neighbouring communities. These will be Trowbridge / Bradford on Avon and Calne / Devizes, to allow them to look at connecting nature's recovery between settlements and to foster cross-boundary working. It is proposed that these second sessions will be held week beginning 28 March 2022 in order to allow enough time for the collation of data from the first sessions.

The sessions will be by invitation only so that the numbers can be managed. The intention is to focus on engaging with key stakeholders with an environmental interest that have a local connection to keep the discussion focused on local opportunities.

While this is a pilot study focusing on four main settlements in Wiltshire, additional funding is expected to come from Defra during 2022/23 that can support the roll out to the other settlements.

**Your role**

We will be limiting attendees to key local stakeholders to ensure that discussions are focused on local opportunities (maximum 20 per event). If you have any suggestions on who you feel should be invited to attend the events please email [paul.robertson@wiltshire.gov.uk](mailto:paul.robertson@wiltshire.gov.uk)

You are very welcome to attend your local community engagement event. Please email [paul.robertson@wiltshire.gov.uk](mailto:paul.robertson@wiltshire.gov.uk) if you wish to attend or if you have any queries.

**Next steps**

Our next steps will be to finalise venues and dates for these sessions.

## Update on industrial action causing disruption to waste services Briefing Note No. 22-04

**Service: Waste Management**

**Date prepared: 11 March 2022**

**Contact:** [martin.litherland@wiltshire.gov.uk](mailto:martin.litherland@wiltshire.gov.uk)

We wanted to update you on the ongoing impact of the industrial action between our contractor Hills Municipal Collections and the GMB union, which is continuing to disrupt our waste and recycling collection services.

### Background

To recap, some Hills Municipal Collections workers represented by the GMB Union are taking industrial action, in the form of striking, until 18 March. However, unless agreement is reached between the two parties then there potentially could be further periods of industrial action soon. UNISON and UNITE union members working for Hills Municipal Collections have now accepted a 7.1% pay increase.

### Safety concerns

We anticipated and had planned for some disruption to waste services as a result of the industrial action, but frustratingly we have had scenes at our various depots where picket lines regularly exceed the number of people typically allowed under picketing guidance and vehicles appear to have been intentionally prevented from leaving the sites. We have serious safety concerns arising from these activities at the picket lines, and have published a full response to these, which you can read here [www.wiltshire.gov.uk/news/council-condemns-depot-scenes](http://www.wiltshire.gov.uk/news/council-condemns-depot-scenes)

### Current impact on services

Due to the knock-on effect of the disruption at our depots, outlined in the above section, we made the difficult decision to immediately suspend the collection of household recycling materials (blue lidded bins and black boxes), and we currently expect those services to resume the week of 21 March. This was always a component of our contingency plans, but one we had hoped not to have to implement.

The suspension of recycling services does not impact on the collection of household residual waste and garden waste, and we are advising residents to put those bins out on their collection day as normal and they will be emptied, if not on their normal day, then a day or so after.

However, despite the challenges we're pleased that both special recovery and scheduled collection rounds for residual and garden waste are still making good progress. Hills Municipal Collections are confident that all household residual waste will be completed by Saturday 12 March. Garden waste collections in the north and west of the county are also looking to be completed by the end of Saturday 12 March, but some garden waste collections in the south of the county may not be fully received by then. These will be prioritised w/c 14 March, along with the residual waste collections. This positive service recovery will take us into next week in a strong position. We thank the Hills workers that are working for their efforts in recovering the waste collection service in really challenging circumstances.



## **Next steps**

As stated above, we hope to resume the collection of household recycling materials (blue lidded bins and black boxes) during the week of 21 March. However, there may well be further industrial action by GMB.

If that is the case, we would look to review and implement our contingency plans again.

We'd expect that if further strike action did take place, and we don't see the kind of disruption we've referred to in the 'safety concerns' section of this briefing, we would hope to not have to suspend any services, though some delays to collections would still be likely. However, this would all depend on if and when GMB members decided to strike – and we will, of course, keep you updated on this to ensure both members and our residents have as much notice as possible. As you can imagine, this situation is very fluid at present, but we have plans in place to limit the impact on residents as much as possible and we are in frequent contact with Hills Municipal Collections throughout this process.

## **Mitigating against excess customer contacts**

Due to the wholesale suspension of kerbside Mixed Dry Recycling collection service, our waste and customer services teams will be unable to reply to missed collection queries in relation to that service, between 7 – 18 March. Email autoreplies have been modified to reflect this, and the online missed collection reporting forms also no longer allow the reporting of "missed" mixed dry recycling bins. Users of these online forms will see an automated message explaining why this facility has been disabled.

## **Where to go for information**

This is a fast moving and evolving situation. Therefore we have set up some FAQs and responses at this page [www.wiltshire.gov.uk/rubbish-and-recycling/faq-hills-municipal-collections-industrial-action](http://www.wiltshire.gov.uk/rubbish-and-recycling/faq-hills-municipal-collections-industrial-action). If you do get contacted by any residents not quite sure on what's happening, then we'd really appreciate you pointing them in the direction of those. We will regularly update the FAQs as the situation develops.

We have also issued numerous press release updates which have been widely covered by local media, residents' newsletter articles and social media content (<https://twitter.com/wiltscouncil>). Therefore, we hope as many people as possible are aware of the latest information, and the fact that our crews are not seeing many blue lidded bins and black boxes being presented on their rounds would suggest that.

If you need clarification on anything or have any further questions, please don't hesitate to email [martin.litherland@wiltshire.gov.uk](mailto:martin.litherland@wiltshire.gov.uk).

We will endeavour to keep you updated on any significant updates.



## **Update on industrial action causing disruption to waste services – suspension of recycling collection services extended** **Briefing Note No. 22-05**

**Service: Waste Management**

**Date prepared: 16 March 2022**

**Contact:** [martin.litherland@wiltshire.gov.uk](mailto:martin.litherland@wiltshire.gov.uk)

We wanted to update you on the ongoing industrial action between our contractor Hills Municipal Collections and the GMB Union.

### **Waste recycling collections – suspension extended**

Unfortunately, an agreement between the two parties has yet to be reached and the GMB Union has confirmed that it will continue striking until 2 April. Therefore, alongside Hills Municipal Collections, we've made the difficult decision to suspend recycling collection for a further two weeks. This means that recycling collection services won't resume until the week of 4 April, and not the previously stated 21 March. Please share this update with your communities.

We are asking residents to not put their blue lidded bins and black boxes out until their next collection day from 4 April onwards. There will be no recycling collections until 4 April.

This current phase of the strike is due to end on 18 March, but we anticipate using the three operational days before the next strike commences to catch-up on any collections missed, therefore we will be unable to collect any recycling during that small window.

When recycling services do resume from 4 April, waste crews will accept additional materials that don't fit in blue lidded bins or black boxes, so we will allow residents to leave them in bags, bin bags and crates and they will be picked up if they are left next to their containers. In the meantime, we are encouraging people that are unable to store additional materials to take them to their nearest household recycling centre (HRC), as they are operating as normal.

We are focusing our resources on emptying household waste bins, and garden waste collection will also continue. Given that around 90,000 households use the paid for garden waste service, compared to around 230,000 who have blue lidded bins and black boxes, postponing garden waste wouldn't provide enough resource to also collect recycling. Doing a mix and match service with garden waste and recycling would be a very complicated and logistical challenge, and we still wouldn't be able to get to everyone's property. Therefore, we feel we've made the right decision to extend the recycling collection suspension, albeit a difficult one.

### **Service update**

Despite the challenges and the ongoing suspension of the kerbside recycling service, we're pleased to see that good progress have been made on the collection rounds this past week. All catch up work to empty household and garden waste from 7 March has finished, and most scheduled collections for this week (w/c 14 March) have now been completed. With support from the police, we are starting to see vehicles deploy from our depots earlier this week which is having a positive effect on the ability of Hills to maintain the majority of scheduled residual and garden waste collections. However, an apparent overnight break-in

at Churchfields depot resulting in damage to council property and waste collection vehicles has unfortunately delayed deployment of vehicles on 16 March, but we're working hard to get things moving as quickly as possible.

### **Disruption at depots**

Wiltshire Police will continue to provide support in limiting the amount of disruption at the depots. Our focus is to ensure that those Hills Municipal Collections workers who aren't involved in the industrial action can carry out their roles as safely and with as little disruption as possible so that household waste collections can take place throughout the county.

### **Further strike action?**

Until Hills Municipal Collections and the GMB Union reach an agreement, we have to assume there will be further industrial action in due course. We will continue to work with Hills Municipal Collections to ensure there is as little disruption as possible.

### **Suggested social media post**

If you would like to post about the disruption to waste collections to keep residents updated, you're welcome to use the below draft post – or you can write your own.

Due to ongoing industrial action between Hills Municipal Collections and the GMB Union, Wilts Council has extended the suspension of recycling collection until week of 4 April. Pls continue to put your household/garden waste bins out as normal.

More info <https://www.wiltshire.gov.uk/rubbish-and-recycling/faq-hills-municipal-collections-industrial-action>

### **Where to go for more information**

We have updated our FAQs at [www.wiltshire.gov.uk/rubbish-and-recycling/faq-hills-municipal-collections-industrial-action](http://www.wiltshire.gov.uk/rubbish-and-recycling/faq-hills-municipal-collections-industrial-action) so please continue to share those with any residents who you speak to who aren't aware of this update.

We will continually widely promote updates as much as possible. So far, we have issued numerous press release updates which have been widely covered by local media, residents' newsletter articles and social media content (<https://twitter.com/wiltscouncil>).

If you need clarification on anything or have any further questions, please don't hesitate to email [martin.litherland@wiltshire.gov.uk](mailto:martin.litherland@wiltshire.gov.uk).

