

AGENDA SUPPLEMENT (1)

Meeting: Council
Place: Council Chamber, County Hall, Trowbridge
Date: Tuesday 23 February 2010
Time: 10.30 am

The Agenda for the above meeting was published on 12 February 2010 and indicated that the reports detailed below would be to follow. These are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Yamina Rhouati, of Democratic and Members' Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718024 or email yaminarhouati@wiltshire.gov.uk

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

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

6. Public Participation

Any questions received from members of the public will be emailed to Councillors on Friday 19 February and posted on the Council's website. Questions together with responses will be circulated on the day of the meeting via the Group Rooms.

7. Budget 2010/11 (Pages 1 - 16)

The Formal Council Tax Resolution

The report of the Joint Overview and Scrutiny Select Committee held on 16 February 2010 will be circulated as soon as possible.

8. **Statement of Community Involvement** *(Pages 17 - 80)*

Statement of Community Involvement document as recommended by Cabinet at its meeting on 11 February 2010.

9. **Councillors' Questions**

Questions received from Councillors will be emailed to Councillors on Friday 19 February and posted on the Council's website. Questions together with responses will be circulated on the day of the meeting via the Group Rooms.

12. **Minutes of Cabinet and Committees**

Cabinet	-	11 February 2010 <i>(Pages 81 - 90)</i>
Children's Services Select Committee	-	28 January 2010 <i>(Pages 91 - 102)</i>
Audit Committee	-	9 December 2009 <i>(Pages 103 - 112)</i>
*Standards Committee	-	3 February 2010 <i>(Pages 113 - 123)</i>

*Council is asked to consider the following recommendation of the Standards Committee. The report considered by the Standards Committee in arriving at its recommendation is also attached as background information.

Recommendation:

- 1. That the Standards Committee recommends to Council that members and co-opted members of Wiltshire Council may opt into the on-line publication of their entries in the statutory register of members' interests.**
- 2. That the on-line version of the register be redacted to remove copies of councillors' signatures.**

WILTSHIRE COUNCIL

COUNCIL

23 FEBRUARY 2010

COUNCIL TAX SETTING 2010-11

Executive Summary

This report sets out, in the complex format prescribed by law, the resolutions required from the Council to set council tax for the year 2010-11.

Using the tax base approved by cabinet on 15 December 2009 of 178,139.40 Band D equivalent households, and the draft net budget requirement of £348.547 million (of which £217.763m is funded by council tax) gives a band D council tax for 2010-11 of £1,222.43.

Fire, police and parish precepts are in addition to this basic council tax.

The main body of the report sets out the statutory calculations, and shows the fire, police and parish precepts for every parish in Wiltshire along with the total tax figures.

Proposal

That the Council approves the Council Tax Resolutions as set out in this report.

Reason for Proposal

To meet the statutory requirement to set council tax.

Martin Donovan

Chief Financial Officer

WILTSHIRE COUNCIL

COUNCIL

23 FEBRUARY 2010

COUNCIL TAX SETTING 2010-11

Purpose of Report

1. To make the statutory resolutions to set the Council Tax for 2010/11, in the complex format prescribed by law.

Background

2. The Local Government Act 1992 sets out the calculations a council must make to set its council tax for the coming year.
3. Council tax each year is calculated in two steps. First, the equivalent number of Band D households is calculated (“the tax base”). Then, the Council follows a series of steps laid down by law to identify the amount required to be raised from council tax. This comes from the Council’s net revenue expenditure less income from Revenue Support Grant, share of National Non Domestic Rating Pool (NNDR – “business rates”) and surplus or deficit from the Collection Fund. Dividing this amount by the “tax base” gives the basic amount of Council Tax payable by a Band D household before major and local precepts.

Major precepts are charges from police and fire authorities; local precepts are charges from parishes (town and parish councils).

4. By law the Council must set its council tax before 11 March each year and cannot set council tax before the earlier of the following:
 - 1 March in the financial year before the year for which council tax is set;
 - Or the date of issue of the last major precept.
5. The Society of County Treasurers issues a closed-circulation council tax survey each year. The 2010-11 initial survey shows indicated tax levels of:

New unitary:	Cornwall	Northumberland	Shropshire	Wiltshire
Predecessor districts	6	6	5	4
Equalised	2009/10	2009/10	2011/12	2010/11
Maximum increase %			3.5%	2.5%
Average increase %	2.9%	2.8%	1.1%	2.3%

Main Considerations for the Council

6. The Council will be aware that the various resolutions needed to formally set the council tax for Wiltshire residents must be as defined by law.

7. Wiltshire Council is in the final year of equalising Council Tax across the county, as shown in the table below.

	2009-10	2010-11	Increase £	Increase %
Salisbury	£1,192.61	£1,222.43	£29.82	2.5%
Kennet	£1,192.61	£1,222.43	£29.82	2.5%
North Wiltshire	£1,192.61	£1,222.43	£29.82	2.5%
West Wiltshire	£1,200.88	£1,222.43	£21.55	1.8%
Wiltshire Average	£1,194.84	£1,222.43	£27.59	2.3%

Council Tax Resolution

8. That it be noted that at its meeting on 15th December 2009 Cabinet calculated the following amounts for the year 2010-11 in accordance with The Local Authorities (Calculation of Council Tax Base) (Amendment) Regulations 2003 made under Section 33(5) of the Local Government Finance Act 1992 (“the Act”):
- a) 178,139.4 being the amount calculated by the Council, in accordance with The Local Authorities (Calculation of Council Tax Base) (Amendment) Regulations 2003, as its council tax base for the year;
 - b) Part of the Council's Area (Council Tax Base for each parish)
9. That it be noted the revenue and capital budget proposals for 2010-11 are as approved elsewhere on the agenda for these meetings.
10. That the following amounts be now calculated by the Council for the year 2010-11 in accordance with sections 32 to 36 of the Local Government and Finance Act 1992:
- a) £885,825,288 (Gross Revenue Expenditure including parish precepts) being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) (a) to (e) of the Act;
 - b) £552,457,964 (Revenue Income) being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) (a) to (c) of the Act;
 - c) £333,367,324 (Net Revenue Expenditure including parish precepts) Being the amount by which the aggregate at 10(a) above exceeds the aggregate at 10(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year;

- d) £103,244,270 (Total of Revenue Support Grant, share of National Non Domestic Rating Pool and Estimated Balance on the Collection Fund to be refunded to council tax payers)
being the aggregate of the sums which the Council estimates will be payable for the year into its general fund in respect of redistributed non-domestic rates and revenue support grant and increased by the amount of any sum which the Council estimates will be transferred from its collection fund to its general fund pursuant to the Collection Fund (Community Charges) (England) Directions 1994 under section 98(4) of the Local Government Finance Act 1988;
- e) £1,291.81 (Wiltshire Council Band D tax plus average parish councils Band D Tax)
being the amount at 10(c) above less the amount at 10(d) above, all divided by the amount at 8(a) above, calculated by the Council, in accordance with section 33(1) of the Act, as the basic amount of its council tax for the year as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
861.20	1004.74	1148.27	1291.81	1578.88	1865.95	2153.01	2583.62

- f) £12,360,288 (Aggregate of parish and town council precepts)
being the aggregate amount of all special items referred to in section 34(1) of the Act;
- g) £1,222.43 (Band D tax for Wiltshire Council purposes only)
being the amount at 10(e) above less the result given by dividing the amount at 10(f) above by the amount at 8(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates as shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
814.95	950.78	1086.6	1222.43	1494.08	1765.73	2037.38	2444.86

- h) Part of the Council's Area (List of each Parish's Council Band D tax)

That the table at Appendix 1 shows the amounts relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 8(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate;

11. That it be noted that for the year 2010-11 the **Wiltshire Police Authority** has stated the following amounts in precepts issued to the Authority, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
105.18	122.71	140.24	157.77	192.83	227.89	262.95	315.54

12. That it be noted that for the year 2010-11 the **Wiltshire & Swindon Fire Authority** has stated the following amounts in precepts issued to the Authority, in accordance with Section 40 of the Local Government Finance Act 1992 and Section 83 of the Local Government Act 2003, for each of the categories of dwellings shown below:

Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
41.59	48.52	55.45	62.38	76.24	90.10	103.97	124.76

13. That, having calculated the aggregate in each case of the amounts at 10(h) 11 and 12 above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts shown in the table at Appendix 1 as the amounts of council tax for the year 2010-11 for each of the categories of dwellings shown in the table:-

Part of the Council's Area (List of total tax figures for all bands of property for all parishes within Wiltshire – including Parish, Wiltshire Council, Wiltshire Police Authority and Wiltshire and Swindon Fire Authority elements).

Environmental Impact of the Proposal

14. None

Equalities Impact of the Proposal

15. None have been identified as directly arising from this report, although equality aspects have been considered by officers and portfolio holders when preparing budget proposals.

Risk Assessment

16. A full risk assessment of the budget proposals has been provided by the Chief Finance Officer in the Revenue Budget 10/11 Cabinet report.

Financial Implications

17. These are explicit within the report.

Legal Implications

18. The legal implications are outlined in the report.

Options Considered

19. The calculations are as defined by law, and the figures will change only if the budget proposal is amended.

Reasons for Proposals

20. To meet the statutory requirement to set the Council Tax.

Proposal

21. That the Council approves the resolutions as set out within the report.

Report Author: Andy Brown Interim Head of Financial Planning

The following published documents set out the statutory requirements and powers relevant to the subject of this report:

Local Government and Finance Act 1992
Local Government and Finance Act 1988
Local Government Act 2003
Wiltshire Council Budget 2010-11 budget report

The following published documents have been used as guidance during the preparation of this report:

CIPFA Technical Information Service "Guide to the Council Tax / Setting of Council Tax" www.tisonline.net/counciltax
Society of County Treasurers "Council Tax 2010-11 survey results"
http://www.sctnet.org.uk/council_tax_survey.asp

Appendices:

Appendix 1 Wiltshire Council Tax Levy 2010-11 By Parish

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Aldbourne	1,222.43	157.77	62.38	26.44	979.35	1,142.57	1,305.80	1,469.02	1,795.47	2,121.92	2,448.37	2,938.04
Alderbury	1,222.43	157.77	62.38	31.98	983.04	1,146.88	1,310.72	1,474.56	1,802.24	2,129.92	2,457.60	2,949.12
All Cannings	1,222.43	157.77	62.38	36.17	985.83	1,150.14	1,314.44	1,478.75	1,807.36	2,135.97	2,464.58	2,957.50
Allington	1,222.43	157.77	62.38	40.44	988.68	1,153.46	1,318.24	1,483.02	1,812.58	2,142.14	2,471.70	2,966.04
Alton	1,222.43	157.77	62.38	17.36	973.29	1,135.51	1,297.72	1,459.94	1,784.37	2,108.80	2,433.23	2,919.88
Alvediston	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Amesbury	1,222.43	157.77	62.38	47.14	993.15	1,158.67	1,324.20	1,489.72	1,820.77	2,151.82	2,482.87	2,979.44
Ansty	1,222.43	157.77	62.38	17.24	973.21	1,135.42	1,297.62	1,459.82	1,784.22	2,108.63	2,433.03	2,919.64
Ashton Keynes	1,222.43	157.77	62.38	48.82	994.27	1,159.98	1,325.69	1,491.40	1,822.82	2,154.24	2,485.67	2,982.80
Atworth	1,222.43	157.77	62.38	25.45	978.69	1,141.80	1,304.92	1,468.03	1,794.26	2,120.49	2,446.72	2,936.06
Avebury	1,222.43	157.77	62.38	47.84	993.61	1,159.22	1,324.82	1,490.42	1,821.62	2,152.83	2,484.03	2,980.84
Barford St Martin	1,222.43	157.77	62.38	33.05	983.75	1,147.71	1,311.67	1,475.63	1,803.55	2,131.47	2,459.38	2,951.26
Baydon	1,222.43	157.77	62.38	36.42	986.00	1,150.33	1,314.67	1,479.00	1,807.67	2,136.33	2,465.00	2,958.00
Beechingstoke	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Berwick Bassett & W/Bourne Monkton	1,222.43	157.77	62.38	6.22	965.87	1,126.84	1,287.82	1,448.80	1,770.76	2,092.71	2,414.67	2,897.60
Berwick St James	1,222.43	157.77	62.38	9.45	968.02	1,129.36	1,290.69	1,452.03	1,774.70	2,097.38	2,420.05	2,904.06
Berwick St John	1,222.43	157.77	62.38	23.83	977.61	1,140.54	1,303.48	1,466.41	1,792.28	2,118.15	2,444.02	2,932.82
Berwick St Leonard	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Biddestone	1,222.43	157.77	62.38	28.52	980.73	1,144.19	1,307.64	1,471.10	1,798.01	2,124.92	2,451.83	2,942.20
Bishops Cannings	1,222.43	157.77	62.38	21.86	976.29	1,139.01	1,301.72	1,464.44	1,789.87	2,115.30	2,440.73	2,928.88
Bishopstone	1,222.43	157.77	62.38	14.39	971.31	1,133.20	1,295.08	1,456.97	1,780.74	2,104.51	2,428.28	2,913.94
Bishopstrow	1,222.43	157.77	62.38	14.45	971.35	1,133.25	1,295.14	1,457.03	1,780.81	2,104.60	2,428.38	2,914.06
Bowerchalke	1,222.43	157.77	62.38	11.32	969.27	1,130.81	1,292.36	1,453.90	1,776.99	2,100.08	2,423.17	2,907.80
Box	1,222.43	157.77	62.38	72.03	1,009.74	1,178.03	1,346.32	1,514.61	1,851.19	2,187.77	2,524.35	3,029.22
Boyton	1,222.43	157.77	62.38	8.94	967.68	1,128.96	1,290.24	1,451.52	1,774.08	2,096.64	2,419.20	2,903.04
Bradford On Avon	1,222.43	157.77	62.38	86.17	1,019.17	1,189.03	1,358.89	1,528.75	1,868.47	2,208.19	2,547.92	3,057.50
Bratton	1,222.43	157.77	62.38	46.57	992.77	1,158.23	1,323.69	1,489.15	1,820.07	2,150.99	2,481.92	2,978.30
Braydon	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Bremhill	1,222.43	157.77	62.38	10.85	968.95	1,130.45	1,291.94	1,453.43	1,776.41	2,099.40	2,422.38	2,906.86