## Context on recent comments by the GMB Union Briefing Note No. 22-06

### Service: Resources

Date prepared: 16 March 2022

Contact: [andy.brown@wiltshire.gov.uk](mailto:andy.brown@wiltshire.gov.uk)

We wanted to clarify recent correspondence you may have received from the GMB Union, and a subsequent press release they have issued this morning, which threatened industrial action from their members over our ongoing discussions in reviewing the terms and conditions of our staff.

We were very surprised, confused and disappointed in this action by the GMB Union given that they had already agreed to be part of a working group to discuss the issues constructively.

As you will likely know, we have been consulting with the three recognised trade unions, UNISON, Unite the Union and GMB, in an attempt to reach an agreement on changes to some terms and conditions. This has included a proposed increment freeze, plus some changes to the overtime, standby, callout and unsocial hours allowances. The changes proposed are to ensure our terms and conditions are fair and can be applied consistently across the organisation. It will also help the council to stay on a long-term strong financial footing as we seek to make savings over the next two years, and also avoids the potential for redundancies.

Following feedback from staff and trade union consultation with their members, we agreed to separate the proposed increment freeze and changes to the overtime allowances from the proposed changes to standby, callout and unsocial hours allowances. As a result, the trade unions are currently undertaking further consultation with their members on the increment freeze and changes to the overtime allowances.

An agreement to pause consultation on the other policy changes was made with the trade unions, who also committed to be part of a working group with senior council representatives to identify ways in which the impact of the proposed changes to standby, callout and unsocial hours allowances can be mitigated, while still ensuring the fair and consistent application of these allowances so they can better support the way we work to deliver services to our communities. Once this joint work is concluded the trade unions agreed that they will commence further consultation with their members on proposed changes to these allowances.

Therefore, we were very surprised and disappointed by the timing of GMB's correspondence with yourselves and the media on these matters, and we will be contacting them directly as a matter of urgency to stress to them that this type of conduct is not constructive or in line with the collaborative approach that other unions are taking.

We don't particularly want to engage in a public back and forth with GMB Union on this matter, and our focus is to work with them and the other unions to reach a satisfactory outcome for their members and all staff who are impacted by what is being proposed. We have listened carefully to staff feedback on the proposals, and we thank them for their continued professionalism during the process.

We have issued our own response to GMB's press release and within that we also clarified:

- It is incorrect to say salaries are being cut. People's basic salaries will not change – the proposals are looking at increment freeze, changes to the overtime policy, callout and unsocial hours
- The proposed changes to standby, callout and unsocial hours allowances currently affect less than 10% of the council's workforce
- That we have also never stopped GMB from meeting with their members, as they suggested

We will keep you updated as this process continues. In the meantime, please do not hesitate to email [andy.brown@wiltshire.gov.uk](mailto:andy.brown@wiltshire.gov.uk) if you would like further information or have any questions.

## **Agreement reached means waste collection strike has come to an end – recycling collections will resume from 21 March** **Briefing Note No. 22 - 07**

**Service: Waste Management**

**Date prepared: 17 March 2022**

**Contact: [martin.litherland@wiltshire.gov.uk](mailto:martin.litherland@wiltshire.gov.uk)**

We're pleased to confirm that Hills Municipal Collections and GMB Union have reached an agreement, which means the waste collection strike has now concluded with immediate effect, and kerbside recycling collections will resume as normal from Monday 21 March.

Our contractor Hills Municipal Collections has confirmed those workers that were on strike will return to work on Friday 18 March. The returning staff will now assist in the recovery of any general waste or garden waste that was not collected due to the service disruption caused by the strike.

We are asking residents to put their blue lidded bins and black boxes out on their scheduled day from Monday 21 March. Due to the recent disruption there may still be slight delays to the collection of recyclable materials due to the higher volumes we expect will be presented at the kerbside, so if people's recycling containers aren't emptied on their scheduled day they are asked to leave them out, and they will be collected as soon as possible.

People will still be able to leave additional recycling that has mounted up during the disruption; they should leave any additional recycling materials in non-black bags or containers (such as plastic crates) next to the recycling bins and the crews will collect them.

Household and garden waste collections will continue as normal and we are asking people to put those bins out on their normal scheduled day. If those are not collected as scheduled they will be collected as soon as possible.

In summary, the key information residents need to know is:

- Recycling collection services will resume from Monday 21 March
- People are asked to put out their black box and blue lidded bin on their scheduled day from 21 March
- If recycling bins are not emptied on their scheduled day people are asked to leave them out, and they will be collected as soon as possible
- Any additional recycling materials stockpiled during the disruption will be collected. People are asked to put those items in non-black bags or containers (such as a plastic crate) next to their recycling bins
- Household and garden waste collections continue as normal and people are asked to put those bins out on their normal collection day. There could still be slight delays so people are asked to leave their bins out until collected
- If people aren't sure on when their collection day is, they should visit <https://ilforms.wiltshire.gov.uk/WasteCollectionDays/index>.

We'd like to acknowledge the efforts of the Hills Municipal Collections management and operational staff who continued to work to keep service disruption to a minimum, despite the often extreme challenges that have faced since the industrial action commenced.

Thanks to their efforts we have managed to keep disruption to residents to a minimum, and we now look towards restoring as 'business as usual' service from 21 March.

## Community Governance Review- Consultation Briefing Note No. 22-08

**Service:** Legal and Governance  
**Date Prepared:** 18 March 2022  
**Further enquiries to:** [cgr@wiltshire.gov.uk](mailto:cgr@wiltshire.gov.uk)

### Background

A Community Governance Review is a process where the governance arrangements of a parish may be altered by Wiltshire Council. This requires a vote by Full Council, with the process overseen and recommendations made by the Electoral Review Committee.

This note is further to Briefing Note 21-18 advising Members of the commencement of a Community Governance Review for 2021/22, and Briefing Note 21- 25 on commencement of a public survey on potential governance changes as part of the information gathering phase.

### Stage 2

As part of Stage 2 of the review process, the committee resolved to undertake a public survey in relation to all relevant proposals which it received in relation to the areas included within the review. The survey ran from 15 November 2021 to 6 January 2022.

A total of 370 responses were received to the surveys, along with other information received from emails, public online meetings and online information gathering sessions.

### Draft Recommendations

Following analysis of all relevant information the Electoral Review Committee has formed draft recommendations which it will now consult upon.

The consultation will run from 18 March to 5 April 2022

The full Draft Recommendation document, an interactive map and the online survey can be found at the council's webpage:

<http://www.wiltshire.gov.uk/council-democracy-cgr>

Any changes to electoral arrangements for parishes, arising from the current Community Governance Review, would need to come into effect at the next scheduled ordinary parish council elections in May 2025.

Any changes to the areas of parishes would have to be effective from the start of the financial year on 1 April 2025.

The survey on the draft recommendations is available online from 18 March 2022, however in addition, all residents living in any area proposed to be transferred to another parish, would be written to and receive a list of all recommendations, along with a hard copy response form. The survey can then be completed by post if preferred or if no internet access was available.

Further details relevant to each area can also be requested by mail or telephone as appropriate.

The Review has included engagement with parishes on proposals once these have been received, online sessions with initially affected parish councils and unitary councillors, online public meetings on submitted proposals, and briefing notes.

### **Public meetings**

The Committee will hold the following public meetings in April 2022:

- **Calne & Surrounding Parishes - Tuesday 5 April – 7.00pm, at Calne Town Hall**
- **Malmesbury & Surrounding Parishes - Thursday 21 April – 7.00pm, at Malmesbury Town Hall**

The council will communicate this with parishes through this briefing note and press releases. The letter sent to residents in potentially affected areas notes the details of the public meetings and advises them to check the website for any further updates.

### **Next step**

The committee will analyse responses to the consultation and will then determine whether to formulate its final recommendations, to be considered at council in July 2022.



## 5 Year Housing Land Supply and Housing Delivery Test Briefing Note No. 22-09

**Service:** Spatial Planning  
**Further Enquiries to:** Georgina Clampitt-Dix / Chris Roe  
**Direct Line:** (01225) 713472 / (01225) 713979  
**Date Prepared:** 4 April 2022

### BRIEFING NOTE ON 5-YEAR HOUSING LAND SUPPLY AND HOUSING DELIVERY TEST

#### Summary

We have now completed the update to Wiltshire's five-year housing land supply position. The current position is a **4.72 year** supply using a base date of 1 April 2021, which will be used to inform decision-making.

While we cannot currently demonstrate the full five-year requirement, the shortfall is modest and an improvement on the previous position of 4.56 years (see [Briefing Note No. 20-37 Housing Land Supply Update, December 2020](#)).

Although the housing land supply is below the five years required by Government, recent housing delivery in Wiltshire remains strong, with the latest Housing Delivery Test indicating the council has met **141%** of its housing targets over the past three years. Both measures are factors that can be applied in the decision-making process when planning applications are determined.

A shortfall in housing land supply means that when applications for housing come forward the 'presumption in favour of sustainable development' applies in decision-making, which in this context means that less weight is given to development plan policies to help resolve supply issues moving forward. However, this does not mean that every housing application should be granted permission. Careful consideration will need to be given to the merits of each case and appropriate weight afforded to development plan policies when determining applications.

This briefing note provides information on both these Government measures and what the implications are for decision making of not meeting Government expectations.

#### 1. Introduction

- 1.1 Government policy as set out in the National Planning Policy Framework (NPPF) includes two measures that are designed to drive the delivery of housing:

- (i) Five-year housing land supply
- (ii) Housing Delivery Test

1.2 The main difference between the two is that:

- the five-year housing land supply measures the level of 'supply' that can be expected to come forward over a five-year period of time i.e. the number of homes that **will be** built; whereas
- the Housing Delivery Test measures the number of homes that **have been** built over a set period.

1.3 Both measures have established methodologies and assess the expected delivery of homes, and homes that have been delivered respectively, against the housing requirement for a local authority area. There is no latitude as to how the methods are applied.

1.4 The Government's Planning White Paper proposes to remove the five-year housing land supply test but retains the Housing Delivery Test. It is not clear yet how the Government will proceed in planning reforms. Therefore, at present the council is assessed against both measures.

## 2. What is the five-year housing land supply?

2.1 The NPPF states that:

*"Local planning authorities should identify and update annually a supply of **specific deliverable sites** sufficient to provide a minimum of five years' worth of housing against their housing requirement set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old."* (paragraph 74)

2.2 As the Wiltshire Core Strategy (adopted January 2015) is more than five years old, the housing requirement to be used in the five-year housing land supply calculation is Wiltshire's local housing need based on the Government's standard method<sup>1</sup>. The local housing need is based on future household growth and an adjustment to take account of housing affordability in the local authority. It is recalculated every year based on the latest data, which is applicable at the base date. The standard methodology operates on a local authority basis and does not disperse the local housing need figure to a smaller geographic level.

2.3 The annual update for Wiltshire has now been completed and the results of the assessment, using a base date of 1 April 2021, are set out in the 2021 Housing Land Supply Statement (HLSS). This is available on our website via this [link](#). Key points:

- The council cannot currently demonstrate a five-year housing land supply. The current position indicates there is a **4.72 years** supply.
- The five-year housing land supply position has improved since the previously published position (base date 1 April 2019).

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<sup>1</sup> <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>

### 3. How is the five-year housing land supply calculated?

- 3.1 Housing land supply is calculated using a base date from which calculations are made to avoid double counting.
- 3.2 We have now updated the housing land supply calculation using a base date of 1 April 2021. Using this base date, an explanation is provided below:

#### Starting point for calculation at base date of 1 April 2021:

Local housing need (1 April 2021) = 1,981 homes per annum

Buffer to be applied = 5% (5% or 20% depending on the results of the Housing Delivery Test - see below)

5-year requirement including buffer = **10,400 homes**

#### What can be included in supply?

- (i) Number of homes on small sites (less than 10 homes) with planning permission at 1 April 2021 = **1,899 homes** outstanding of which **1,597 homes** were considered to be deliverable within five years (the reduced number takes into account a delivery rate that is based on historic data on non-implementation and delivery timescales).
- (ii) Number of homes on large sites (10 or more homes) with full planning permission at 1 April 2021 = **5,030 homes** outstanding of which **4,582 homes** were considered deliverable within five years (the reduced number reflects delivery timescales).
- (iii) For other large sites with either outline planning permission; resolution to grant planning permission; or allocated<sup>2</sup> at 1 April 2021: the number of homes where there is clear evidence of delivery over a five year period from 1 April 2021 to 31 March 2026 = **2,390 homes** were considered deliverable within five years. (In total there is a pool of 12,064 homes from these sources.)
- (iv) Windfall allowance: number of homes expected to be completed on new 'windfall' sites (which do not have planning permission at 1 April 2021) over a five-year period from 1 April 2021 to 31 March 2026 = **1,241 homes**

In total therefore **9,810 homes** can be included in the deliverable supply.

- 3.3 (i), and (ii) are relatively straightforward statistical exercises, which involve an understanding of delivery timescales for individual sites. (iv) is also a statistical exercise that requires understanding of past delivery trends and the potential for development opportunities to come forward in the future.

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<sup>2</sup> Wiltshire Core Strategy, Chippenham Site Allocations Plan, Wiltshire Housing Site Allocations Plan, and all allocations in Neighbourhood Plans

- 3.4 (iii) is more complex, and clear evidence must be provided for each site to meet the requirements of paragraph 74 of the NPPF, which requires that sites are deliverable over the five-year period being assessed. This means that for large sites, which take time to deliver, we can only include the first few phases of development in the five-year land supply.
- 3.5 So, while on the face of it there is a substantial pool of large sites, for **17,094 homes** in total, the timescales within which these can be delivered is key. An assessment of the deliverability of these sites has indicated that only **41%** of these are capable of delivery during the five-year period 1 April 2021 to 31 March 2026. Factors determining housing delivery are often outside our control, as the development industry ultimately determines how and when sites come forward, despite planning permissions being granted and sites allocated within the development plan.
- 3.6 It is important for credible judgements to be made in undertaking these assessments because they are subject to scrutiny at appeal by appellants, third parties and the appointed Planning Inspector.
- 4. What are the implications of not having a five-year housing land supply?**
- 4.1 The implications for not having a five-year housing land supply and decision making are set out in Briefing Notes No. 20-20 (June 2020) and No. 20-37 (December 2020).
- 4.2 Where a five-year housing land supply cannot be demonstrated, the presumption in favour of sustainable development, as set out in Paragraph 11d of the NPPF applies. The implications of this are that the policies which are most important for determining the application are deemed to be out of date and permission should be granted unless *“any adverse impacts of doing so would significantly and demonstrably outweigh the benefits”*<sup>3</sup>.
- 4.3 The presumption does not apply where there is a clear reason for refusal due to specific NPPF protection policies that apply, as listed in footnote 7, in relation to: habitat sites including Sites of Special Scientific Interest; Green Belt; Local Green Space; Area of Outstanding Natural Beauty; designated heritage assets; and areas at risk of flooding.
- 4.3 The fact that policies must be considered out of date does not mean they carry no weight, and it is for the decision maker to determine how much weight to give to them taking into consideration their consistency with the NPPF. It is therefore possible for policies to carry significant weight still in decision-making, which are weighed into the presumption in favour of sustainable development (often referred to as the ‘tilted balance’) when decision-making is undertaken.

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<sup>3</sup> In areas with neighbourhood plans, paragraph 14 of the NPPF provides additional policy where the presumption in favour of sustainable development applies. This states that the adverse impacts of allowing development that conflicts with a neighbourhood plan is likely to significantly and demonstrably outweigh the benefits where: the ‘made’ neighbourhood plan is less than two years old; it contains policies and allocations to meet its identified housing requirement; and the local authority has at least a three year supply of deliverable housing sites.

## 5. What is the Housing Delivery Test and consequences?

- 5.1 It measures net homes delivery (i.e. net homes built) in a local authority area, such as Wiltshire, against the homes required using local authority completions statistics and local authority planning data.
- 5.2 The results are published for each local authority area by the Secretary of State in November, see [Housing Delivery Test - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/housing-delivery-test)
- 5.3 As set out in the NPPF the Housing Delivery Test will apply the day following publication of the results, at which point they supersede previously published results. The most up to date result, at the time of writing, is for 2021.

- 5.4 Since the inception of the Housing Delivery Test the published results for Wiltshire are:

2018	139% (years measured 2015/16 - 2017/18)
2019	149% (years measured 2016/17 - 2018/19)
2020	140% (years measured 2017/18 - 2019/20)
2021	141% (years measured 2018/19 - 2020/21)

- 5.5 The three consequences of the Housing Delivery Test (HDT) results are set out in the NPPF, as follows:

1. Triggering the presumption in favour of sustainable development (HDT below 75%)

The presumption in favour of sustainable development (paragraph 11d, NPPF), as explained above, should be applied to decisions where the HDT indicates delivery to be “substantially below” the housing requirement, which is 75% from 2020/21 (footnote 8 and paragraph 222, NPPF).

2. 20% buffer (HDT below 85%)

The five year land supply must include a buffer of 20%, rather than 5%, where the HDT indicates that delivery was below 85% of the housing requirement (paragraph 74, NPPF)

3. Requirement to prepare an action plan (HDT below 95%):

*“Where the Housing Delivery Test indicates that delivery has fallen below 95% of the local planning authority’s housing requirement over the previous three years, the authority should prepare an action plan in line with national planning guidance, to assess the causes of under-delivery and identify actions to increase delivery in future years.”* (paragraph 76, NPPF)

- 5.6 Wiltshire has consistently preformed well against the HDT and the consequences as set out above don’t apply.

## **6. What can we do to restore a five-year housing land supply?**

6.1 As set out in Briefing Note 20-20, the council will:

- (i) Work positively with developers to take key strategic sites through the planning system.
- (ii) Continue supporting Neighbourhood Plans, identifying any suitable sites for housing.
- (iii) Positively consider speculative applications where there are no major policy obstacles material to the decision other than a site being outside settlement boundaries or unallocated.

6.2 Since the base date of 1 April 2021, consents have continued to be granted permission on suitable sites. While these do not currently contribute to the housing land supply because they were permitted after the base date of 1 April 2021, they will help to boost the housing land supply in the future. New permissions help replenish the housing land supply as it is reduced due to housing completions, planning permissions lapsing, and delays in delivery on key sites. Table 4 of the HLSS contains a list of large sites (10 or more dwellings) that have been permitted since the base date up to the date of publication.

6.3 Work can now commence on the preparation of the next HLSS using a base date of 1 April 2022. These statements take time to prepare, however we are looking to produce this in a shorter timescale than recent years in line with similar-sized authorities who typically take around 6-9 months to produce after their base date.

# Electric Vehicle Charging Points

## Briefing Note No. 22-10

**Service :** *Fleet Services*  
**Further Enquiries to:** [Fleet.Services@wiltshire.gov.uk](mailto:Fleet.Services@wiltshire.gov.uk)  
**Date Prepared:** 04 April 2022

### **Member briefing: Electric Vehicle Charging Points**

This briefing note is to update you on the progress following the adoption of our Electric Vehicle Charging Infrastructure Strategy.

A feasibility study is currently being undertaken on all Wiltshire Council public electric vehicle charging units and Wiltshire Council workplaces. The study should be completed in April, and we will then invite bids for the replacement of all the current public electric charging units.

We want the framework agreement to allow town and parish councils to use the same contract to make it cheaper, and we expect the installation of new electric charging points and the replacement of existing ones to begin in the summer or early autumn.

We know that city, town and parish councils are interested in providing electrical vehicle charging units and this briefing contains some of the lessons learnt by us over recent years, which may help in any discussions you have with your communities.

The move from fossil fuel vehicles to alternative fuels will see rapid expansion in electric vehicles between now and 2035, but one of the major concerns for this transition is the access to vehicle charging. Our strategy recognises that home charging, where off-road parking is available, is a fairly easy and economical way of charging vehicles where people live. It's for this reason that the strategy is focused on helping local city, town and parish councils to identify their local priorities and deliver solutions.