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Brinkworth	1,222.43	157.77	62.38	27.40	979.99	1,143.32	1,306.65	1,469.98	1,796.64	2,123.30	2,449.97	2,939.96
Britford	1,222.43	157.77	62.38	2.92	963.67	1,124.28	1,284.89	1,445.50	1,766.72	2,087.94	2,409.17	2,891.00
Broad Hinton & W/Bourne Bassett	1,222.43	157.77	62.38	14.07	971.10	1,132.95	1,294.80	1,456.65	1,780.35	2,104.05	2,427.75	2,913.30
Broad Town	1,222.43	157.77	62.38	12.04	969.75	1,131.37	1,293.00	1,454.62	1,777.87	2,101.12	2,424.37	2,909.24
Broadchalke	1,222.43	157.77	62.38	17.41	973.33	1,135.55	1,297.77	1,459.99	1,784.43	2,108.87	2,433.32	2,919.98
Brokenborough	1,222.43	157.77	62.38	12.10	969.79	1,131.42	1,293.05	1,454.68	1,777.94	2,101.20	2,424.47	2,909.36
Bromham	1,222.43	157.77	62.38	39.83	988.27	1,152.99	1,317.70	1,482.41	1,811.83	2,141.26	2,470.68	2,964.82
Broughton Gifford	1,222.43	157.77	62.38	13.98	971.04	1,132.88	1,294.72	1,456.56	1,780.24	2,103.92	2,427.60	2,913.12
Bulford	1,222.43	157.77	62.38	36.34	985.95	1,150.27	1,314.60	1,478.92	1,807.57	2,136.22	2,464.87	2,957.84
Bulkington	1,222.43	157.77	62.38	36.30	985.92	1,150.24	1,314.56	1,478.88	1,807.52	2,136.16	2,464.80	2,957.76
Burbage	1,222.43	157.77	62.38	17.97	973.70	1,135.98	1,298.27	1,460.55	1,785.12	2,109.68	2,434.25	2,921.10
Burcombe	1,222.43	157.77	62.38	18.90	974.32	1,136.71	1,299.09	1,461.48	1,786.25	2,111.03	2,435.80	2,922.96
Buttermere	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Calne	1,222.43	157.77	62.38	202.90	1,096.99	1,279.82	1,462.65	1,645.48	2,011.14	2,376.80	2,742.47	3,290.96
Calne Without	1,222.43	157.77	62.38	5.33	965.27	1,126.15	1,287.03	1,447.91	1,769.67	2,091.43	2,413.18	2,895.82
Castle Combe	1,222.43	157.77	62.38	24.82	978.27	1,141.31	1,304.36	1,467.40	1,793.49	2,119.58	2,445.67	2,934.80
Chapmanslade	1,222.43	157.77	62.38	17.85	973.62	1,135.89	1,298.16	1,460.43	1,784.97	2,109.51	2,434.05	2,920.86
Charlton	1,222.43	157.77	62.38	19.78	974.91	1,137.39	1,299.88	1,462.36	1,787.33	2,112.30	2,437.27	2,924.72
Charlton St Peter & Wilsford	1,222.43	157.77	62.38	9.23	967.87	1,129.19	1,290.50	1,451.81	1,774.43	2,097.06	2,419.68	2,903.62
Cherhill	1,222.43	157.77	62.38	15.55	972.09	1,134.10	1,296.12	1,458.13	1,782.16	2,106.19	2,430.22	2,916.26
Chicklade	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Chilmark	1,222.43	157.77	62.38	24.81	978.26	1,141.30	1,304.35	1,467.39	1,793.48	2,119.56	2,445.65	2,934.78
Chilton Foliat	1,222.43	157.77	62.38	29.82	981.60	1,145.20	1,308.80	1,472.40	1,799.60	2,126.80	2,454.00	2,944.80
Chippenham	1,222.43	157.77	62.38	128.76	1,047.56	1,222.15	1,396.75	1,571.34	1,920.53	2,269.71	2,618.90	3,142.68
Chippenham Without	1,222.43	157.77	62.38	39.44	988.01	1,152.68	1,317.35	1,482.02	1,811.36	2,140.70	2,470.03	2,964.04
Chirton	1,222.43	157.77	62.38	8.28	967.24	1,128.45	1,289.65	1,450.86	1,773.27	2,095.69	2,418.10	2,901.72
Chitterne	1,222.43	157.77	62.38	41.48	989.37	1,154.27	1,319.16	1,484.06	1,813.85	2,143.64	2,473.43	2,968.12
Cholderton	1,222.43	157.77	62.38	38.99	987.71	1,152.33	1,316.95	1,481.57	1,810.81	2,140.05	2,469.28	2,963.14
Christian Malford	1,222.43	157.77	62.38	24.76	978.23	1,141.26	1,304.30	1,467.34	1,793.42	2,119.49	2,445.57	2,934.68

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Chute	1,222.43	157.77	62.38	34.90	984.99	1,149.15	1,313.32	1,477.48	1,805.81	2,134.14	2,462.47	2,954.96
Chute Forest	1,222.43	157.77	62.38	24.54	978.08	1,141.09	1,304.11	1,467.12	1,793.15	2,119.17	2,445.20	2,934.24
Clarendon Park	1,222.43	157.77	62.38	8.97	967.70	1,128.98	1,290.27	1,451.55	1,774.12	2,096.68	2,419.25	2,903.10
Clyffe Pypard	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Codford	1,222.43	157.77	62.38	15.91	972.33	1,134.38	1,296.44	1,458.49	1,782.60	2,106.71	2,430.82	2,916.98
Colerne	1,222.43	157.77	62.38	42.88	990.31	1,155.36	1,320.41	1,485.46	1,815.56	2,145.66	2,475.77	2,970.92
Collingbourne Ducis	1,222.43	157.77	62.38	44.09	991.11	1,156.30	1,321.48	1,486.67	1,817.04	2,147.41	2,477.78	2,973.34
Collingbourne Kingston	1,222.43	157.77	62.38	43.56	990.76	1,155.89	1,321.01	1,486.14	1,816.39	2,146.65	2,476.90	2,972.28
Compton Bassett	1,222.43	157.77	62.38	16.83	972.94	1,135.10	1,297.25	1,459.41	1,783.72	2,108.04	2,432.35	2,918.82
Compton Chamberlayne	1,222.43	157.77	62.38	42.11	989.79	1,154.76	1,319.72	1,484.69	1,814.62	2,144.55	2,474.48	2,969.38
Coombe Bissett	1,222.43	157.77	62.38	47.87	993.63	1,159.24	1,324.84	1,490.45	1,821.66	2,152.87	2,484.08	2,980.90
Corsham	1,222.43	157.77	62.38	108.15	1,033.82	1,206.12	1,378.43	1,550.73	1,895.34	2,239.94	2,584.55	3,101.46
Corsley	1,222.43	157.77	62.38	13.00	970.39	1,132.12	1,293.85	1,455.58	1,779.04	2,102.50	2,425.97	2,911.16
Coulston	1,222.43	157.77	62.38	24.56	978.09	1,141.11	1,304.12	1,467.14	1,793.17	2,119.20	2,445.23	2,934.28
Cricklade	1,222.43	157.77	62.38	135.51	1,052.06	1,227.40	1,402.75	1,578.09	1,928.78	2,279.46	2,630.15	3,156.18
Crudwell	1,222.43	157.77	62.38	28.54	980.75	1,144.20	1,307.66	1,471.12	1,798.04	2,124.95	2,451.87	2,942.24
Dauntsey	1,222.43	157.77	62.38	33.76	984.23	1,148.26	1,312.30	1,476.34	1,804.42	2,132.49	2,460.57	2,952.68
Devizes	1,222.43	157.77	62.38	103.68	1,030.84	1,202.65	1,374.45	1,546.26	1,889.87	2,233.49	2,577.10	3,092.52
Dilton Marsh	1,222.43	157.77	62.38	26.51	979.39	1,142.63	1,305.86	1,469.09	1,795.55	2,122.02	2,448.48	2,938.18
Dinton	1,222.43	157.77	62.38	33.32	983.93	1,147.92	1,311.91	1,475.90	1,803.88	2,131.86	2,459.83	2,951.80
Donhead St Andrew	1,222.43	157.77	62.38	13.04	970.41	1,132.15	1,293.88	1,455.62	1,779.09	2,102.56	2,426.03	2,911.24
Donhead St Mary	1,222.43	157.77	62.38	24.92	978.33	1,141.39	1,304.44	1,467.50	1,793.61	2,119.72	2,445.83	2,935.00
Downton	1,222.43	157.77	62.38	30.77	982.23	1,145.94	1,309.64	1,473.35	1,800.76	2,128.17	2,455.58	2,946.70
Durnford	1,222.43	157.77	62.38	8.69	967.51	1,128.77	1,290.02	1,451.27	1,773.77	2,096.28	2,418.78	2,902.54
Durrington	1,222.43	157.77	62.38	47.14	993.15	1,158.67	1,324.20	1,489.72	1,820.77	2,151.82	2,482.87	2,979.44
East Kennett	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
East Knoyle	1,222.43	157.77	62.38	23.42	977.33	1,140.22	1,303.11	1,466.00	1,791.78	2,117.56	2,443.33	2,932.00
Easterton	1,222.43	157.77	62.38	42.96	990.36	1,155.42	1,320.48	1,485.54	1,815.66	2,145.78	2,475.90	2,971.08
Easton Grey	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Easton Royal	1,222.43	157.77	62.38	35.65	985.49	1,149.73	1,313.98	1,478.23	1,806.73	2,135.22	2,463.72	2,956.46
Ebbesbourne Wake	1,222.43	157.77	62.38	16.29	972.58	1,134.68	1,296.77	1,458.87	1,783.06	2,107.26	2,431.45	2,917.74
Edington	1,222.43	157.77	62.38	17.33	973.27	1,135.49	1,297.70	1,459.91	1,784.33	2,108.76	2,433.18	2,919.82
Enford	1,222.43	157.77	62.38	31.68	982.84	1,146.65	1,310.45	1,474.26	1,801.87	2,129.49	2,457.10	2,948.52
Erlestoke	1,222.43	157.77	62.38	48.33	993.94	1,159.60	1,325.25	1,490.91	1,822.22	2,153.54	2,484.85	2,981.82
Etchilhampton	1,222.43	157.77	62.38	26.14	979.15	1,142.34	1,305.53	1,468.72	1,795.10	2,121.48	2,447.87	2,937.44
Everleigh	1,222.43	157.77	62.38	36.23	985.87	1,150.19	1,314.50	1,478.81	1,807.43	2,136.06	2,464.68	2,957.62
Figheledean	1,222.43	157.77	62.38	64.66	1,004.83	1,172.30	1,339.77	1,507.24	1,842.18	2,177.12	2,512.07	3,014.48
Firsdawn	1,222.43	157.77	62.38	20.21	975.19	1,137.73	1,300.26	1,462.79	1,787.85	2,112.92	2,437.98	2,925.58
Fittleton	1,222.43	157.77	62.38	41.02	989.07	1,153.91	1,318.76	1,483.60	1,813.29	2,142.98	2,472.67	2,967.20
Fonthill Bishop	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Fonthill Gifford	1,222.43	157.77	62.38	23.73	977.54	1,140.46	1,303.39	1,466.31	1,792.16	2,118.00	2,443.85	2,932.62
Fovant	1,222.43	157.77	62.38	19.25	974.55	1,136.98	1,299.40	1,461.83	1,786.68	2,111.53	2,436.38	2,923.66
Froxfield	1,222.43	157.77	62.38	30.98	982.37	1,146.10	1,309.83	1,473.56	1,801.02	2,128.48	2,455.93	2,947.12
Fyfield & West Overton	1,222.43	157.77	62.38	22.63	976.81	1,139.61	1,302.41	1,465.21	1,790.81	2,116.41	2,442.02	2,930.42
Grafton	1,222.43	157.77	62.38	16.77	972.90	1,135.05	1,297.20	1,459.35	1,783.65	2,107.95	2,432.25	2,918.70
Great Bedwyn	1,222.43	157.77	62.38	28.69	980.85	1,144.32	1,307.80	1,471.27	1,798.22	2,125.17	2,452.12	2,942.54
Great Cheverell	1,222.43	157.77	62.38	31.10	982.45	1,146.20	1,309.94	1,473.68	1,801.16	2,128.65	2,456.13	2,947.36
Great Hinton	1,222.43	157.77	62.38	17.84	973.61	1,135.88	1,298.15	1,460.42	1,784.96	2,109.50	2,434.03	2,920.84
Great Somerford	1,222.43	157.77	62.38	18.45	974.02	1,136.36	1,298.69	1,461.03	1,785.70	2,110.38	2,435.05	2,922.06
Great Wishford	1,222.43	157.77	62.38	17.51	973.39	1,135.63	1,297.86	1,460.09	1,784.55	2,109.02	2,433.48	2,920.18
Grimstead	1,222.43	157.77	62.38	11.21	969.19	1,130.73	1,292.26	1,453.79	1,776.85	2,099.92	2,422.98	2,907.58
Grittleton	1,222.43	157.77	62.38	14.63	971.47	1,133.39	1,295.30	1,457.21	1,781.03	2,104.86	2,428.68	2,914.42
Ham	1,222.43	157.77	62.38	15.99	972.38	1,134.44	1,296.51	1,458.57	1,782.70	2,106.82	2,430.95	2,917.14
Hankerton	1,222.43	157.77	62.38	23.53	977.41	1,140.31	1,303.21	1,466.11	1,791.91	2,117.71	2,443.52	2,932.22
Heddington	1,222.43	157.77	62.38	14.30	971.25	1,133.13	1,295.00	1,456.88	1,780.63	2,104.38	2,428.13	2,913.76
Heytesbury & Knook	1,222.43	157.77	62.38	26.66	979.49	1,142.74	1,305.99	1,469.24	1,795.74	2,122.24	2,448.73	2,938.48
Heywood	1,222.43	157.77	62.38	12.31	969.93	1,131.58	1,293.24	1,454.89	1,778.20	2,101.51	2,424.82	2,909.78
Hilmarton	1,222.43	157.77	62.38	24.68	978.17	1,141.20	1,304.23	1,467.26	1,793.32	2,119.38	2,445.43	2,934.52