### **Government grants**

The government provides a number of grants for electrical vehicle charging points to local authorities, which would include city, town and parish councils. These grants fund electric vehicle charging points where off-road charging is not available.

For local authorities there are challenges with placing electrical vehicle charging units on-street. On-street you have disruption during installation, and chargers are often regarded as additional clutter and excessive street furniture. They create obstacles when placed on the pavement and remove parking spaces if placed on the road. Chargers also mean the removal of additional parking spaces to non-electric vehicles, with the allocated spaces either side of the unit for charging parking, and parking restricted to charging times only. Allocated parking can also prevent residents from parking outside their own houses, which



can lead to conflict.

Off-street parking in car parks offers a far easier solution for electric vehicle charging units and the government grants can still be applicable if the areas meet the funding criteria. The grants will provide up to 75% of the capital costs, up to £13,000 per electric charging units and the 75% of the funding is paid upfront.

To be successful when applying for government grants, the land on which the machines are to be placed must be in the ownership of a local authority. If a town or parish council would like to put electrical vehicle charging units on-street, we would be happy to explore a trial with the proposing local councils.

Charging units would need to be around five minutes' walk from residents who are unable to charge at home and there would need to be sufficient evidence of a requirement for electrical vehicle charging units. The government will give priority to councils that have not received any grants. It must also be noted that a major challenge can be the supply of power to areas, and this can be a barrier due to the cost when providing electric charging points.

If the charging provision is off-road, the local authorities must explain or show why they are not installing the units in residential streets. Car parks must be owned by the local authority and situated in or close to a residential area that lacks off-street parking. The car park must be accessible 24 hours a day seven days a week. At a minimum, local residents must be able to access the car park for free overnight between 6pm and 8am. Each charging point must have its own dedicated electrical vehicle bay enforced by a traffic regulation order and electric vehicle charging bays in car parks must have a maximum stay time of four hours during the day to ensure residents have access to a substantial charge.

Costs for the charging unit and provision can vary considerably, but usually units are around £3,000, for a 7KwH charger, with the infrastructure costs being anywhere from £5,000 upwards.

## **Charging options**

There are many options for how a council can provide the charging service, including self-provision, which has higher risk as all the costs are carried by local authority but does allow the local authority to control the service. This will be the model we use in our new contract.

A medium risk model would be concessionary share provision. This is where a commercial operator works with the local authority, with the operator covering many of the costs while still allowing the local council some control.

Finally, the lowest risk option is a commercial operator funded model, which has low risk to the local authority but allows little control. It is also only provided where there is a commercial opportunity, so it is unlikely to be delivered in rural or residential areas.

If the local councils wish to seek their own solutions there are many procurement frameworks that allow the easy purchase of the various models for electrical charging. However, if going on Wiltshire Council land there is an approval system to be followed that could involve licencing of an area to the local council.

A few other lessons we've learnt include the need to involve everyone; don't limit your tender to just one provider, do involve the public, don't forget utility standing charges and

connection issues.

If you're making grant applications, follow The Office for Zero Emission Vehicles (OZEV) guidelines and do not over specify your contract. The OZEV website can be found at: [On-Street Residential Chargepoint Scheme guidance for local authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/on-street-residential-chargepoint-scheme-guidance-for-local-authorities)

For further details email Fleet Services at [Fleet.Services@wiltshire.gov.uk](mailto:Fleet.Services@wiltshire.gov.uk)

## Solar Together Wiltshire

Briefing Note No. 22-11

**Service:** Climate Team

**Date prepared:** 5 May 2022

**Contact:** [climate@wiltshire.gov.uk](mailto:climate@wiltshire.gov.uk)

We wanted to update you on an innovative scheme that Wiltshire Council is driving forward locally called Solar Together Wiltshire.

We are working with independent experts iChoosr and Swindon Borough Council to give homeowners the opportunity to invest in renewables through a group-buying scheme for solar panels and battery storage.

This is a group-buying scheme which will offer solar panels with optional battery storage and EV charge points, as well as offering battery storage for residents who have already invested in solar panels and are looking to get more from the renewable energy they generate, as well as increase their independence from the grid.

Given the current cost of living, significantly impacted by the surge in energy prices, we feel this scheme will be worth consideration from eligible households and help provide longer term savings.

It is free to register and there is no obligation for people to go ahead with an installation. All residents living in the Wiltshire Council and Swindon Borough Council areas who own their own house (or have permission from the landlord to install a solar PV system) can register for the Solar Together group-buying scheme. Small and medium-sized enterprises (non-domestic) and community buildings meeting this requirement can participate as well. Planning permission may be required in some cases and we are directing people to this page for more information – <https://www.wiltshire.gov.uk/planning-permission>

The scheme works as follows:

- **Step one:** From 9 May - 14 June, Wiltshire householders can register online to become part of the group for free and without obligation. Invitation letters will be sent to 60,000 Wiltshire households w/c 23 May. However, any eligible household/business/community building can apply irrespective of whether they receive a letter
- **Step two:** Pre-approved UK solar PV suppliers participate in an auction. They are able to offer competitive pricing as the volume and geographic concentration makes it possible for them to make greater efficiencies, which they pass onto customers
- **Step three:** After the auction, registered households will be emailed a personal recommendation later in June that is specific to the details they submitted in their registration.
- **Step four:** If they choose to accept their recommendation, the specifics of their installation will be confirmed with a technical survey, after which a date can be set for the installation of their solar PV system.

People can accept or decline their personal recommendation. If they choose to go ahead and accept with Solar Together, a £150 deposit is required, which is conditionally refundable.

As stated earlier, iChoosr will send out a letter from the week of 23 May to a selection of properties in Wiltshire that are likely to be eligible for the scheme to give them all the information they need to consider participating should they wish to. The scheme will be promoted using all the available council communication channels prior to this as well, including social media, press releases, newsletter articles and posters at public facing council buildings. There will be no selling by phone or doorstepping of residents.

Our [Wiltshire Climate Strategy](#) is very clear that as a county we need to reduce the energy we use as well as using low carbon forms of energy. Within the strategy we aimed to encourage installation of renewables through group buy schemes and we're pleased to offer this opportunity to residents to consider

If you are contacted by residents who want more information about this, people can visit [www.solartogether.co.uk/wiltshire](http://www.solartogether.co.uk/wiltshire), email [wiltshire@solartogether.co.uk](mailto:wiltshire@solartogether.co.uk) or call 0800 048 8113. iChoosr are responsible for managing and rolling out the scheme and all enquiries about it will be going via them.

For those residents not eligible for this particular scheme, but who still want ideas on lowering their carbon footprint or information on how to access support or grants for energy efficiency in their homes, then there's more information available at [www.wiltshire.gov.uk/climate-change-individual](http://www.wiltshire.gov.uk/climate-change-individual).

If you have any questions or queries, please don't hesitate to contact [climate@wiltshire.gov.uk](mailto:climate@wiltshire.gov.uk)

We'd welcome and encourage you to share any council communications, such as social media posts and press releases, with your contacts and the local community to help spread the word about the scheme.

We'll keep you updated on the progress of this scheme.

# Update following 'Pathway to Carbon Neutral' commissioned reports

Briefing Note No. 22-12

**Service:** Climate Team

**Date prepared:** 24 May 2022

**Contact:** [climate@wiltshire.gov.uk](mailto:climate@wiltshire.gov.uk)

We wanted to provide you with an update on Wiltshire Council's, and the county's, carbon ambitions following the receipt of independent 'Pathway to Carbon Neutral' reports that the council recently commissioned.

## Background

In February 2019, at a meeting of full council, Wiltshire Council resolved to acknowledge a climate emergency and to seek to make the county of Wiltshire carbon neutral by 2030. A Climate Emergency Task Group was set up to gather evidence and come up with recommendations on achieving this. Wiltshire Council's Cabinet subsequently committed to also make the council carbon neutral by 2030. The Wiltshire Climate Strategy was adopted in February this year to support the council to meet these commitments.

The Anthesis Group, specialists in providing support and expertise to organisations looking to be as sustainable as possible, were commissioned by the council to provide a detailed technical study of its, and the county's, climate ambitions. This has provided the council with a clear picture of the way forward and the progress made so far.

## What the reports tell us

On its ambitions for the organisation itself to be carbon neutral by 2030, Anthesis found that Wiltshire Council is in a very strong position to meet its carbon neutral commitment by 2030. The main focus of the report was on the council's direct emissions, and it showed that the council has reduced its carbon footprint by 81% since 2014/15, and the projects currently in the pipeline should help get that to a 90% reduction by 2030. With further investment in offsetting, the council should reach its carbon neutral target by 2030.

Anthesis also produced a report on the county's overall ambition to be carbon neutral by 2030. That report clearly demonstrated that although Wiltshire Council will play a key role in helping the county to be carbon neutral, everyone from individuals, organisations, businesses and central government will need to play their part and step up to provide support. Real change can be achieved by 2030, and significant progress has already been made, but within the current national policy and funding constraints it's highly unlikely the county will be carbon neutral by then.

Anthesis' report showed that without any policy or funding constraints the county's carbon emissions could be reduced by 55% by 2030, but a number of things would need to happen within the next five years. This includes 72% of Wiltshire vehicles having ultra-low emissions (which was 3% in 2020), one in four Wiltshire homes being retrofitted to make them more energy efficient, 39% of domestic heating systems being electrified (9% in 2020), household recycling rates needing to increase to 59% (47% in 2019) and tree cover increasing by 21% on current levels.

**Some of the project and initiatives the council has driven forward:**

Some of the wide variety of work carried out by the council to support its carbon neutral commitment so far, includes:

- A new green energy contract for schools so they can access green energy at a competitive rate; 128 schools have signed up so far.
- Thanks to sustained investment in solar panels, in 2020/21 the council generated 450,135 kWh renewable electricity on its own estate, a 39% increase on the previous financial year.
- Two successful grant applications to Natural England totalling £10,000 to support the development of a Local Nature Recovery Strategy, plus evidence mapping for habitats across Wiltshire and Swindon.
- Energy consumption from streetlights has been reduced by part-night lighting, dimming and a £12m investment in LEDs
- So far 90 council homes have been retrofitted to improve their energy efficiency rating, with measures such as intelligent hot water cylinders, solar panels and high heat retaining storage heaters.
- The council's first Electric Vehicle Charging Infrastructure Plan has been approved, and funding has been identified and approved for a number of electric vehicle charging points in the county.
- The council is replacing several vehicles, with many of them anticipated to be electric.
- An order for new electric and non-electric bikes for council staff has been placed with a local bike charity to help reduce car miles and carbon emissions.

**Other projects the council has been involved with to support the county as a whole include:**

- All eight household recycling centres (HRCs) operated by FCC now provide separate labelled walk-in containers where residents and site staff can store good-quality items suitable for reuse or refurbishment, such as furniture. Many of these items are made available to charities, which refurbish and re-sell them or donate to families in need. Between April and September 2021, 90 tonnes of items were reused.
- An action planning day was held for town and parish councils to empower them to make practical changes in their communities.
- A new solar panel bulk buying scheme, called Solar Together Wiltshire recently launched which will enable Wiltshire residents to get high quality solar panels at a lower cost.
- The ongoing #WiltsCanDoThis behaviour change social media campaign has been seen more than 1.1 million times.
- The launch of a scheme that enables Wiltshire households with an income of £30,000 or less, and living in a property that is rated D, E, F or G for energy efficiency, the opportunity to access up to £10,000 for improvements such as insulation, solar panels and double glazing.

## **Conclusion**

At the start of the year, Wiltshire Council received an excellent rating of 81% in Climate Emergency UK's Council Climate Plan Scorecards, ranking it as the fifth best unitary authority in the UK for its response to climate change. The council is one of the leading local authorities when taking into account the progress it has made in developing and executing its climate strategy, since stating its ambition to be a carbon neutral organisation by 2030. Significant progress has been made and shows how it can complete the decarbonisation of the council.

In addition Cllr Richard Clewer was recently appointed as Co-President of the [UK100](#) and he is also Chair of the Countryside Climate Network, demonstrating that the council and the county is in a strong position to influence and has a national platform.

The Antheis report shows how important government legislation and support will be in the collective efforts to reduce carbon emissions across the county as a whole. Residents want to take action to reduce their emissions, but they will need help, and the creation of a new retrofitting industry in the county, to turn aspiration into delivery.

Wiltshire Council will keep up the momentum as much as it is able to through its Business Plan and Climate Strategy objectives but can't do it on its own, and the hope is these reports can help galvanise and inspire people to take action.

The reports provide valuable information and insight and are something the council can use to make a strong case to government that more needs to be done to support local authorities in their climate ambitions.

## **Virtual briefing – 26 May**

This briefing serves as a high-level summary of the findings of the reports, but please attend a 'Pathway to Carbon Neutral' briefing session on 26 May at 2pm via Microsoft Teams to find out more information and context, and a chance for you to have any questions answered. You should have already been sent an invite to this session, but if you haven't, please email [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk). Please attend if you can.



## Area Board Arrangements

### May 2022

### Briefing Note No. 22-13

**Service :** *Leisure, Culture and Communities*  
**Further Enquiries to:** *Rhys Schell, Service Manager, Engagement and Partnerships*  
**Date Prepared:** 23/05/2022  
**Direct contact:** [rhys.schell@wiltshire.gov.uk](mailto:rhys.schell@wiltshire.gov.uk) or 01225 716752

#### Overview

Area Board arrangements have been amended following a review that was scrutinised by an Overview and Scrutiny (OS) Task Group. This process set out to improve the Area Board funding investment arrangements; support the boards, establish and effectively deliver to evidenced based local priorities; and increase the efficiency and consistency of working groups. The overall aspiration of the amended arrangements is to build upon the excellent practice and evident success of numerous Area Boards, to address areas where there was inconsistency in practice and to ensure they are best suited to serve Wiltshire communities. The number of Area Boards, overall format, structure, and local autonomy were not part of the review.

The OS Task Group considered 16 Executive proposals and subsequently set out 24 recommendations, which have been adopted within the new arrangements. [Agenda item - Final Report of the Area Boards Task Group | Wiltshire Council.](#)

A Single Member Decision was issued from the Leader on 27 April. No comments or representations were received by 6 May, and the confirmed implementation of the changes was issued on 6 May to come into effect on 16 May 2022.

#### Background

The Area Board model was first introduced in 2009 and has delivered significant progress to develop stronger, more resilient and connected communities since its inception. The Area Boards underpin how the council operates with our communities, offering a frequent and varied platform for local engagement, consultation, collaboration, intelligence sharing and co-production of activities and services.

The overall objectives of the Area Boards remain consistent today, however, in an operating model more than 12 years old it is natural that elements should be the subject of a review and refresh to ensure they are meeting the current needs of local communities. Whilst there have been minor modifications to operating practices of the boards since 2009, there has not been a review undertaken with the involvement of Overview and Scrutiny since their inception.

The Area Boards continue to deliver to the Wiltshire Council Business Plan, with specific focus and delivery to the following aims:

- Communicate with communities in a way that promotes constructive discussion, tailored to the community's needs and developing better solutions to these.

- Empower communities and groups to act in their local area.
- Provide data and information to communities to support them with making the best decisions for themselves.
- Help the people of Wiltshire to increase their activity levels and improve their health.
- Enable a strong and active voluntary sector that is proactive in communities.
- Provide opportunities for young people to be involved in positive activities; and
- Tackle health inequalities across Wiltshire.

## **Brief Overview of Area Board Arrangements**

A summary of the main changes are highlighted in the sections below. For the full detail please see relevant appendices, many of which can be found on the [Area Board homepage](#) or provided by your local [Community Engagement Manager](#).

- Area Board Handbook 2022
- Area Board Grant Funding Criteria
- Area Board Grant Assessment Panel
- Area Board Grant Funding Flowchart
- Delegation
- Local Priorities Report; and
- Working Group Terms of Reference

## **Local Priorities**

- Area Boards will be asked to select up to five local priorities, which will be evidence led to ensure they have the greatest impact on the lives of those in our communities. Area Board resources including officer time, meetings, engagements, working groups and funding should be directed at furthering the objectives linked to the respective priorities.
- Area Boards will be asked to appoint at least one Councillor lead for each priority. Their role is set out within the Local Priorities Report.

## **Working Groups**

- Area Boards are encouraged to create or re-constitute working groups to advance local priorities and increase collaborative working. The Area Board will consider each priority, in respect of the actions required and the existing arrangements in place, prior to setting up a new working group.
- Where there is an existing community or partner led group addressing this priority, the Area Board should work in partnership and not create a working group of its own. Where a working group is required, the exact purpose is set out by the Area Board using the table found within the Working Group Terms of Reference.

## **Grant funding**

- A streamlined and robust Area Board Grant Funding Criteria has been introduced and can be found in the Area Board Grant Funding Criteria document. The main amendments are as follows:
  - Funding is available to voluntary and community sector organisations that can show a need for financial support up to a total of £5,000. Town and Parish councils are eligible to apply for revenue funding, in respect of Youth Grants or Older and Vulnerable Adult Grants, where they are able to show a need for financial support.

- Applicants will be requested to demonstrate how their project meets two aims of the Wiltshire Council Business Plan and one of the Area Board local priorities. The Area Board grant funding system is being updated to reflect this.
  - The guidance enabling boards to approve grants outside of the existing criteria due to 'exceptional circumstances' has been removed and has been replaced by a Grant Assessment Panel.
  - Matched funding requirement for applicants has reduced from £1,000 to £500, which will support increased investment leverage and encourage wider fundraising.
  - All applications must be received at least four weeks before an Area Board.
- A new Grant Assessment Panel is being introduced to escalate applications that are referred by Officers or Councillors where they are not clearly meeting the grant funding criteria. The Grant Assessment Panel will undertake an open and transparent review of referred applications and advise the Area Boards whether an exception can be granted and whether the application can proceed to determination by the Board. For full details please see Area Board Grant Assessment Panel and the Area Board Grant Funding Flowchart.
- Delegation from the Leader has been issued to all Community Engagement Managers to deal with urgent matters that may arise between meetings of the Area Board. The Community Engagement Manager (CEM) has the authority to approve expenditure from the delegated grants budget up to £1,000 per application. This is only possible when the item is deemed urgent (by CEM, Chair and Vice-Chair), follows due process enabling Area Board Councillors five working days to review and consider the application and has majority Councillor support. For further details please see the Delegation document.

## Further information and communication

Relevant updated documents are now live on the [Area Board webpage](#). Community Engagement Managers have a slide deck that they will present at the next Area Board Business Meeting. A [recorded presentation](#) that sets out the changes is also available.

An Area Board Chairs meeting will take place in early June where these arrangements will be discussed and Chairs will be requested to feedback to their respective boards if required.

Please contact Rhys Schell if you would like to attend a dedicated Wiltshire Councillor briefing session regarding these changes, which will be delivered via Microsoft Teams. Interest for this will be assessed and offered as appropriate.

**Report Author:** Rhys Schell, Service Manager, Engagement and Partnerships

**Report Date:** 23.05.2022

## Community Governance Review - Consultation Briefing Note No. 22-14

**Service:** Legal and Governance  
**Date Prepared:** 7 June 2022  
**Further enquiries to:** [cgr@wiltshire.gov.uk](mailto:cgr@wiltshire.gov.uk)

### Background

A Community Governance Review is a process where the governance arrangements of a parish may be altered by Wiltshire Council. This requires a vote by Full Council, with the process overseen and recommendations made by the Electoral Review Committee ("The committee").