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Hilperton	1,222.43	157.77	62.38	10.99	969.05	1,130.55	1,292.06	1,453.57	1,776.59	2,099.60	2,422.62	2,907.14
Hindon	1,222.43	157.77	62.38	32.63	983.47	1,147.39	1,311.30	1,475.21	1,803.03	2,130.86	2,458.68	2,950.42
Holt	1,222.43	157.77	62.38	23.45	977.35	1,140.25	1,303.14	1,466.03	1,791.81	2,117.60	2,443.38	2,932.06
Horningsham	1,222.43	157.77	62.38	50.22	995.20	1,161.07	1,326.93	1,492.80	1,824.53	2,156.27	2,488.00	2,985.60
Hullavington	1,222.43	157.77	62.38	34.85	984.95	1,149.11	1,313.27	1,477.43	1,805.75	2,134.07	2,462.38	2,954.86
Idmiston	1,222.43	157.77	62.38	24.42	978.00	1,141.00	1,304.00	1,467.00	1,793.00	2,119.00	2,445.00	2,934.00
Keevil	1,222.43	157.77	62.38	25.65	978.82	1,141.96	1,305.09	1,468.23	1,794.50	2,120.78	2,447.05	2,936.46
Kilmington	1,222.43	157.77	62.38	25.11	978.46	1,141.54	1,304.61	1,467.69	1,793.84	2,120.00	2,446.15	2,935.38
Kington Langley	1,222.43	157.77	62.38	51.74	996.21	1,162.25	1,328.28	1,494.32	1,826.39	2,158.46	2,490.53	2,988.64
Kington St Michael	1,222.43	157.77	62.38	34.99	985.05	1,149.22	1,313.40	1,477.57	1,805.92	2,134.27	2,462.62	2,955.14
Lacock	1,222.43	157.77	62.38	23.34	977.28	1,140.16	1,303.04	1,465.92	1,791.68	2,117.44	2,443.20	2,931.84
Landford	1,222.43	157.77	62.38	31.16	982.49	1,146.24	1,309.99	1,473.74	1,801.24	2,128.74	2,456.23	2,947.48
Langley Burrell	1,222.43	157.77	62.38	27.43	980.01	1,143.34	1,306.68	1,470.01	1,796.68	2,123.35	2,450.02	2,940.02
Latton	1,222.43	157.77	62.38	23.35	977.29	1,140.17	1,303.05	1,465.93	1,791.69	2,117.45	2,443.22	2,931.86
Laverstock & Ford	1,222.43	157.77	62.38	11.17	969.17	1,130.69	1,292.22	1,453.75	1,776.81	2,099.86	2,422.92	2,907.50
Lea & Cleverton	1,222.43	157.77	62.38	21.22	975.87	1,138.51	1,301.16	1,463.80	1,789.09	2,114.38	2,439.67	2,927.60
Leigh	1,222.43	157.77	62.38	23.97	977.70	1,140.65	1,303.60	1,466.55	1,792.45	2,118.35	2,444.25	2,933.10
Limpley Stoke	1,222.43	157.77	62.38	37.54	986.75	1,151.20	1,315.66	1,480.12	1,809.04	2,137.95	2,466.87	2,960.24
Little Bedwyn	1,222.43	157.77	62.38	15.93	972.34	1,134.40	1,296.45	1,458.51	1,782.62	2,106.74	2,430.85	2,917.02
Little Cheverell	1,222.43	157.77	62.38	20.03	975.07	1,137.59	1,300.10	1,462.61	1,787.63	2,112.66	2,437.68	2,925.22
Little Somerford	1,222.43	157.77	62.38	24.51	978.06	1,141.07	1,304.08	1,467.09	1,793.11	2,119.13	2,445.15	2,934.18
Longbridge Deverill	1,222.43	157.77	62.38	10.04	968.41	1,129.82	1,291.22	1,452.62	1,775.42	2,098.23	2,421.03	2,905.24
Luckington	1,222.43	157.77	62.38	16.39	972.65	1,134.75	1,296.86	1,458.97	1,783.19	2,107.40	2,431.62	2,917.94
Ludgershall	1,222.43	157.77	62.38	66.69	1,006.18	1,173.88	1,341.57	1,509.27	1,844.66	2,180.06	2,515.45	3,018.54
Lydiard Millicent	1,222.43	157.77	62.38	18.63	974.14	1,136.50	1,298.85	1,461.21	1,785.92	2,110.64	2,435.35	2,922.42
Lydiard Tregoze	1,222.43	157.77	62.38	22.91	976.99	1,139.83	1,302.66	1,465.49	1,791.15	2,116.82	2,442.48	2,930.98
Lyneham	1,222.43	157.77	62.38	19.66	974.83	1,137.30	1,299.77	1,462.24	1,787.18	2,112.12	2,437.07	2,924.48
Maiden Bradley	1,222.43	157.77	62.38	74.89	1,011.65	1,180.25	1,348.86	1,517.47	1,854.69	2,191.90	2,529.12	3,034.94
Malmesbury	1,222.43	157.77	62.38	169.11	1,074.46	1,253.54	1,432.61	1,611.69	1,969.84	2,328.00	2,686.15	3,223.38

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Manningford	1,222.43	157.77	62.38	33.38	983.97	1,147.97	1,311.96	1,475.96	1,803.95	2,131.94	2,459.93	2,951.92
Marden	1,222.43	157.77	62.38	5.94	965.68	1,126.63	1,287.57	1,448.52	1,770.41	2,092.31	2,414.20	2,897.04
Market Lavington	1,222.43	157.77	62.38	51.75	996.22	1,162.26	1,328.29	1,494.33	1,826.40	2,158.48	2,490.55	2,988.66
Marlborough	1,222.43	157.77	62.38	119.48	1,041.37	1,214.94	1,388.50	1,562.06	1,909.18	2,256.31	2,603.43	3,124.12
Marston	1,222.43	157.77	62.38	29.77	981.57	1,145.16	1,308.76	1,472.35	1,799.54	2,126.73	2,453.92	2,944.70
Marston Meysey	1,222.43	157.77	62.38	19.46	974.69	1,137.14	1,299.59	1,462.04	1,786.94	2,111.84	2,436.73	2,924.08
Melksham	1,222.43	157.77	62.38	68.42	1,007.33	1,175.22	1,343.11	1,511.00	1,846.78	2,182.56	2,518.33	3,022.00
Melksham Without	1,222.43	157.77	62.38	37.09	986.45	1,150.85	1,315.26	1,479.67	1,808.49	2,137.30	2,466.12	2,959.34
Mere	1,222.43	157.77	62.38	69.96	1,008.36	1,176.42	1,344.48	1,512.54	1,848.66	2,184.78	2,520.90	3,025.08
Mildenhall	1,222.43	157.77	62.38	24.74	978.21	1,141.25	1,304.28	1,467.32	1,793.39	2,119.46	2,445.53	2,934.64
Milston	1,222.43	157.77	62.38	14.62	971.47	1,133.38	1,295.29	1,457.20	1,781.02	2,104.84	2,428.67	2,914.40
Milton Lilbourne	1,222.43	157.77	62.38	22.82	976.93	1,139.76	1,302.58	1,465.40	1,791.04	2,116.69	2,442.33	2,930.80
Minety	1,222.43	157.77	62.38	18.03	973.74	1,136.03	1,298.32	1,460.61	1,785.19	2,109.77	2,434.35	2,921.22
Monkton Farleigh	1,222.43	157.77	62.38	22.30	976.59	1,139.35	1,302.12	1,464.88	1,790.41	2,115.94	2,441.47	2,929.76
Netheravon	1,222.43	157.77	62.38	47.82	993.60	1,159.20	1,324.80	1,490.40	1,821.60	2,152.80	2,484.00	2,980.80
Netherhampton	1,222.43	157.77	62.38	9.10	967.79	1,129.08	1,290.38	1,451.68	1,774.28	2,096.87	2,419.47	2,903.36
Nettleton	1,222.43	157.77	62.38	7.64	966.81	1,127.95	1,289.08	1,450.22	1,772.49	2,094.76	2,417.03	2,900.44
Newton Toney	1,222.43	157.77	62.38	38.73	987.54	1,152.13	1,316.72	1,481.31	1,810.49	2,139.67	2,468.85	2,962.62
North Bradley	1,222.43	157.77	62.38	11.83	969.61	1,131.21	1,292.81	1,454.41	1,777.61	2,100.81	2,424.02	2,908.82
North Newnton	1,222.43	157.77	62.38	18.88	974.31	1,136.69	1,299.08	1,461.46	1,786.23	2,111.00	2,435.77	2,922.92
North Wraxall	1,222.43	157.77	62.38	9.72	968.20	1,129.57	1,290.93	1,452.30	1,775.03	2,097.77	2,420.50	2,904.60
Norton	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Norton Bavant	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Oaksey	1,222.43	157.77	62.38	49.87	994.97	1,160.79	1,326.62	1,492.45	1,824.11	2,155.76	2,487.42	2,984.90
Odstock	1,222.43	157.77	62.38	34.29	984.58	1,148.68	1,312.77	1,476.87	1,805.06	2,133.26	2,461.45	2,953.74
Ogbourne St Andrew	1,222.43	157.77	62.38	12.59	970.11	1,131.80	1,293.48	1,455.17	1,778.54	2,101.91	2,425.28	2,910.34
Ogbourne St George	1,222.43	157.77	62.38	22.60	976.79	1,139.58	1,302.38	1,465.18	1,790.78	2,116.37	2,441.97	2,930.36
Orcheston	1,222.43	157.77	62.38	16.27	972.57	1,134.66	1,296.76	1,458.85	1,783.04	2,107.23	2,431.42	2,917.70
Patney	1,222.43	157.77	62.38	5.84	965.61	1,126.55	1,287.48	1,448.42	1,770.29	2,092.16	2,414.03	2,896.84