This note is further to Briefing Note 21-18 advising Members of the commencement of a Community Governance Review for 2021/22, Briefing Note 21- 25 on commencement of a public survey on potential governance changes as part of the information gathering phase, and Briefing Note 22 – 08 on commencement of the consultation on the draft recommendations.

### Community Governance Review – Stage 3

As part of Stage 3 of the review process, the committee prepared draft recommendations in relation to parish governance changes in the Pewsey, Calne and Malmesbury community areas. It resolved to undertake a public consultation on those recommendations from 18 March to 5 May 2022.

The committee also held public meetings in Calne and Malmesbury during April 2022 to seek feedback on those draft recommendations.

On 31 May 2022, the committee held a meeting and considered an information pack compiling all relevant materials from the draft recommendation consultation, including feedback from parishes, the public meetings and public surveys.

The committee confirmed some of its recommendations but deferred further action in relation to proposals in Malmesbury until a future date.

In relation to proposals in the Calne area, the committee resolved to make a number of changes to some of its recommendation in response to the feedback received. This briefing note sets out the consultation details on those additional draft recommendations.

## **Additional Draft Recommendations Consultation**

The full Additional Draft Recommendation document, and a public survey, can be found at the council's webpage: <http://www.wiltshire.gov.uk/council-democracy-cgr>

Further details relevant to each area can also be requested by mail or telephone as appropriate.

**A consultation on the proposed changes will take place from 7 June 2022 – 28 June 2022.**

### **Next step**

The Committee will analyse responses to the consultation in early July and will then determine whether to formulate its final recommendations, to be considered at council as soon as practical.

Any changes to electoral arrangements for parishes, arising from the current Community Governance Review, would need to come into effect at the next scheduled ordinary parish council elections in May 2025.

Any changes to the areas of parishes would have to be effective from the start of the financial year on 1 April 2025.

## Delivery of the Trowbridge Bat Mitigation Strategy Briefing Note No. 22 - 15

**Service:** Landscape and Design team

**Date prepared:** 14/06/2022

**Contact:** [Rachel.Jones@wiltshire.gov.uk](mailto:Rachel.Jones@wiltshire.gov.uk)

The Trowbridge Bat Mitigation Strategy approved by the council in February 2020 is a means to ensure development around Trowbridge has no adverse impact on local populations of rare, protected bats, in particular Bechstein's bats. To deliver this strategy the council must secure land, and new habitat, suitable to mitigate for both recreational pressure and habitat degradation arising from new developments around Trowbridge.

Mitigation projects within the Trowbridge Bat Mitigation Strategy include:

- a. Planting and maintaining 11 kilometers / 6.9 miles of new hedgerows around Trowbridge. The intention is to fund landowners to plant and maintain new hedgerows on their land under a legal agreement.
- b. Mitigating visitor pressure by making improvements to existing recreational spaces and / or creating a new suitable alternative natural green space (SANG) through the purchase of around 30 hectares of land and creation of a new country park.
- c. Planting and maintaining around 6 to 10 hectares of new woodland. Land will be secured for this purpose.

Although these projects have a specific purpose, they will also have wider benefits for the local community and biodiversity. The projects align with the mission set out in the council's Business Plan 2022-2032.

Recreational mitigation will be funded through the Community Infrastructure Levy from an allocation already identified. Hedgerow and woodland habitat mitigation will be funded through developer contributions. Developers will pay the amounts set out in the Trowbridge Bat Mitigation Strategy Supplementary Planning Document where development is permitted and built within the identified zones.

The council is also looking at separate opportunities to benefit biodiversity to complement the introduction of the Local Nature Recovery Strategy for Wiltshire and help meet the mission in the council's business plan.

### **Our approach**

The strategy will fund hedgerow planting on private land, across a relatively large area around Trowbridge, where new hedgerows will benefit commuting bats. Wiltshire Council will approach landowners of land in suitable locations around Trowbridge. Eligible landowners will be sent an information pack which will include an introductory letter, a map of their land and detailed information about the hedgerow fund. The pack will also highlight that there are other local opportunities to work with the council to improve biodiversity such as undertaking wildlife sensitive management in exchange for payments or leasing or selling land to Wiltshire Council for habitat creation projects. The council will then work with landowners who have an interest.

### **Your role**

To be aware of the strategy and to encourage landowners to contact the Council for more information if they are interested in the scheme or have questions. Please direct them to email [sam.davis@wiltshire.gov.uk](mailto:sam.davis@wiltshire.gov.uk) with any queries.

## Wiltshire Council's Streetscene Contract Briefing Note No. 22-16

**Service:** Highway Operations  
**Further Enquiries to:** Adrian Hampton  
**Date Prepared:** 14/06/22  
**Direct Line:** [Adrian.hampton@wiltshire.gov.uk](mailto:Adrian.hampton@wiltshire.gov.uk)

Wiltshire Council's new Streetscene contract will commence on 1 December 2022. Idverde, the incumbent contractor, was the successful tenderer.

The scope of works covers a wide range of services, including grounds maintenance, grass cutting, street cleansing, election material deliveries and play area provision.

The contract has an annual value of circa £4.5m and runs for five years with a possible extension of an additional 5 years, making a potential full term up to 10 years, subject to performance.

The new contract will deliver a number of improvements, efficiencies and environmental benefits, including: a financial saving of £400,000 annually, year on year carbon reductions with carbon neutrality by 2030, a 5% increase in environmentally managed land areas and a range of social value outcomes.

The savings have been achieved through moving to an outcome-based contract. This is where the council advises the contractor of the expected delivery requirements with the contractor being responsible for delivering efficiencies.

The carbon outcomes are being delivered by the electrification of the fleet and moving to alternative fuels such as sustainable Hydrotreated Vegetable Oil (HVO).

The move to more sustainable land management is built into the contract, with a target to move to arrangements that support fauna and flora, such as wildflower areas.

Community support is a major element with the provision of streetscene activity days, equipment provision and specialised training.

The contractor will operate its services from the council's depots to retain the benefits of colocation and deliver carbon savings, waste reductions and cost sharing.



## Briefing Note 22-17

### Engagement and Partnerships Team Structure

### July 2022

**Service :** *Leisure, Culture and Communities*  
**Further Enquiries to:** *David Redfern, Assistant Director, Leisure Culture and Communities or Rhys Schell, Service Manager, Engagement and Partnerships*  
**Date Prepared:** 20 July 2022  
**Direct contact:** [David.redfern@wiltshire.gov.uk](mailto:David.redfern@wiltshire.gov.uk) or [rhys.schell@wiltshire.gov.uk](mailto:rhys.schell@wiltshire.gov.uk)

#### Overview

We wanted to update you that a new structure for the Engagement and Partnerships team has now been implemented, following a period of consultation and a subsequent competitive interview process.

The new structure will ensure officers with the right skills are in the right roles and there is an equity of resource across community areas. The work of the Area Boards has been a significant consideration throughout this process and the new staffing structure has been implemented to ensure that the Area Board model can be successfully supported and delivered. The officer roles are equitable in terms of the areas they cover, provide resilience when staff are absent and offer more clear progression opportunities. Officers will also ensure communities continue to get the support and expertise to help them to be vibrant and well-connected, as set out in our business plan.

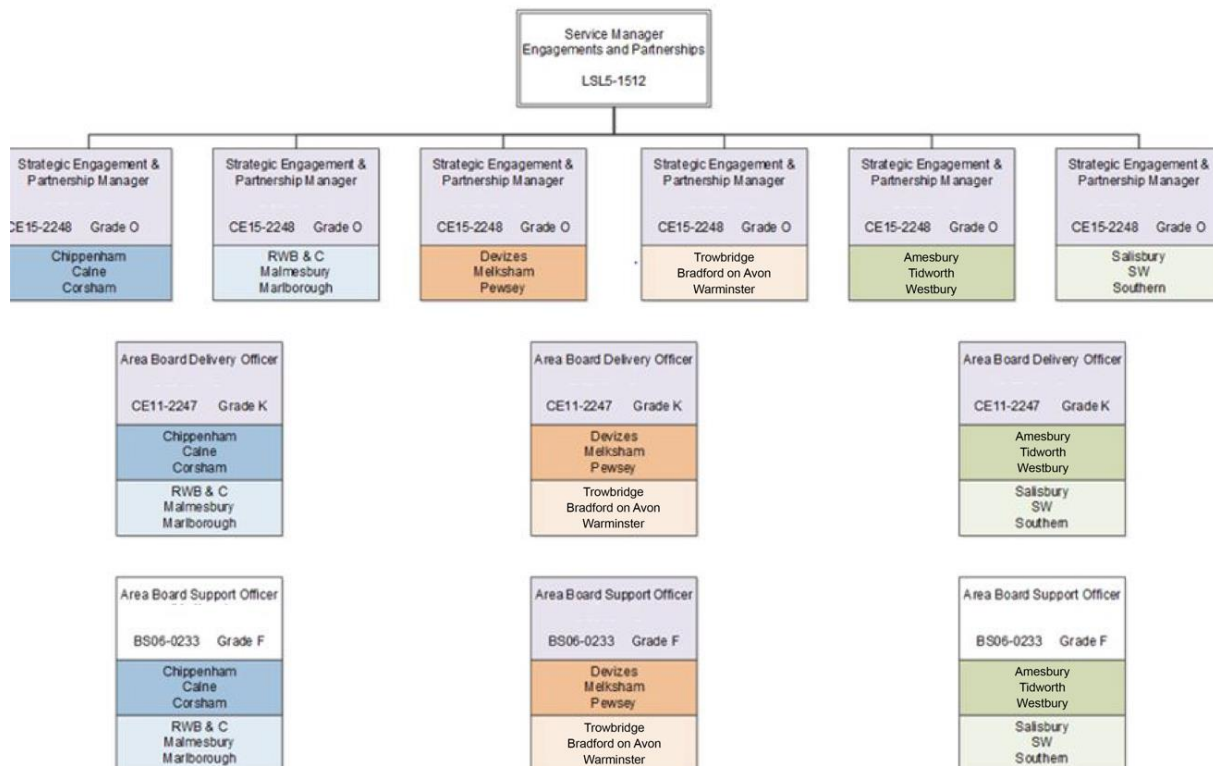
#### Staffing Structure

The new staffing structure introduces three officer levels of support to communities and Area Boards. They will work more collaboratively as a team across areas, whilst retaining named officers for Councillors and communities to directly engage with. A very brief overview of the roles is provided below.