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Pewsey	1,222.43	157.77	62.38	56.91	999.66	1,166.27	1,332.88	1,499.49	1,832.71	2,165.93	2,499.15	2,998.98
Pitton & Farley	1,222.43	157.77	62.38	14.37	971.30	1,133.18	1,295.07	1,456.95	1,780.72	2,104.48	2,428.25	2,913.90
Potterne	1,222.43	157.77	62.38	24.66	978.16	1,141.19	1,304.21	1,467.24	1,793.29	2,119.35	2,445.40	2,934.48
Poulshot	1,222.43	157.77	62.38	32.76	983.56	1,147.49	1,311.41	1,475.34	1,803.19	2,131.05	2,458.90	2,950.68
Preshute	1,222.43	157.77	62.38	25.82	978.93	1,142.09	1,305.24	1,468.40	1,794.71	2,121.02	2,447.33	2,936.80
Purton	1,222.43	157.77	62.38	97.71	1,026.86	1,198.00	1,369.15	1,540.29	1,882.58	2,224.86	2,567.15	3,080.58
Quidhampton	1,222.43	157.77	62.38	25.53	978.74	1,141.86	1,304.99	1,468.11	1,794.36	2,120.60	2,446.85	2,936.22
Ramsbury	1,222.43	157.77	62.38	40.23	988.54	1,153.30	1,318.05	1,482.81	1,812.32	2,141.84	2,471.35	2,965.62
Redlynch	1,222.43	157.77	62.38	19.25	974.55	1,136.98	1,299.40	1,461.83	1,786.68	2,111.53	2,436.38	2,923.66
Roundway	1,222.43	157.77	62.38	26.59	979.45	1,142.69	1,305.93	1,469.17	1,795.65	2,122.13	2,448.62	2,938.34
Rowde	1,222.43	157.77	62.38	55.63	998.81	1,165.27	1,331.74	1,498.21	1,831.15	2,164.08	2,497.02	2,996.42
Rushall	1,222.43	157.77	62.38	28.70	980.85	1,144.33	1,307.80	1,471.28	1,798.23	2,125.18	2,452.13	2,942.56
Salisbury	1,222.43	157.77	62.38	80.00	1,015.05	1,184.23	1,353.40	1,522.58	1,860.93	2,199.28	2,537.63	3,045.16
Savernake	1,222.43	157.77	62.38	7.65	966.82	1,127.96	1,289.09	1,450.23	1,772.50	2,094.78	2,417.05	2,900.46
Seagry	1,222.43	157.77	62.38	52.82	996.93	1,163.09	1,329.24	1,495.40	1,827.71	2,160.02	2,492.33	2,990.80
Sedgehill & Semley	1,222.43	157.77	62.38	18.30	973.92	1,136.24	1,298.56	1,460.88	1,785.52	2,110.16	2,434.80	2,921.76
Seend	1,222.43	157.77	62.38	18.08	973.77	1,136.07	1,298.36	1,460.66	1,785.25	2,109.84	2,434.43	2,921.32
Semington	1,222.43	157.77	62.38	19.68	974.84	1,137.31	1,299.79	1,462.26	1,787.21	2,112.15	2,437.10	2,924.52
Shalbourne	1,222.43	157.77	62.38	46.26	992.56	1,157.99	1,323.41	1,488.84	1,819.69	2,150.55	2,481.40	2,977.68
Sherrington	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Sherston	1,222.43	157.77	62.38	31.50	982.72	1,146.51	1,310.29	1,474.08	1,801.65	2,129.23	2,456.80	2,948.16
Shrewton	1,222.43	157.77	62.38	21.96	976.36	1,139.09	1,301.81	1,464.54	1,789.99	2,115.45	2,440.90	2,929.08
Sopworth	1,222.43	157.77	62.38	8.65	967.49	1,128.73	1,289.98	1,451.23	1,773.73	2,096.22	2,418.72	2,902.46
South Newton	1,222.43	157.77	62.38	18.57	974.10	1,136.45	1,298.80	1,461.15	1,785.85	2,110.55	2,435.25	2,922.30
South Wraxhall	1,222.43	157.77	62.38	14.08	971.11	1,132.96	1,294.81	1,456.66	1,780.36	2,104.06	2,427.77	2,913.32
Southwick	1,222.43	157.77	62.38	19.09	974.45	1,136.85	1,299.26	1,461.67	1,786.49	2,111.30	2,436.12	2,923.34
St Paul Without	1,222.43	157.77	62.38	12.26	969.89	1,131.54	1,293.19	1,454.84	1,778.14	2,101.44	2,424.73	2,909.68
Stanton St Bernard	1,222.43	157.77	62.38	17.69	973.51	1,135.77	1,298.02	1,460.27	1,784.77	2,109.28	2,433.78	2,920.54
Stanton St Quintin	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
Stapleford	1,222.43	157.77	62.38	26.74	979.55	1,142.80	1,306.06	1,469.32	1,795.84	2,122.35	2,448.87	2,938.64
Staverton	1,222.43	157.77	62.38	31.45	982.69	1,146.47	1,310.25	1,474.03	1,801.59	2,129.15	2,456.72	2,948.06
Steeple Ashton	1,222.43	157.77	62.38	44.53	991.41	1,156.64	1,321.88	1,487.11	1,817.58	2,148.05	2,478.52	2,974.22
Steeple Langford	1,222.43	157.77	62.38	17.76	973.56	1,135.82	1,298.08	1,460.34	1,784.86	2,109.38	2,433.90	2,920.68
Stert	1,222.43	157.77	62.38	9.99	968.38	1,129.78	1,291.17	1,452.57	1,775.36	2,098.16	2,420.95	2,905.14
Stockton	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Stourton	1,222.43	157.77	62.38	13.23	970.54	1,132.30	1,294.05	1,455.81	1,779.32	2,102.84	2,426.35	2,911.62
Stratford Toney	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Sutton Benger	1,222.43	157.77	62.38	16.20	972.52	1,134.61	1,296.69	1,458.78	1,782.95	2,107.13	2,431.30	2,917.56
Sutton Mandeville	1,222.43	157.77	62.38	7.71	966.86	1,128.00	1,289.15	1,450.29	1,772.58	2,094.86	2,417.15	2,900.58
Sutton Veny	1,222.43	157.77	62.38	45.66	992.16	1,157.52	1,322.88	1,488.24	1,818.96	2,149.68	2,480.40	2,976.48
Swallowcliffe	1,222.43	157.77	62.38	14.84	971.61	1,133.55	1,295.48	1,457.42	1,781.29	2,105.16	2,429.03	2,914.84
Teffont	1,222.43	157.77	62.38	49.02	994.40	1,160.13	1,325.87	1,491.60	1,823.07	2,154.53	2,486.00	2,983.20
Tidcombe & Fosbury	1,222.43	157.77	62.38	0.00	961.72	1,122.01	1,282.29	1,442.58	1,763.15	2,083.73	2,404.30	2,885.16
Tidworth	1,222.43	157.77	62.38	65.33	1,005.27	1,172.82	1,340.36	1,507.91	1,843.00	2,178.09	2,513.18	3,015.82
Tilshead	1,222.43	157.77	62.38	47.80	993.59	1,159.18	1,324.78	1,490.38	1,821.58	2,152.77	2,483.97	2,980.76
Tisbury	1,222.43	157.77	62.38	40.76	988.89	1,153.71	1,318.52	1,483.34	1,812.97	2,142.60	2,472.23	2,966.68
Tockenham	1,222.43	157.77	62.38	24.83	978.27	1,141.32	1,304.36	1,467.41	1,793.50	2,119.59	2,445.68	2,934.82
Tollard Royal	1,222.43	157.77	62.38	52.63	996.81	1,162.94	1,329.08	1,495.21	1,827.48	2,159.75	2,492.02	2,990.42
Trowbridge	1,222.43	157.77	62.38	111.00	1,035.72	1,208.34	1,380.96	1,553.58	1,898.82	2,244.06	2,589.30	3,107.16
Upavon	1,222.43	157.77	62.38	29.86	981.63	1,145.23	1,308.84	1,472.44	1,799.65	2,126.86	2,454.07	2,944.88
Upper Deverills	1,222.43	157.77	62.38	34.44	984.68	1,148.79	1,312.91	1,477.02	1,805.25	2,133.47	2,461.70	2,954.04
Upton Lovell	1,222.43	157.77	62.38	28.60	980.79	1,144.25	1,307.72	1,471.18	1,798.11	2,125.04	2,451.97	2,942.36
Upton Scudamore	1,222.43	157.77	62.38	22.63	976.81	1,139.61	1,302.41	1,465.21	1,790.81	2,116.41	2,442.02	2,930.42
Urchfont	1,222.43	157.77	62.38	53.08	997.11	1,163.29	1,329.48	1,495.66	1,828.03	2,160.40	2,492.77	2,991.32
Warminster	1,222.43	157.77	62.38	73.02	1,010.40	1,178.80	1,347.20	1,515.60	1,852.40	2,189.20	2,526.00	3,031.20
West Ashton	1,222.43	157.77	62.38	13.20	970.52	1,132.27	1,294.03	1,455.78	1,779.29	2,102.79	2,426.30	2,911.56
West Dean	1,222.43	157.77	62.38	38.43	987.34	1,151.90	1,316.45	1,481.01	1,810.12	2,139.24	2,468.35	2,962.02
West Knoyle	1,222.43	157.77	62.38	31.54	982.75	1,146.54	1,310.33	1,474.12	1,801.70	2,129.28	2,456.87	2,948.24

Wiltshire Council Tax Levy 2010-11 By Parish

Appendix 1

Parish / Town	Band D £				Council Tax Bandings £							
	Wiltshire Council	Police	Fire & Rescue	Town / Parish	A	B	C	D	E	F	G	H
West Lavington	1,222.43	157.77	62.38	29.03	981.07	1,144.59	1,308.10	1,471.61	1,798.63	2,125.66	2,452.68	2,943.22
West Tisbury	1,222.43	157.77	62.38	16.48	972.71	1,134.82	1,296.94	1,459.06	1,783.30	2,107.53	2,431.77	2,918.12
Westbury	1,222.43	157.77	62.38	67.07	1,006.43	1,174.17	1,341.91	1,509.65	1,845.13	2,180.61	2,516.08	3,019.30
Westwood	1,222.43	157.77	62.38	21.12	975.80	1,138.43	1,301.07	1,463.70	1,788.97	2,114.23	2,439.50	2,927.40
Whiteparish	1,222.43	157.77	62.38	35.71	985.53	1,149.78	1,314.04	1,478.29	1,806.80	2,135.31	2,463.82	2,956.58
Wilcot & Huish	1,222.43	157.77	62.38	14.92	971.67	1,133.61	1,295.56	1,457.50	1,781.39	2,105.28	2,429.17	2,915.00
Wilsford-cum-Lake	1,222.43	157.77	62.38	6.73	966.21	1,127.24	1,288.28	1,449.31	1,771.38	2,093.45	2,415.52	2,898.62
Wilton	1,222.43	157.77	62.38	60.44	1,002.01	1,169.02	1,336.02	1,503.02	1,837.02	2,171.03	2,505.03	3,006.04
Wingfield	1,222.43	157.77	62.38	29.69	981.51	1,145.10	1,308.68	1,472.27	1,799.44	2,126.61	2,453.78	2,944.54
Winsley	1,222.43	157.77	62.38	19.57	974.77	1,137.23	1,299.69	1,462.15	1,787.07	2,111.99	2,436.92	2,924.30
Winterbourne	1,222.43	157.77	62.38	27.85	980.29	1,143.67	1,307.05	1,470.43	1,797.19	2,123.95	2,450.72	2,940.86
Winterbourne Stoke	1,222.43	157.77	62.38	23.38	977.31	1,140.19	1,303.08	1,465.96	1,791.73	2,117.50	2,443.27	2,931.92
Winterslow	1,222.43	157.77	62.38	25.31	978.59	1,141.69	1,304.79	1,467.89	1,794.09	2,120.29	2,446.48	2,935.78
Woodborough	1,222.43	157.77	62.38	11.15	969.15	1,130.68	1,292.20	1,453.73	1,776.78	2,099.83	2,422.88	2,907.46
Woodford	1,222.43	157.77	62.38	17.70	973.52	1,135.77	1,298.03	1,460.28	1,784.79	2,109.29	2,433.80	2,920.56
Wootton Bassett	1,222.43	157.77	62.38	188.74	1,087.55	1,268.80	1,450.06	1,631.32	1,993.84	2,356.35	2,718.87	3,262.64
Wootton Rivers	1,222.43	157.77	62.38	19.74	974.88	1,137.36	1,299.84	1,462.32	1,787.28	2,112.24	2,437.20	2,924.64
Worton	1,222.43	157.77	62.38	24.74	978.21	1,141.25	1,304.28	1,467.32	1,793.39	2,119.46	2,445.53	2,934.64
Wylve	1,222.43	157.77	62.38	24.04	977.75	1,140.70	1,303.66	1,466.62	1,792.54	2,118.45	2,444.37	2,933.24
Yatton Keynell	1,222.43	157.77	62.38	23.38	977.31	1,140.19	1,303.08	1,465.96	1,791.73	2,117.50	2,443.27	2,931.92
Zeals	1,222.43	157.77	62.38	16.84	972.95	1,135.10	1,297.26	1,459.42	1,783.74	2,108.05	2,432.37	2,918.84
Averages / Totals	1,222.43	157.77	62.38	69.38	248,414.55	289,817.08	331,219.29	372,621.80	455,426.52	538,231.55	621,036.35	745,243.60

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Appendix 1

Wiltshire Council

Local Development Framework

**Statement of
Community
Involvement**

Recommended to Council

23 February 2010

How to use this Statement of Community Involvement (SCI)

Chapter 1 introduces the SCI and the planning system.

Chapter 2 contains details of the Wiltshire community to identify **who** Wiltshire Council will consult on planning matters.

Chapter 3 introduces the methods of consultation which Wiltshire Council will use and how these will be resourced. This chapter is concerned with **how** Wiltshire Council will consult you on planning matters.

Chapter 4 explains **how** and **when** you can become involved in the production of planning policy documents for Wiltshire.

Chapter 5 explains **how** and **when** you can become involved in the determination of planning applications in your area.

Chapter 6 outlines how Wiltshire Council will monitor the success of consultation initiatives, and sets out how and when Wiltshire Council will review the SCI.

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Glossary of terms

A brief explanation of the key terms in the Statement of Community Involvement (SCI) is provided in this glossary. We have tried to keep the use of acronyms to a minimum throughout the document. All those acronyms which have been used are identified and explained below.

Annual Monitoring Report (AMR) The council is required to produce a report in December each year assessing the effectiveness of the Local Development Framework.

Core Strategy The core strategy is the key planning document for an area. The core strategy sets out the long-term vision for the area and provides the strategic policies and proposals that will deliver that vision. The core strategy is a development plan document.

Development plan The development plan consists of the Regional Spatial Strategy prepared by South West Councils (the Regional Planning Body) and Development Plan Documents produced by Wiltshire Council (or jointly with neighbouring authorities). Planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.

Development Plan Document (DPD) A number of documents setting out the council's planning policies and proposals. DPDs are subject to community involvement, consultation and independent examination.

Independent examination Development plan documents are subject to an examination by a planning inspector to test 'soundness'.

Local Area Agreement (LAA) This is an agreement between Wiltshire and central government, which sets out targets for improvement in the local area. The LAA for Wiltshire is included within the Local Agreement for Wiltshire (LAW). The LAA includes actions for Wiltshire Council, the police, the NHS, the fire service, the voluntary sector and the business sector.

Local Development Documents (LDD) The individual documents that make up the Local Development Framework. They can take the form of Development Plan Documents or present guidance in the form of Supplementary Planning Documents (SPDs).

Local Development Framework (LDF) This is simply the term used to describe the 'folder' of documents which form the local spatial planning framework for Wiltshire.

Local Development Scheme (LDS) The LDS sets out the timetable for preparing the local development framework. This includes details of the topics to be covered by individual DPDs.

Local Transport Plan (LTP) The LTP is a statutory document that steers the development of national transport policies at the local level.

Material consideration A material consideration is any planning matter which is relevant to a particular case.

Minerals and waste development plan documents DPDs that set out the planning policy for Wiltshire with regards to minerals extraction and waste management.

Planning Inspectorate (PINS) The Planning Inspectorate holds independent examinations to determine whether or not DPDs are 'sound'. The Planning Inspectorate also handles planning and enforcement appeals.

Proposals Map The council must produce a proposals map which illustrates all of the policies contained within adopted DPDs. The proposals map must be revised every time a new DPD is adopted.

Sound/soundness This describes where a DPD is considered to 'show good judgement' and also to fulfil the expectations of legislation, and conforms to national and regional planning policy.

South West Regional Spatial Strategy (RSS) The RSS sets out the south west region's policies in relation to the development and use of land. Local planning policies in the Local Development Framework must be in conformity with those in the RSS.

Spatial planning An approach to planning that uses land in the most effective way to promote 'sustainable development'.

Statement of Community Involvement (SCI) A document explaining to the community how and when they can be involved in the preparation of the Local Development Framework and the determination of planning applications, and the steps that will be taken to encourage this involvement.

Strategic Environmental Assessment (SEA) An SEA is an assessment of the environmental impacts of policies and proposals.

Supplementary Planning Document (SPD) SPDs do not have 'development plan' status, but are intended to elaborate upon the policies and proposals in DPDs. They can be used as a 'material consideration' in the determination of planning applications.

Sustainability Appraisal (SA) An SA is an assessment of the social, economic, and environmental impacts of policies and proposals.

Sustainable Community Strategy (SCS) The SCS sets out the strategic vision for sustainable communities in Wiltshire, and forms the basis of the Local Area Agreement. The Core Strategy aims to deliver the spatial aspects of the SCS.

Sustainable development Defined as ‘development that meets the needs of the present without compromising the ability of future generations to meet their own needs’.

Wiltshire community The Wiltshire community is made up of all the people who live, work or have an interest in Wiltshire and its continued development. Wiltshire Council keeps a database of all the people and organisations interested in the Local Development Framework or planning applications. This database is continually evolving as organisations are added or removed.

Wiltshire Compact The Wiltshire Compact is an agreement between the statutory and voluntary sectors in Wiltshire. It aims to improve the quality of life in Wiltshire by improving joint working arrangements between these sectors.

Wiltshire Council This is the unitary authority which was formed on 1 April 2009, replacing the former Kennet, North Wiltshire, Salisbury and West Wiltshire District Councils and Wiltshire County Council.

1 Introduction

- 1.1 Wiltshire Council's vision is to "create stronger and more resilient communities¹". A key part in achieving this vision will be ensuring that these communities are involved in decision making. The SCI describes how Wiltshire Council will involve the community in planning for the future use of land in their area and how planning can achieve local, open, honest decision-making in Wiltshire.
- 1.2 The SCI is here to provide the community with clarity on the levels of involvement that they should expect in planning processes. The SCI explains in detail the council's policy for engaging the community in the preparation of the Wiltshire Local Development Framework (LDF) and in the consideration of planning applications. The principles in the SCI will also guide consultation on the Local Transport Plan (LTP).
- 1.3 Wiltshire Council is committed to using new and innovative ways of involving the community in the planning system. The council will use a combination of methods, such as public exhibitions and meetings and online consultations. Further details of the methods the council will use are provided in appendix 1. The council wants to ensure that everyone with an interest in planning understands how they can contribute to, and influence, the planning decision-making process.
- 1.4 This SCI builds on the work already carried out in Wiltshire by the former district councils in the preparation of their individual LDFs and by the former county council, in conjunction with Swindon Borough Council, in the preparation of joint minerals and waste DPDs. The development management teams of the former district councils also have an extensive experience of consultation and will utilise this knowledge when engaging in planning applications. This has assisted the local community in understanding how to become involved in the process effectively. The transfer of these skills will form a key part of the updated consultation strategy.
- 1.5 Wiltshire Council's commitment is to provide opportunities for you to influence planning decisions that affect you or your community directly.

¹ This vision is taken from 'Our First Year Plan 2009-10'

The planning system

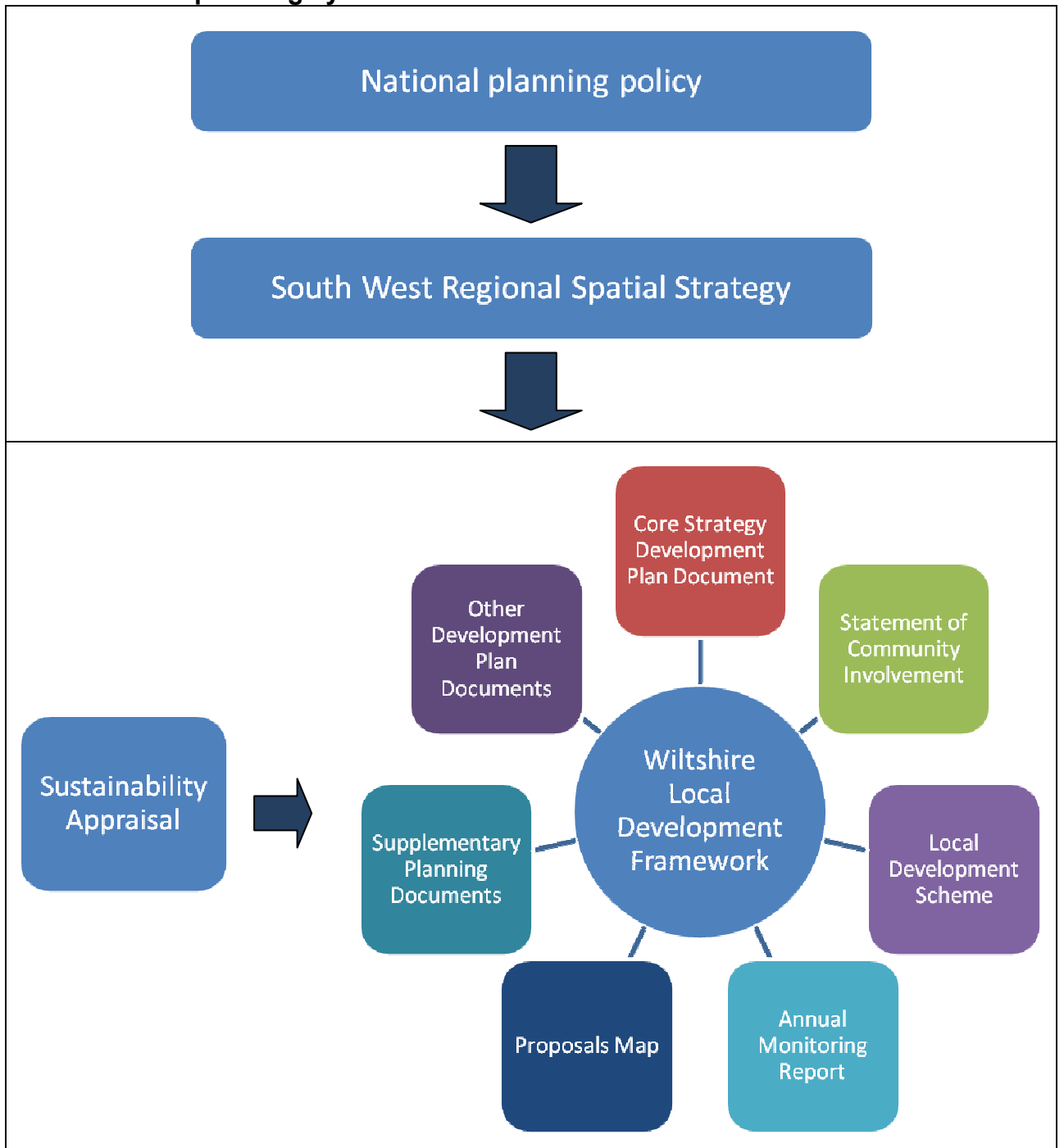
- 1.6 The current planning policy system consists of:
- National policy in the form of planning policy statements/guidance, planning circulars, and national policy statements
 - Regional policy in the form of regional spatial strategies (RSS), and
 - Local policy in the form of local development frameworks (LDF).
- 1.7 Together regional and local policy form the statutory development plan for the area. The documents which will form the Wiltshire LDF are illustrated in diagram 1 overleaf. These documents will outline the spatial planning strategy for Wiltshire. Further details on the contents and timetable of these documents are set out in the Wiltshire Local Development Scheme².
- 1.8 Planning applications are determined according to the policies in the development plan for the area unless material considerations indicate otherwise. Material considerations may include site specific details, emerging planning policy and relevant local planning guidance and strategies, such as village design statements or conservation area management plans.

Spatial planning and development management in Wiltshire

- 1.9 Planning in Wiltshire is delivered by the spatial planning and development services. The spatial planning service is part of the wider economy and enterprise service, and has three broad functions:
- Preparing the LDF, a group of planning policy documents that act together to guide development in Wiltshire.
 - Monitoring the effectiveness of existing planning policies and collating information that informs the preparation of these policies.
 - Protecting and conserving Wiltshire's landscape and natural heritage, and working with countryside colleagues to provide facilities, access and opportunities for people to enjoy it.
- 1.10 The development service is concerned with determining planning applications. There are currently four development management teams, based in north, south, east and west Wiltshire. There is also a minerals and waste development management team, which is concerned with the determination of applications for minerals extraction and waste management facilities. Contact details for the teams within the spatial planning and development services are provided at the end of this SCI.

² The Wiltshire Local Development Scheme is available at:
www.wiltshire.gov.uk/localdevelopmentscheme

Diagram 1: The Wiltshire Local Development Framework, and how this fits within the planning system



2 The Wiltshire community

- 2.1 Wiltshire Council is committed to open and honest dialogue with the community and will endeavour to include as many bodies, organisations and individuals in the planning process as possible. This chapter details who and what we consider to be the Wiltshire community. In addition to this we detail how we will link in with some of the existing community initiatives in Wiltshire. The aim of this SCI is to allow opportunities for involvement in the planning process by all sections of the community.

Whom to consult?

- 2.2 Wiltshire Council has undertaken work to define our 'community'. A list of consultees has been developed based on past experience and previous consultation exercises carried out by the former district and county councils. This list also draws on central government advice, previous local plan processes, the Sustainable Community Strategy, and other community planning processes.
- 2.3 The consultees in the council's community database have been identified through consolidation and evaluation of the existing consultee databases. The database will be the first point of reference that the council will use when determining which groups should be consulted in relation to each LDF document. The list has been sub-divided into three categories: specific consultation bodies (people we have to consult by law at certain stages of the LDF); the local community (people who live and work in Wiltshire); and the extended community (people who have an interest in planning in Wiltshire). Together the local and extended communities form the general consultation bodies. The regulations³ require that Wiltshire Council must consult general consultation bodies as considered appropriate during the preparation of the LDF. The three categories are summarised below.

³ The Town and Country Planning (Local Development) (England) Regulations 2004 as amended in 2008 and 2009.

2.4 The **specific consultation bodies** include:

- Central, regional and local government and regional agencies (including neighbouring local authorities)
- The Secretary of State for Transport (in relation to the Secretary of State's functions with regard to railways and highways)
- Statutory advisory bodies (the Coal Authority, the Environment Agency, English Heritage, and Natural England⁴)
- Town and parish councils within or adjacent to Wiltshire
- Infrastructure providers,
- Wiltshire Fire and Rescue Service
- Primary care trusts operating in any part of Wiltshire
- Police authorities operating within or adjacent to Wiltshire

2.5 The **local community** includes:

- The general public
- Community area boards and community area partnerships
- Resident/community/civic societies and associations
- Local businesses and business groups
- Charity and voluntary organisations
- Under-represented groups within the community

2.6 The **extended community** includes:

- Landowners, developers and agents
- National interest groups
- General business and industry
- Housing bodies
- Transport bodies
- Regional development agencies

2.7 Wiltshire Council is committed to undertaking regular reviews of the Wiltshire community database. We wrote to all the members on the database to check that they wished to continue to be contacted by the new Wiltshire Council in regard to planning matters. In addition, any interested groups or bodies may contact the spatial planning policy team by telephone, email or post to request to be added to or removed from the community database.

⁴ The Homes and Communities Agency will also be a specific consultation body from the 6 April 2010.

Area based involvement

- 2.8 In some cases it may not be appropriate to consult with the whole Wiltshire community, for example, if the issue is likely to have only a localised impact within a certain parish. In these cases, consultation may be undertaken on an area basis, subject to this fulfilling the minimum legal requirements. Conversely, when a proposed policy or development is likely to have an impact on a wider area it will be important to ensure that all those who may be affected have a chance to have their say. This may apply, for example, when development is planned in a town, but would have an impact on the outlying villages. Wiltshire Council will therefore carefully consider the appropriate area for consultation in all cases.

Cross boundary working

- 2.9 Wiltshire Council works with Swindon Borough Council to prepare joint minerals and waste planning policy documents. Consideration will therefore be given to the Swindon Borough Council SCI⁵ when undertaking consultation on these documents and consultation will also involve the Swindon community. Collaboration with adjoining councils may also be relevant for other planning policy documents and in these cases consultation will extend beyond the Wiltshire community.

Complete community involvement

- 2.10 In addition to the consultees above we are proposing to increase the scope of public consultation and directly engage with groups in our community who do not normally get involved, or have limited opportunity to be involved with the planning system in Wiltshire.