- **Strategic Engagement and Partnerships Manager:** These posts are the main point of contact for local Councillors. They will hold overall responsibility for Area Board delivery and development of the local work plan. The managers will hold a corporate lead area for the service, which includes gaining community insight and enabling local conversation regarding topics such as children and young people, environment and older and vulnerable adults. They report to the Service Manager, Partnership and Engagement
- **Area Board Delivery Officer –** Dedicated Officers that support and facilitate Area Board delivery. They will be actively involved in business meetings, engagements, events and working groups. Responsible for linking up community partners and projects with Area Boards. They report to the Strategic Engagement and Partnership Managers.
- **Area Board Support Officer –** Oversee the Area Board grant process in terms of eligibility, reports, analysis, payments, budget monitoring and audit. Support Area Board

communications and public enquiries. They report to the Strategic Engagement and Partnership Managers.

## Structure Visual



Following a competitive interview process the new post holders will be as follows:

- Andrew Jack: Strategic Engagement and Partnerships Manager (Malmesbury, Royal Wootton Bassett and Cricklade and Marlborough)
- Ros Griffiths: Strategic Engagement and Partnerships Manager (Corsham, Chippenham and Calne)
- Liam Cripps: Strategic Engagement and Partnerships Manager (Bradford on Avon, Trowbridge and Warminster)
- Richard Rogers: Strategic Engagement and Partnerships Manager (Melksham, Devizes and Pewsey)
- Graeme Morrison: Strategic Engagement and Partnerships Manager (Westbury, Amesbury, Tidworth)
- Karen Linaker: Strategic Engagement and Partnerships Manager (South West, Salisbury, Southern Wiltshire)
- David Holker: Area Board Support Officer
- Catherine Russell: Area Board Support Officer

We will imminently be recruiting to the three Area Board Delivery Officer roles and the central Area Board Support Officer role.

We politely ask that you please be mindful and sensitive to those individuals who have been directly affected by the changes shown above.

**Briefing prepared by:** David Redfern, Assistant Director, Leisure, Culture and Communities and Rhys Schell, Service Manager, Engagement and Partnerships

**Report Date:** 20 July 2022

## Community Governance Review

### Briefing Note No. 22-18

**Service:** Democratic Services  
**Further Enquiries to:** Lisa Alexander  
**Date Prepared:** 15 August 2022  
**Contact:** [CGR@wiltshire.gov.uk](mailto:CGR@wiltshire.gov.uk)

**This note sets out the background to the Community Governance Review Process. Wiltshire Council is undertaking a Community Governance Review in certain areas beginning on 19 August 2022.**

**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 possible.

#### **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:
  - Altering, merging, grouping, creating or abolishing 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 of 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, to 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. In 2019 Wiltshire Council contacted town and parish councils requesting expressions of interest for any changes to governance from parishes. A number of areas have been reviewed each year since 2019.
10. At its [meeting](#) on 31 May 2022 the Electoral Review Committee approved the terms of reference for a Community Governance Review to start on 19 August 2022, to include the following areas:
  - Netheravon/Figcheldean
  - Warminster
  - Westbury and surrounding areas
  - Tidworth/Ludgershall
  - Castle Combe, Biddestone and Slaughterford, Nettleton, Grittleton, Yatton Keynell
  - Fovant, Donhead St Mary, Monkton Farleigh, Grimstead
11. Other areas which have submitted a request 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 take into account statutory guidance. Links to those resources are included on the webpage for the reviews.

13. The indicative timetable for the review, in accordance with the terms of reference, is set out below:

<b>Stage</b>	<b>Action</b>	<b>Dates</b>
Pre-review	Liaising with parish councils on suggested areas for consideration for review and receipt of initial submissions.	May-July 2022
Stage one	Commencement of CGR - Terms of Reference published.	August 2022
	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.	29 August – 21 October 2022
Stage two	Consideration of submissions received in relation to proposed schemes. Local briefings and meetings as appropriate with unitary councillors and/or parish representatives.	24 October 2022- 20 January 2023
	Pre-consultation surveying (if appropriate)	
	Draft recommendations prepared.	
Stage three	Draft recommendations consultation.	1 February - 28 March 2023
Stage four	Consideration of submissions received	10 April – 28 April 2023
	Additional consultations (if appropriate) Final recommendations prepared.	May 2023 May-June 2023
Decision	Final recommendations considered by Full Council.	July 2023

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

15. 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.

16. 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?**

17. 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

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

**Next step Community Governance Review**

19. 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 the webpage linked to above.

20. 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.

21. 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.



## Community Governance Review - Consultation Briefing Note No. 22-19

**Service:** Legal and Governance  
**Date Prepared:** 15 August 2022  
**Further enquiries to:** [cgr@wiltshire.gov.uk](mailto:cgr@wiltshire.gov.uk)

### Background

A Community Governance Review is a process where the governance arrangements of a parish may be altered by Wiltshire Council. This requires a vote by Full Council, with the process overseen and recommendations made by the Electoral Review Committee ("The committee").

### Community Governance Review – Stage 3

As part of Stage 3 of the review process, the committee prepared draft recommendations in relation to parish governance changes in the Pewsey, Calne and Malmesbury community areas. It resolved to undertake a public consultation on those recommendations from 18 March to 5 May 2022.

The committee also held public meetings in Calne and Malmesbury during April 2022 to seek feedback on those draft recommendations.

On 31 May 2022, the committee confirmed some of its recommendations but deferred further action in relation to proposals in Malmesbury until a future date.

On 5 July 2022 the committee agreed further recommendations for the Calne area and to consult further on warding for the renamed parish of Derry Hill & Studley

On 8 August 2022, the committee held a meeting and considered an information pack compiling all relevant materials relating to the proposals in Malmesbury, which included a revised boundary line, submitted by Brokenborough PC, and new proposals submitted by Malmesbury Town Council and additionally, a joint proposal by Cllr Gavin Grant & Cllr Martin Smith.

The committee considered all of the information and confirmed some of its previous recommendations and agreed to an online consultation on an amended recommendation relating to the warding of Malmesbury Town.

## **Second Additional Draft Recommendations Consultation**

The full Second Additional Draft Recommendation document, and a public survey, can be found at the council's webpage: <http://www.wiltshire.gov.uk/council-democracy-cgr>

Further details relevant to each area can also be requested by mail or telephone as appropriate.

**A consultation on the proposed changes will take place from 15 August 2022 – 16 September 2022.**

### **Next step**

The committee will analyse responses to the consultation in September and will then determine whether to formulate its final recommendations, to be considered at council as soon as practical.

Any changes to electoral arrangements for parishes, arising from the current Community Governance Review, would need to come into effect at the next scheduled ordinary parish council elections in May 2025.

Any changes to the areas of parishes would have to be effective from the start of the financial year on 1 April 2025.

**The 'Substantive Highways Scheme Fund' Bid Application Process for Funding in 2023/24**  
**Councillors Briefing Note**  
**No. 22-20**

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

**Date Prepared:** 30 September 2022 **Direct Line:** (01225) 713480

**THE 'SUBSTANTIVE HIGHWAYS SCHEME FUND' BID APPLICATION PROCESS FOR FUNDING IN 2023/24**

**Background**

A Substantive Highways Scheme Fund will again be made available in 2023/24 to enable Area Boards to bid (via their respective Local Highways and Footpath Improvement Groups (LHFIGs)) for funding to deliver priority transport schemes that exceed their Discretionary Highways Budget.

A two-year design and build programme has been adopted for Substantive Highways Schemes whereby Area Boards submit funding bids in the current year for detail design prior to implementation in the following financial year. As such, the bidding process will take place in 2022 for funding in 2023/24 financial year.

Subject to source funding remaining available<sup>1</sup>, the Substantive Highways Scheme Fund for the 2023/24 financial year will be set at £250,000.

**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.

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<sup>1</sup> Local Transport Plan Integrated Block – Annual Grant Funding from Department for Transport

**INTEGRATED TRANSPORT SCHEME ASSESSMENT FRAMEWORK**

OBJECTIVES	FACTOR	DESCRIPTION	SCORE
SAFETY	Accidents	<b>Number of pedestrian/cycle accidents over proposed length of scheme (last 3 years):</b> 2 points per accident up to a maximum of ten points for five or more accidents	(0 – 10)
	Threat and Intimidation	<b>Traffic volumes:</b> < 300v/hr = 0pts, 300-600v/hr = 2pts, > 600 v/hr = 3pts <b>Traffic speeds:</b> 0-5mph asl* = 0pts, 5-10mph asl* = 2pts, > 10mph asl* = 3pts <b>% HGVs:</b> < 1% = 0pts, 1-5% = 1pt, > 5% = 2pts <b>% Through traffic:</b> < 10% = 0pts, 10-50% = 1pt, > 50% = 2pts <b>Existing facilities:</b> 1 point deducted for each existing facility	(0 - 10)
ACCESSIBILITY	Population Benefiting	<b>Number of people potentially benefiting from a scheme:</b> 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	<b>Would a scheme offer improved facilities or a safer environment for children walking/cycling to school(s)?</b> Yes = 5pts; No = 0pts <b>Does the school have a 'live' School Travel Plan?</b> Yes = 5pts; No = 0pts	(0 – 10)
	Amenity Links	<b>To what level would a scheme serve local amenities:</b> 2 points each for a food shop, leisure centre, community centre, public house and Post Office	(0 – 10)
ECONOMY	Economic Considerations	<b>Would a scheme improve pedestrian/cycle access to an urban commercial/retail area?</b> Yes = 5pts; No = 0pts <b>Would a scheme improve the pedestrian/shopping environment in an urban commercial/retail area?</b> Yes = 5pts; No = 0pts	(0 – 10)
INTEGRATION	Network Linkages	<b>Would a scheme improve existing networks?</b> 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	<b>Could the scheme help achieve modal shift and reduce car use?</b> Yes = 5pts; No = 0pts <b>Is the scheme in an Air Quality Management Area?</b> 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 Local Highway and Footpath Improvement Group (LHFIG) by Friday 18<sup>th</sup> November 2022 and copied to Spencer Drinkwater in the Sustainable Transport Group*

### **Applicant Details:**

<b>Name:</b>	
<b>Area Board:</b>	
<b>Email:</b>	
<b>Tel:</b>	

### **Description and Location of Proposed Scheme:**

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

### **Scheme Costs and Funding Sought:**

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

.....  
**Signature of Area Board Chair/Strategic Engagement  
 and Partnership Manager:**

.....  
**Date:**

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 LHFIG or another source, such as a parish or town council, or be a combination of different sources. In line with the information considered in the report by Wiltshire Council's Cabinet on the change to LHFIGs, groups are reminded that the level of contribution should equate to one third of their annual discretionary allocation. 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.