⁵ The Swindon SCI was adopted in January 2007 and can be accessed at: www.swindon.gov.uk/environment-planning-sci

2.11 Those groups which have been under-represented within the planning process in Wiltshire include the following:

- People with disabilities
- Children and young people
- 25-40 year olds (especially those in employment)
- Lone parents
- Those who don't speak English as their first language
- Older people
- Black and minority ethnic people
- Gypsies, travellers and canal dwellers
- The military
- Isolated rural people and community groups
- Residents who work outside Wiltshire
- People who work in Wiltshire but live elsewhere.

2.12 In order to reach the groups above, and those not identified, a continual process of fostering and creating relationships is being established. Initiatives such as partnership and cross-team working with relevant external bodies and internal council departments responsible for these groups will ensure the council actively engages these groups. Examples of some of the methods we will use to encourage the involvement of under-represented groups are provided in table 1 below. We will monitor the extent to which we are succeeding in involving the groups listed above and review our methods on a regular basis.

Table 1: Examples of methods for involving under-represented groups

Method	Groups targeted
Use of techniques such as forums and interactive sessions.	Young people and 25-40 year olds.
Information to be available in electronic format and consultation responses able to be submitted online.	Isolated rural people, children and young people, and people who may not have time to attend events, such as working people.
Provide copies of consultation materials in large print, Braille, and audio format on request. Hold exhibitions and events in locations with easy access.	Older people and people with specific access needs.

Engaging with landowners, infrastructure providers and developers

2.13 Landowners, infrastructure providers and developers are identified above as forming part of the extended community. National planning policy emphasises the importance of early engagement with landowners, infrastructure providers and developers when producing the core strategy and other DPDs. Therefore, in addition to the general consultation procedures outlined in chapter 4, Wiltshire Council will seek to involve landowners and developers in the production of DPDs using methods such as:

- Holding forums at the early stages of DPD production, in order to gain input from landowners, infrastructure providers and developers. These forums may be directed towards those who are likely to have a specific interest in the subject matter of the DPD.
- Involving landowners and developers in the evidence gathering stages of DPDs. This may include 'call for sites' exercises, in which developers and landowners are invited to put forward potential development sites for consideration through the DPD process.

Links with existing community groups and partnerships

2.14 Planning has a role as a facilitator for a number of other plans, strategies and community ambitions. The following paragraphs describe how the planning teams will work with other community groups and partnerships when promoting community involvement.

Community area boards

2.15 Across Wiltshire, there are 18 area boards representing 20 community areas. The area boards provide an opportunity for Wiltshire Councillors, statutory public service partners including the police and the NHS, together with key representatives of the community area (such as town and parish councils, housing associations, businesses and voluntary groups) to consider and help shape services and proposals within the context of the geography, character and identity of local places.

2.16 The area boards also provide a valuable way of discussing proposals, collecting evidence, publicising information and involving the community and its elected representatives in the development of spatial planning policy at an early stage. They may also provide an appropriate forum to discuss the detail of community infrastructure that forms part of major planning proposals, such as the nature of traffic calming measures, and the nature and location of public open space to be provided within a proposed development. Further details on pre-application discussions are provided in Chapter 5 of this SCI. Planning applications are considered through Area and Strategic Planning Committees. A handbook has been produced which provides more detail on the

area boards and how these will be run. The handbook is available to download from the council website⁶.

Community area partnerships

- 2.17 Community area partnerships have developed in Wiltshire over a number of years, with membership including town and parish councils, representatives of business, the voluntary sector, local people and community leaders. Community area partnerships are independent of the council and have a key role in representing the local community at the community area boards. The partnerships are responsible for producing community area plans in consultation with local people and these plans form part of the evidence base for the Wiltshire LDF. Community area partnerships will be consulted in the development of planning policy, but are not involved in the scrutiny of planning applications.

Thematic delivery partnerships

- 2.18 The thematic delivery partnerships are responsible for delivering specific action and developing strategy to achieve the ambitions in the Local Agreement for Wiltshire (LAW), including the Local Area Agreement (LAA). The thematic delivery partnerships help influence and develop strategy in the Wiltshire Co-ordinating Group and the Wiltshire Assembly, as well as being responsible for delivering the actions and targets of the LAW through the Wiltshire Public Service Board. There are eight thematic delivery partnerships linked to the LAW ambitions. These are the Wiltshire Strategic Economic Partnership, the Wiltshire Children and Young People's Trust Board, the Community Safety Partnership, the Housing Partnership, the Resilient Communities Partnership, the Transport Partnership, the Wiltshire Environmental Alliance, and the Health and Wellbeing Partnership Board.

Vision Boards

- 2.19 Vision boards have been established to develop and deliver a range of regeneration initiatives that together form a vision for each of the principal urban areas of Chippenham, Trowbridge and Salisbury. The membership of vision boards includes representatives of business, the voluntary sector, community leaders and council members. The vision boards are independent of the Council and are instrumental in driving forward the vision for each town. They have been identified as having a key role in the development and implementation of strategy.

⁶ Wiltshire's Area Boards: The Handbook is available at: www.wiltshire.gov.uk/areaboards

Town and parish councils

2.20 Town and parish councils are the most local tier of democratic representation and, as such, they provide a key link with local communities. Wiltshire Council is required to consult town and parish councils by regulation (they are statutory consultation bodies). Responses to our pre-draft consultation on the SCI indicated that town and parish councils wish to remain fully involved in planning processes, and Wiltshire Council is committed to continuing to consult with the local councils. Town and parish councils are often involved with the production of parish plans, village design statements and similar documents. Further details on how these documents can be integrated within the LDF are provided in chapter 4.

Local strategic partnership

2.21 The local strategic partnership (LSP) for Wiltshire is the Wiltshire Assembly. This brings together around 300 partners to articulate the vision for Wiltshire and produce the sustainable community strategy. These partners represent the Wiltshire family of partnerships, led by the Public Service Board, which is responsible for the development of the local area agreement (LAA) – the action plan of the community strategy, and the Wiltshire Coordinating Group, which focuses on service delivery against the targets in the LAA. Public, business, and voluntary/community sector organisations, MPs, area boards, community area partnerships, thematic delivery partnerships, town and parish councils and local specialist groups all form part of the LSP.

Other plans and strategies

2.22 Alongside links with the groups set out above, the spatial planning team will also seek links with other plans and strategies. The Wiltshire Sustainable Community Strategy and the Wiltshire Compact are two documents which we will refer to and these are explained in turn below.

Wiltshire Sustainable Community Strategy

2.23 The Wiltshire Sustainable Community Strategy sets out an overarching vision for Wiltshire and includes analysis of the key characteristics, trends and challenges in the county. The strategy forms the basis of the Wiltshire Local Area Agreement. The current Wiltshire Sustainable Community Strategy was published in 2007 and is available on the council website⁷. It is likely that it will be updated in the near future.

⁷ The Wiltshire Sustainable Community Strategy is available at:
www.wiltshire.gov.uk/wiltshirefamilyofpartnershipsworkingtogether

The Wiltshire Compact

- 2.24 The Wiltshire Compact is a set of principles which determine how the statutory and voluntary/community sectors will behave towards one another. Wiltshire Council has signed up to the Wiltshire Compact and therefore agrees to act within the principles which are expressed in the Wiltshire Compact codes of practice. The code of practice on communication and consultation sets the minimum consultation period at eight weeks, and recommends a standard consultation period of 12 weeks. The spatial planning and development services will endeavour to comply with the consultation guidelines set out by the Wiltshire Compact where practicable.

Links with the Local Transport Plan

- 2.25 The Local Transport Plan (LTP) is made up of a long-term strategy, including transport objectives and policies, and a shorter-term implementation plan, which is a programme of transport schemes and measures. The LTP is an important tool to help local authorities work with partners and stakeholders to strengthen its role in promoting the general well-being of a community and its citizens. In particular, the LTP can help to support and facilitate the development growth that is being proposed through the LDF.
- 2.26 The government requires local authorities to involve the community in the preparation of LTPs. While the LTP preparation process is different to that employed for the LDF, the council is fully committed to ensuring that the preparation of the Wiltshire LTP will continue to involve comprehensive and widespread consultation with the community based on the principles set out in this SCI.

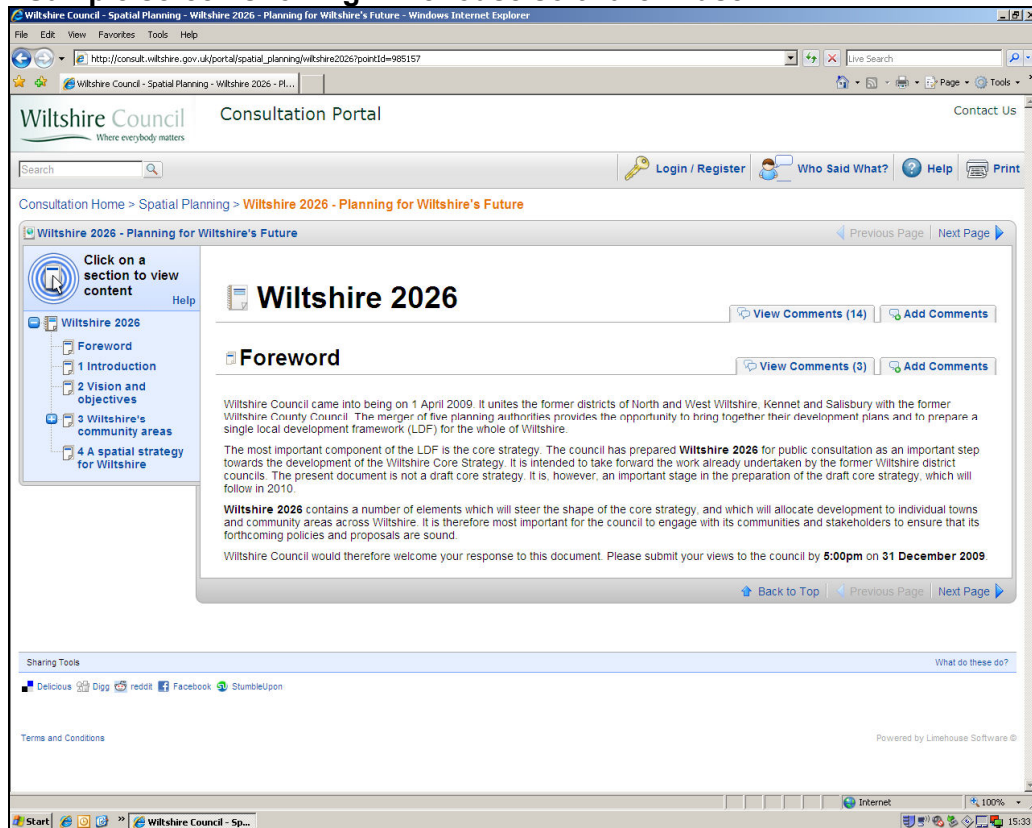
3 Methods of consultation and resources

- 3.1 This chapter introduces the methods of consultation which we will use and how these will be resourced. It explains how we will consult you on planning matters.
- 3.2 Various consultation techniques will be used to obtain feedback during the development of local planning policy, relating to the type and scope of the document. At each stage of policy preparation there will be different levels of consultation. This reflects national planning policy, which specifies that the level of consultation when preparing development plan documents should reflect the scale of the issues involved⁸. We will also use various techniques for consultation on planning applications.
- 3.3 There are three basic categories that these techniques fall into, dependent upon the required outcomes and appropriate level of engagement:
- Awareness raising – informing the Wiltshire community of the consultation and signposting access to that consultation.
 - Existing networks – using established forums, partnerships and other networks to gather opinions on the consultation.
 - Direct involvement – using public participation events and face-to-face meetings to consult with the Wiltshire community.
- 3.4 Details of the consultation methods we will use are presented in appendix 1. The list in appendix 1 is not exhaustive and not all of the methods are necessarily appropriate for consultation at all stages of planning policy preparation, or for all planning applications.
- 3.5 The process of planning policy preparation and consultation has been made more efficient with the use of specialist computer software provided by a company called Limehouse. All documents prepared by the council are available to view and comment upon via the council's website. The council is aiming to conduct all correspondence on policy documents electronically through the web. This will reduce costs by significantly limiting the amount of paper produced and distributed during consultations, as well as generally helping to speed up the processes of document preparation and consultation activity.

⁸ See paragraph 4.25 of Planning Policy Statement 12: Local Spatial Planning

- 3.6 Documents will be made available on the web for people to view and comment upon electronically via a simple series of standard, easy to use representation forms. Anyone who has previously submitted representations to the council and provided an email address will be automatically set up as a user of the Limehouse software and notified about how to operate the system. However, as all the council's documents will primarily be available on the website, anyone with an interest in submitting representations electronically can also register to use the Limehouse software.

Sample screen showing Limehouse software in use



- 3.7 The council's website provides full support to all those wishing to use the electronic consultation system. A short introductory video tutorial is available to help users navigate the website and explain how to prepare and submit comments on policy documents at the click of a button.
- 3.8 However, the council recognises that not all people with an interest in planning matters within Wiltshire have access to a computer, or the desire to submit comments on documents electronically. Therefore, measures are in place to ensure that paper copies of documents are available and representation forms can be sent to those people who prefer such methods of engagement. The council will also receive representations in a number of forms and will endeavour to make the options for response as transparent and as easy as possible to allow all parts of the community to respond at any stage of the planning process.

- 3.9 The resources that will be made available to provide and support consultation during the LDF process will principally comprise the staff from within the spatial planning policy and minerals and waste policy teams. Support may be provided from other council teams, particularly relating to issues of housing, economic development, regeneration, climate change, countryside, environmental health, the Sustainable Community Strategy, urban design and historic buildings. The development management (planning applications) element of the SCI will be implemented by staff from the development management teams. Specialist consultants may be used as part of the process and will also possibly provide training sessions, specialist sessions and forum facilitation where required.