Schemes for which bids are submitted must have been developed to a stage which demonstrates that the detail design work can be achieved in 2022/23 and the scheme delivered in the 2023/24 financial year when the funding will be available. Development of a scheme should include topographical surveys, completion of statutory processes, early-stage design and scheme drawing, 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. Schemes submitted without reaching the required development stage will score poorly and are unlikely to secure funding.

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.

### **Bidding Process**

Bids should be completed on the attached pro-forma application form (see **Appendix 3**) and submitted by **Friday 18 November 2022** to the highways officer serving the relevant Area Board LHFIG. 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 December 2022 by the Cabinet Member for Transport, Waste, Street Scene and Flooding.



# Community Governance Review

## Briefing Note No. 22-21

**Service:** Democratic Services  
**Further Enquiries to:** Lisa Alexander  
**Date Prepared:** 1 November 2022  
**Contact:** [CGR@wiltshire.gov.uk](mailto:CGR@wiltshire.gov.uk)

**This note sets out details of a public survey being undertaken as part of the Community Governance Review launched earlier in the year as set out in Briefing Note 22-18**

**Further details can be found on the following [webpage](#)**

### **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 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 of boundaries 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.

### **Areas included in the review**

4. At its [meeting](#) on 31 May 2022 the Electoral Review Committee approved the terms of reference for a Community Governance Review, which commenced on 22 September 2022, to include the parishes below and any parishes adjoining them:
  - Westbury and surrounding parishes
  - Ludgershall/Tidworth
  - Netheravon/Figheledean
  - Castle Combe, Biddestone and Slaughterford, Nettleton, Grittleton, Yatton Keynell
  - Fovant, Donhead St Mary, Monkton Farleigh, Grimstead

### **Public Surveys**

5. As part of its information gathering process, the Electoral Review Committee is conducting an online survey on the proposals that have been currently received.
6. The surveys for each of the following area can be accessed from the main [CGR webpage](#) :
  - 01 – Westbury / Heywood / Bratton
  - 02 – Ludgershall / Tidworth
  - 03 – Netheravon / Figheledean
  - 04 – Grittleton / Castle Combe / Nettleton
  - 05 – Yatton Keynell / Biddlestone & Slaughterford
  - 06 – Warminster
  - 07 – Donhead St Mary
  - 08 – Fovant
  - 09 – Monkton Farleigh
  - 10 – Grimstead
7. A series of informal information gathering sessions with town and parish councils and Wiltshire Council Divisional Members have taken place online during October and will continue into November 2022.
8. In addition to briefing notes and advertisement through local Area Board meetings, town and parish councils impacted on will be urged to publicise the details within their local communities.
9. Following consideration of any comments, and other information gathering, the Electoral Review Committee will prepare draft recommendations for each area. It will then undertake a formal consultation on those recommendations in 2023.

## Briefing Note No. 22-22

### Avian Influenza update

### November 2022

**Service:** Public Protection  
**Further Enquiries to:** [animalhealth@wiltshire.gov.uk](mailto:animalhealth@wiltshire.gov.uk)  
**Date Prepared:** 01/11/2022

#### Introduction

Following a UK-wide increase in the number of detections of Avian Influenza (bird flu) in wild birds and on commercial premises, last week the Chief Veterinary Officers from England, Scotland and Wales declared an Avian Influenza Prevention Zone (AIPZ) across Great Britain to mitigate the risk of the disease spreading amongst poultry and captive birds.

It is likely that cases will become more common in the UK and the county so we thought it would be useful to share information with you, should you receive any enquiries from your local communities.

#### Background

Highly Pathogenic Avian Influenza (HPAI) is a highly infectious viral disease affecting the respiratory, digestive and / or nervous system of many species of birds.

Avian Influenza is not airborne. It is spread by movement of infected birds or contact with respiratory secretions and in particular faeces, either directly or through contaminated objects, clothes and vehicles.

The severity of disease depends upon the strain of the virus and the type of bird infected. Some strains known as 'Highly Pathogenic Avian Influenza' (HPAI) viruses have the potential to cause severe disease in poultry, associated with a high death rate (up to 100%). The disease can develop so rapidly that birds may die without showing any previous signs of disease.

Prevention and control of HPAI is critical to the health and welfare of animals, the economy and international trade.

Humans and other animals can be infected through close contact with live infected birds. The cases of this occurring are extremely limited and the risk to human health is normally negligible. The UK Health Security Agency (UKHSA) has said that Avian Influenza is primarily a disease of birds and the risk to the general public's health is very low.

The Food Standards Agency has said that on the basis of the current scientific evidence, Avian Influenza poses a very low food safety risk for UK consumers. Properly cooked poultry and poultry products, including eggs, are safe to eat.

Avian Influenza is unconnected with COVID-19.

It is now a legal requirement for all bird keepers in Great Britain to follow strict biosecurity measures to help protect their flocks from the threat of Avian Influenza

We are reminding bird keepers, whether they have pets or commercial flocks, to keep a close watch on their birds for signs of disease, maintain good biosecurity and follow the latest guidance. People should not touch or pick up any dead or visibly sick wild birds that they find. They should call the DEFRA helpline on 03459 33 55 77 if they find:

- One or more dead bird of prey or owl
- Three or more dead gulls or wild waterfowl (swans, geese and ducks)
- Five or more dead birds of any species

If they are not needed for Avian Influenza surveillance purposes, there is [advice for members of the public](#) to follow for the disposal of dead garden birds.

If anyone suspects any type of Avian Influenza in poultry or captive birds they must report it immediately by calling the DEFRA Rural Services Helpline on 03000 200 301.

## Latest situation

Mandatory housing measures for all poultry and captive birds are to be introduced to all areas of England from 00:01 on Monday 7 November 2022, following a decision by the United Kingdom's Chief Veterinary Officer.

The housing measures legally require all bird keepers to keep their birds indoors and to follow stringent biosecurity measures to help protect their flocks from the disease, regardless of type or size.

The order will extend the mandatory housing measures already in force in the hot spot area of Suffolk, Norfolk and parts of Essex to the whole of England following an increase in the national risk of bird flu in wild birds to very high.

Over the last year, the United Kingdom has faced its largest ever outbreak of Avian Influenza with over 200 cases confirmed since late October 2021. The introduction of the housing measures comes after the disease was detected at over 70 premises since the beginning of October, as well as multiple reports in wild birds.

More information about the housing order can be found at [Avian influenza: Housing order to be introduced across England - GOV.UK \(www.gov.uk\)](#).

In addition to the AIPZ, which is already in force, this means all bird keepers across England must:

- house or net all poultry and captive birds
- cleanse and disinfect clothing, footwear, equipment and vehicles before and after contact with poultry and captive birds – if practical, use disposable protective clothing
- reduce the movement of people, vehicles or equipment to and from areas where poultry and captive birds are kept, to minimise contamination from manure, slurry and other products, and use effective vermin control

- keep records of mortality, movement of poultry and poultry products and any changes in production
- thoroughly cleanse and disinfect housing on a continuous basis
- keep fresh disinfectant at the right concentration at all farm and poultry housing entry and exit points
- minimise direct and indirect contact between poultry and captive birds and wild birds, including making sure all feed and water is not accessible to wild birds
- prevent access by poultry to ponds and watercourses and ensure that birds are kept in fenced or enclosed areas

There is currently a case of Avian Influenza among captive birds at a premises in Amesbury. When cases like this are confirmed a 3km captive bird-controlled zone is set up which helps to mitigate any ongoing transmission (more information can be found below in the 'Local Authority Role' section).

The Government regularly updates its dedicated webpage, which includes details of the latest confirmed cases across the country. The webpage can be found at [Avian influenza \(bird flu\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk/avian-influenza).

The Wiltshire Council website also has some information about Avian Influenza. It can be found at [Livestock health and welfare - Wiltshire Council](#).

## **Local authority role**

On confirmation of a case the local authority (lead by the Animal and Plant Health Agency) assists in the disease control response. This is primarily done by foot patrols where staff target all premises within 3km of an infected premises to locate all captive birds kept. This is to ensure APHA is aware of all bird keepers so they can conduct inspections to check for signs of disease.

Other responses include:

- Promote and encourage poultry keepers to comply with the Prevention Zone Measures (via our external communications channels) and other guidance in place
- Active enforcement in the event of non-compliance i.e., keepers refusing to house birds
- Carcass disposal – Where dead birds are on public land it is the local authority's responsibility to safely dispose of the carcasses as animal by-products where it is warranted
- Placement of road signage indicating the beginning/end of a disease zone
- Closure of footpaths or rights of way if necessary (indicated by APHA)

We will keep you updated should there be any significant updates. If you have any questions, please do not hesitate to email [animalhealth@wiltshire.gov.uk](mailto:animalhealth@wiltshire.gov.uk)