4 Community involvement in the LDF

- 4.1 This chapter sets out when and how we plan to involve you in the preparation of LDF documents. The box below sets out the minimum legal standards the council must achieve when preparing LDF documents.

Minimum legal standards

The legal requirements for consultation on LDDs are set out in the Town and Country Planning Regulations 2004, as amended in 2008 and 2009. The council is obliged to meet these basic standards, which can be summarised as follows:

- Formal consultation for a defined period. This must be for a minimum of six weeks for DPDs and between four and six weeks for SPDs.
- Notification and issue of information to specific consultation bodies which the council considers would have an interest in the subject matter.
- Notification to other consultees as the council considers appropriate.
- Make information available on the council's website.
- Make information available at the principle council office, and at other places in the area as the council considers appropriate.
- Publish details of the formal consultation by local advertisement.
- Publish a statement setting out who has been consulted during preparation of DPDs and SPDs and how this consultation was undertaken. This statement will include a summary of any issues raised and details as to how these issues have been addressed.
- There is also a requirement for the council to notify certain bodies when it is intending to produce a DPD. These bodies can then make representations to the council regarding the contents of the proposed DPD. In addition, certain bodies must be invited to comment before the council prepares an SCI.

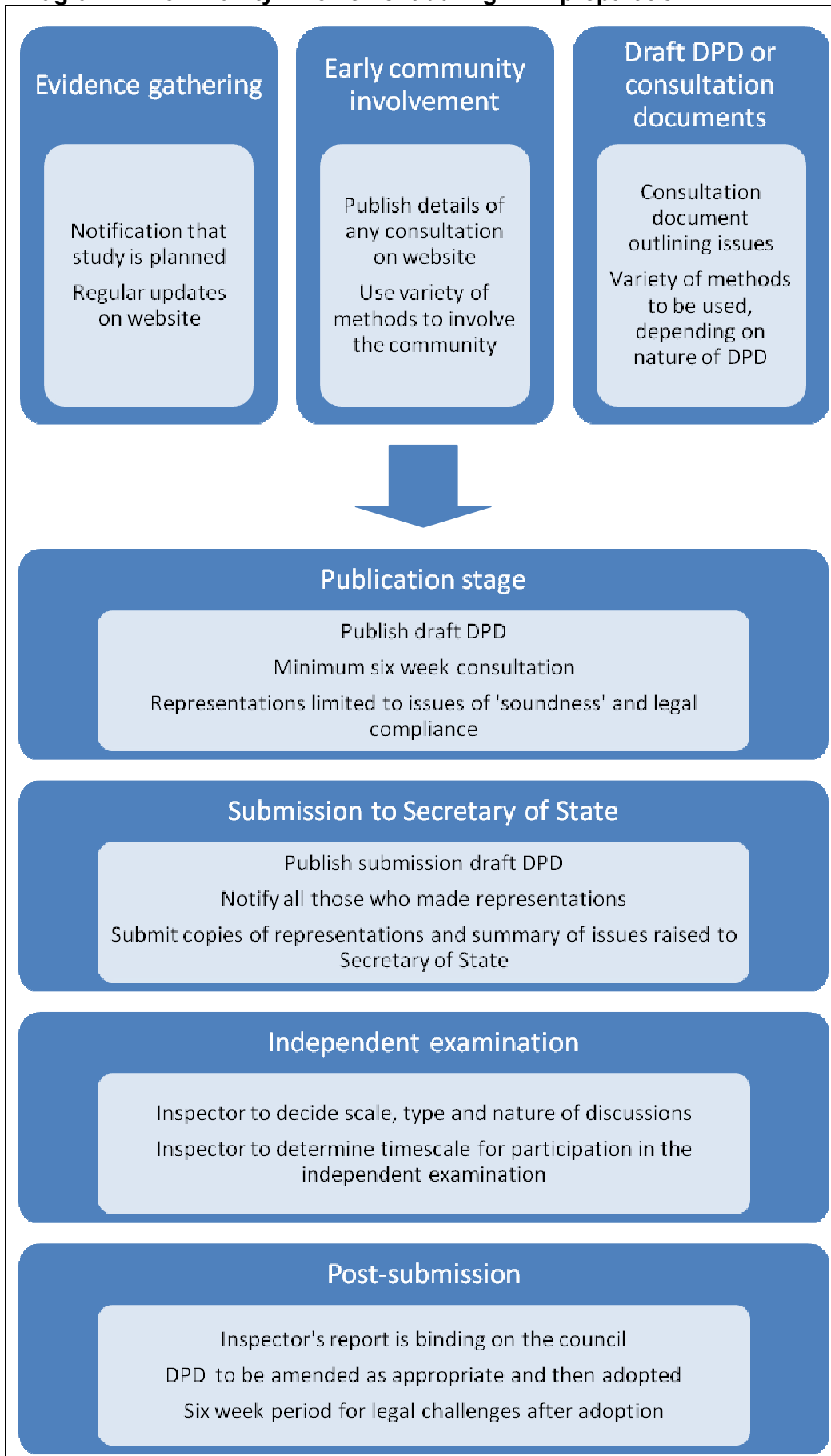
- 4.2 Wiltshire Council will endeavour to exceed the minimum requirements for consultation where possible. For example, consultation periods for DPDs will follow the guidelines set out in the Wiltshire Compact (8-12 weeks) where practicable. Every effort will be made to undertake consultations outside August and the end of year holiday periods. However, where this is unavoidable, due to the need to make progress on development plan preparation, the Council will seek to ensure that a reasonable part of the consultation period extends beyond these.

- 4.3 The following sections will identify the ways in which you can be involved at different preparation stages of LDF documents. There are three different types of LDF document which we will ask your opinion on: Development Plan Documents (DPDs); Supplementary Planning Documents (SPDs); and Sustainability Appraisal (SA). These are covered, in turn, beginning with DPDs.

Development Plan Documents (DPDs)

- 4.4 There are various opportunities for the community to influence the policies in DPDs. It is important for us to get your opinion on these policies as planning applications in your area will be determined with reference to them. The process for preparing a DPD can be broadly split into informal and formal stages:
- Informal stages – These include evidence gathering, early community involvement and the production of draft DPD/consultation documents. The council is required to notify certain bodies that it intends to produce a DPD and must invite comment from these bodies as to what the DPD should contain. This notification and invitation for comment is the only formal requirement at the early stages of DPD production and further involvement at these stages is carried out at the council's discretion. However, early involvement is vital in ensuring the DPD fulfils the community's needs and these early stages are your opportunity to comment on the content of the DPD.
 - Formal stages – These include publication, submission to the government, independent examination and adoption of the DPD. There is a formal requirement for a consultation lasting at least six weeks at the publication stage. Consultation at this stage has a different purpose to that at the early stages and representations should focus on whether or not the DPD is 'sound' and has been produced in accordance with legislation.
- 4.5 Diagram 2, on the next page, outlines the opportunities for community involvement during DPD preparation. Further detail on each of the seven stages is provided in the supporting text below.

Diagram 2: Community involvement during DPD preparation



The informal stages in detail

Evidence gathering

4.6 In order to ensure the policies in our DPDs are based on evidence, a period of gathering together relevant information will be undertaken. This may be collated either from internal sources and teams within the council, or we may use external expertise such as private consultants or national bodies, such as the Environment Agency. This evidence will be used to identify the key issues associated with planning for future development in Wiltshire.

- 4.7 To ensure that you are aware and able to influence our evidence base we will:
- notify relevant groups, organisations and individuals where appropriate
 - update our website regularly with details of the evidence we are collecting and the finalised reports displaying the results⁹.

What we want from you

During the evidence gathering stage, opportunities for community involvement are likely to be limited to us seeking your specialist knowledge and experiences to help us better understand specific issues. Consultation at this stage is likely to focus on the extended community and specific consultation bodies.

Early community involvement

4.8 The early stages of community involvement are similar to the evidence gathering in that it is the council's opportunity to gather information on specific issues. We will use a variety of different methods to collect your knowledge and expertise and find out about your concerns and wishes.

4.9 As with the evidence gathering stage we will publish details of any opportunities for community involvement on our website and notify relevant groups, organisations and individuals.

4.10 This stage of DPD preparation is seen as an opportunity to undertake more open and wider consultation with the whole community, including the local community, seeking to gather wider community views and to ensure they are taken into account when producing the DPD.

⁹ Details of our current evidence and the projects we are undertaking can be found at: www.wiltshire.gov.uk/planningpolicyevidencebase

- 4.11 Methods of involvement at this stage could include the following:
- Focussed questionnaires, working groups and/or specialist sessions seeking views on particular issues.
 - Forums for particular groups if they have specific knowledge of an area or subject. For example we may seek the views of one particular community area board on local issues, or possibly an environmental group such as the Wiltshire Environmental Alliance if the issue is relevant to them.
 - Where we want to gather a wider community view it may be appropriate to hold a public exhibition and/or surgeries or interactive sessions to raise awareness of a certain issue.
 - If necessary full use will be made of external and internal media sources, both broadcasting and written, to publicise issues and generate interest. The exact use of media will depend on the scope and range of the consultation exercise.

Draft DPD/consultation documents

4.12 During the preparation of some DPDs it will be necessary for the council to consult on various proposals, whether this is a draft of the whole DPD or a targeted consultation relating to certain sections of the DPD. This is an important process as it will assist in a thorough examination of the options before submission of the DPD. This stage, though an informal part of the process, will involve a public report.

4.13 Various techniques will be used during consultations on draft documents and different groups will be targeted. Flexibility will be employed to take account of the type of DPD. This is in line with the national guidance that the level of involvement should be 'appropriate' to the DPD concerned.

What we want from you
This is an important stage as future development in Wiltshire will begin to be set out by these documents. We will want to capture your views to make sure the initial stages of our plans and policies are going to meet the community's needs and desires.

4.14 A wide variety of issues, options and constraints will have emerged through the evidence gathering and early community involvement discussed above. At this stage we will be showing you our early thoughts on what plans and policies the DPD is likely to include.

How we will gather your views

During the consultation on draft documents we will:

- Bring together all of the relevant issues identified in a draft DPD or consultation document. Consultation on this document will take the form of notifying community members via letter/email of the document and updating our website accordingly stating, amongst other things, when and how comments can be made.
- The draft documents will be deposited as considered appropriate at libraries, information points and the main council offices. Copies of the document will be available for purchase to the general public. Where appropriate, summary documents will be produced, at for example community area level, explaining the key points and issues.
- Consider appropriate methods of signposting information regarding the DPD being consulted on. This may include production of a spatial planning service newsletter or briefing note, informing the community of the key issues currently being tackled by the planning service.
- Depending on the scale of issues raised, we may hold a series of forums where community members with an expressed interest in the particular issues can attend and determine the issues they believe should be taken forward to the publication stage. The use of external facilitators may be appropriate.
- Appropriate use will be made of external and internal media sources, both broadcasting and written, to publicise issues and generate interest.
- Details of our response to representations received will be contained within the 'Pre-Submission Consultation' document which will be prepared when the DPD is submitted to the Secretary of State.

- 4.15 At every consultation exercise and/or correspondence with the community, we will state the current stage of the document, its importance and the next stages in its development. Any comments received will be fully considered and taken into account before progressing to the next stage.

Formal stages

Publication stage

- 4.16 Unlike the previous stages of the preparation process, the publication stage is the first **formal** period for representations and the way we involve you is dictated by regulations.
- 4.17 By this time in the document's preparation, all options will have been considered and we will produce a draft DPD identifying the proposed policies for development in Wiltshire.

What you need to know: legal compliance and 'soundness'

The DPD must be produced in accordance with relevant legislation. This includes the requirements that the DPD:

- has been prepared in accordance with Wiltshire Council's Local Development Scheme and Statement of Community Involvement
- has been prepared in accordance with the Town and Country Planning Regulations 2004, as amended
- has been subject to a sustainability appraisal
- is in general conformity with the Regional Spatial Strategy
- has regard to the Sustainable Community Strategy.

To be sound, the DPD must be:

- justified; this means that the DPD must be founded on a robust and credible evidence base and must be the most appropriate strategy when considered against the reasonable alternatives
- effective; this means that the DPD must be deliverable, flexible, and able to be monitored
- consistent with national policy.

(Adapted from Planning Policy Statement 12)

- 4.18 The nature of how you can comment changes at this stage. The consultation and involvement carried out during the informal stage should ensure that all appropriate issues have already been raised. Representations at this stage should relate to the 'soundness' and legal compliance of the DPD. Details of the requirements for legal compliance and soundness are outlined in the box above¹⁰.

¹⁰ It should be noted that, before adoption of the Wiltshire Council SCI, DPDs in Wiltshire have been prepared in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004, as amended in 2008 and 2009. This is in accordance with the Local Government (Structural Changes) (Transitional Arrangements) (No. 2) Regulations 2008, as amended in 2009.

- 4.19 The process of advertising the publication to make you aware of the DPD will be similar to the draft DPD stage. As with the draft DPD stage, notification by letter and/or email to everyone on the consultation database will give details of how to respond to the council.
- 4.20 At this stage we will:
- invite formal representations to be made within a specified period of at least six weeks
 - ensure all representations on the DPD are catalogued in a database, in preparation for the submission stage.
- 4.21 The council will review all the representations made and summarise the main issues. The council will then respond to the main issues in a report that will be submitted to Secretary of State alongside the submission draft of the DPD.
- 4.22 Only in exceptional circumstances will changes be made to the DPD at this stage. If the council does wish to make significant changes based on the comments received, it will consider whether or not these changes can be addressed through an addendum. Where the changes can be addressed through an addendum, this will be published for further comment, and will then be submitted with the DPD to the Secretary of State. Ultimately it will be the inspector who will decide, during the public examination, whether or not these recommended changes will take place (see the next stage and the box below).
- 4.23 If issues are raised at this stage, which necessitate fundamental changes to the DPD, then the council may decide to delay submission of the DPD in order to undertake further work as required. This would necessitate further consultation with relevant specific consultation bodies, followed by publication of the altered DPD for formal representations.

Submission of the DPD to the Secretary of State and independent examination by the Planning Inspectorate (PINS)

- 4.24 Following the steps above, the DPD will be formally submitted to the Government Office for the South West (acting for the Secretary of State) and the Planning Inspectorate (PINS). At this stage we will:
- submit copies of all representations received during the publication stage and a summary of the main issues identified. We will also submit a statement outlining consultation exercises undertaken during the earlier stages, and the ways in which this has influenced the DPD
 - publish the submission draft DPD and such associated submission documents (evidence base) as are appropriate
 - notify, by letter and/or email, the current position to all those who made representations. We will also update our website, and will publish a local advertisement setting out the time and location of the examination, and the name of the inspector.
- 4.25 The inspector will at this point consider the conformity of the DPD preparation process with the council's SCI. If it fails to comply, the DPD may have to be withdrawn.

Independent examination

What you need to know – the independent examination

The purpose of the independent examination is to ascertain whether the DPD is sound and legally compliant. The examination usually involves informal discussions. Round table sessions are held to discuss specific issues before the inspector.

At this stage, it will be up to the discretion of the inspector to decide the scale, type and nature of discussions, as well as the timescale for participation in the independent examination. The inspector will have access to all representations made at the publication stage and will also have a report written by the council summarising the main issues and its response to them. Details and timescale will be made available at a pre-examination meeting.

Post-submission and adoption

- 4.26 Following the independent examination, the inspector will prepare a report advising of any changes to the DPD which are considered appropriate in order to make it sound. The inspector's report will be binding on the council which will amend the DPD on the basis of this report and adopt the DPD as soon as possible after receipt of the report. There is a six week period for legal challenge after adoption.

At this stage we will:

- notify, by letter and/or email, all those who made representations
- update our website accordingly, including publishing the inspector's report and all modifications to the DPD as a result
- publish notification of adoption of the DPD by local advertisement
- issue a spatial planning team newsletter if considered appropriate.

Supplementary planning documents (SPDs)

- 4.27 The process for adopting SPDs is different from that for DPDs, as there is no requirement for SPDs to undergo independent examination. This means that the opportunities for community involvement in the preparation of SPDs are slightly different, particularly in the later stages.
- 4.28 The degree of community involvement will inevitably vary according to the nature of the SPD, and the methods used will be proportionate to the SPD concerned. Consultation will generally be focused on the area covered by the document. As with DPDs however, there are plenty of opportunities to become involved. Diagram 3 below demonstrates the opportunities available at the four main stages. Further detail of the consultation to be undertaken during the preparation of SPDs is provided in the following paragraphs.

Informal stages

Evidence gathering and early community involvement

- 4.29 In terms of the evidence gathering and early community involvement stages, the council will normally follow similar processes to those used for DPDs, as set out above. However, any consultation will be proportionate to the subject matter of the SPD, and may be limited to the local area which is most likely to be affected by the contents of the document.

Formal stages

Publish draft SPD

- 4.30 The **formal** public participation that is required by the regulations is to publish the draft SPD and invite representations. This consultation is not limited to issues of soundness and legal compliance, and the draft SPD may be changed in the light of the representations received. The draft SPD will be published together with a statement setting out how any consultation was undertaken during preparation of the SPD and summarising the main issues that emerged. Representations will be invited during a four to six

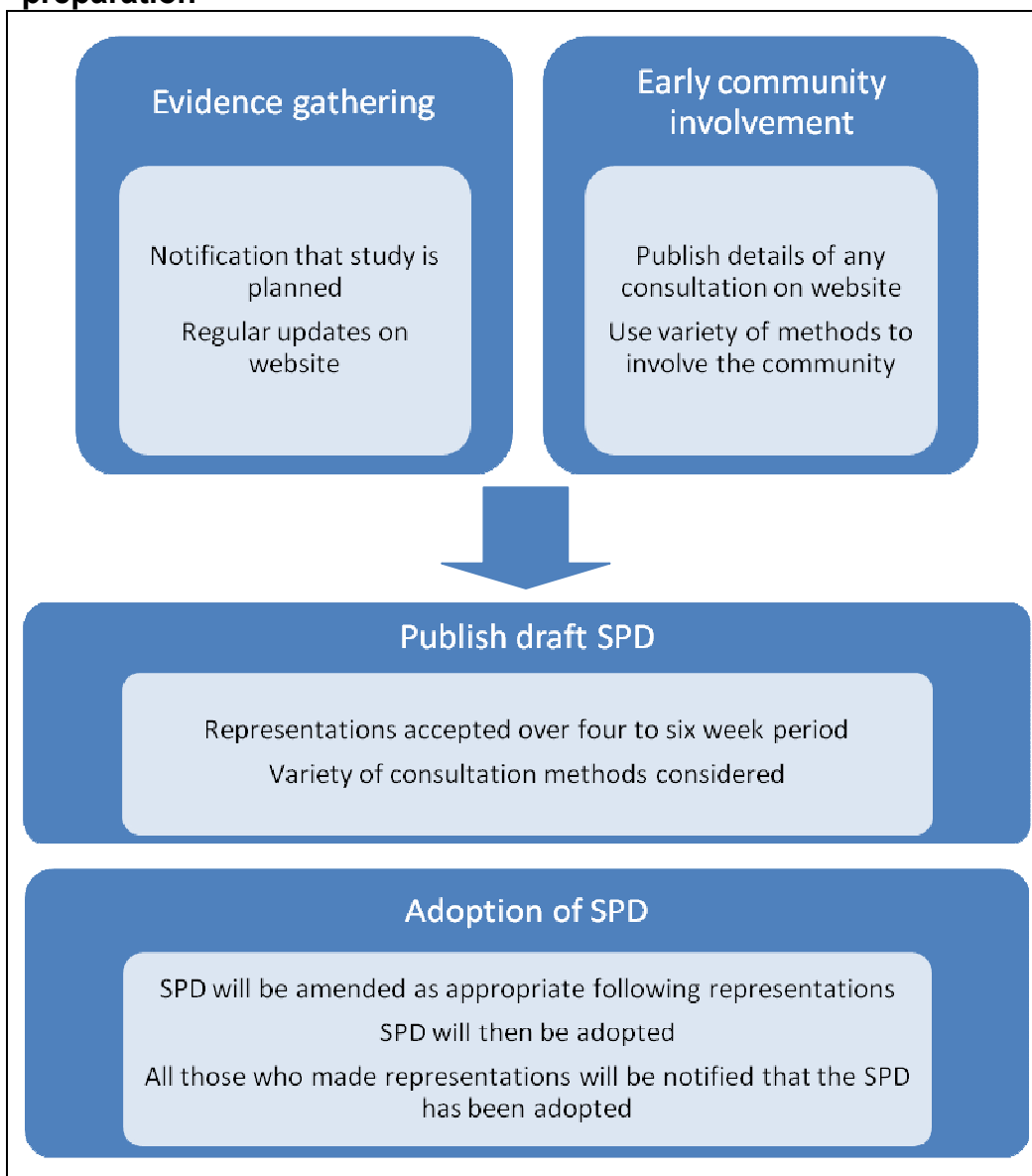
week period; the regulations require that consultation is for no longer than six weeks.

4.31 In addition to the minimum requirements at this stage we will:

- where possible attend meetings of the organisation/groups or bodies making up the community members directly affected by the SPD
- make appropriate use of the media to publicise the consultation.

4.32 At the end of all community consultation exercises, comments received will be fully considered and taken into account before progressing to the next stage.

Diagram 3: Opportunities for community involvement during SPD preparation



Adoption

- 4.33 After this period, we will amend the draft SPD, taking into account appropriate representations received. The SPD will then be placed before the relevant council committee for adoption. Upon adoption of the SPD we will:
- send a letter and/or email to all those who have made representations, explaining what we have done in relation to their comments
 - publish a statement which contains a summary of the representations received and outlines how the SPD has been altered as a result of the representations
 - make copies of the amended adopted document available on the council's website
 - make copies of the amended adopted document available at the principle council office and at libraries and other information points as appropriate
 - if necessary, produce a briefing note to accompany the adopted document and explain its content.

Other supplementary documents

- 4.34 Alongside SPDs, there are other documents which may have an influence on planning policy and are regarded as a material consideration in the determination of planning applications. These documents may be produced by other teams within Wiltshire Council, for example conservation area appraisals and management plans, by local communities and parish councils, for example parish plans and village design statements, or by external bodies, for example Area of Outstanding Natural Beauty (AONB) management plans.
- 4.35 The purpose of an SPD is to provide further detail to amplify policy in the core strategy or another DPD. Therefore, the council will need to have adopted the relevant DPD before documents such as village design statements can be adopted as SPD. Under certain circumstances it may be appropriate for such documents to be adopted as SPD once the appropriate DPD has been adopted. However, supplementary documents may be endorsed by Wiltshire Council as 'supplementary guidance', and may subsequently have weight in planning decision-making processes. Details of the approach to be followed for consultation on village design statements, parish and town plans and conservation area appraisals and management plans are provided below.

Village design statements

- 4.36 Village design statements are based on an analysis of the design characteristics of the village. They aim to influence the design of future development, so that it is in keeping with the existing local character. The statements are produced by the local community, with only advisory input from Wiltshire Council. A key element of village design statements is that they should represent the views of the whole village community, and early community involvement is therefore encouraged.
- 4.37 The approach outlined below gives an indication of best practice when preparing a village design statement:
- An initial consultation should be undertaken to identify the characteristics of the village which are felt to be important by the local community. This could include a 'village character workshop' and a questionnaire delivered to every household.
 - The local community should be kept informed as the village design statement progresses. A range of methods should be used, and sufficient time should be allowed for responses at each stage. This may involve exhibitions/meetings to discuss draft documents at various stages of production. Details of progress should be provided on notice boards/at information points within the village. It may also be appropriate to notify each household of progress using leaflets/newsletters, and to publish details of any consultation in the local press.
 - Planning officers, parish councils, and the Wiltshire councillor for the area concerned should be kept informed throughout the process. Planning officers will not attempt to direct the development of the village design statement, but may be able to provide useful help and advice on the relevant planning processes.
 - Clear records should be kept of all consultation events and responses.
- 4.38 The final village design statement should include details as to the consultation which has been undertaken, the responses received and how these have influenced the content of the document.
- 4.39 If village design statements are to be adopted as SPDs then a formal consultation on the draft document will be required. This formal consultation will be led by Wiltshire Council and will follow the requirements for consultation on a draft SPD, as set out above. The formal consultation will be in addition to the early community involvement suggested above.

Parish and town plans

- 4.40 Parish and town plans set out a vision for the future of the community, and the actions which are needed to achieve this. The production of parish and town plans is led by town and parish councils, and should reflect the views of the whole community. Consultation during the preparation of town and parish plans should follow similar principles to those set out above for village design statements. It is important that the local community are involved in the process of producing the plan, that council officers and Wiltshire councillors are kept informed, and that clear records are kept of any consultation events. If the parish or town plan is to be adopted as an SPD then a formal consultation led by Wiltshire Council will be required.

Conservation area appraisals and management plans

- 4.41 Conservation area appraisals and management plans differ from village design statements and parish and town plans in that they are produced by the Wiltshire Council development management teams. Conservation area appraisals give an overview of the history and development of the conservation area and define the distinctive characteristics of the area. Conservation area management plans identify measures to maintain or improve the conservation area and may include details of suggested boundary changes. Wiltshire Council will follow a similar process for consultation on both conservation area appraisals and management plans, as set out below.
- 4.42 Before preparing a conservation area appraisal or management plan, the officer responsible for the document will:
- notify the relevant Wiltshire councillor, area board manager, and parish council of the intention to prepare an appraisal or management plan
 - contact other relevant individuals and groups, such as local history or interest groups and internal council departments, as appropriate
 - publish details of the likely timetable for production of the document on the council website, and consider holding a public meeting.

- 4.43 A draft document will then be produced, following best practice guidance. Consultation on the draft appraisal or management plan will be focused on the area covered by the document, and will include:
- hard copies of the draft document to be available at the local library and at the local council offices
 - direct notification to identified consultees
 - discussion of the document at a public meeting if considered necessary
 - direct notification and leaflet drop to any properties affected by proposed changes to the boundaries
 - site notices to be displayed in a number of locations within the conservation area
 - notices to be published in the local newspaper
 - details to be provided on the council website.
- 4.44 The consultation will run for at least six weeks, after which the draft document will be amended as appropriate. A consultation summary will be produced at this point, setting out who was consulted, how the consultation was undertaken, which issues were raised, and how these issues were addressed. Any revisions which affect the boundary of a conservation area will be subject to a further consultation with those people affected, with at least four weeks for responses to be received.
- 4.45 If the proposals involve the designation or changes to the boundary of a conservation area then this needs to be approved by the appropriate council committee. If the document is approved, all those who responded to the consultation will be notified, site notices will be displayed and the council website will be updated accordingly. If the conservation area boundary has been revised, then English Heritage and the Government Office for the South West should be notified, and notices must be published in the London Gazette and at least one local paper.

Sustainability Appraisal (SA)

- 4.46 Current legislation requires that all DPDs and certain other documents are subject to a Sustainability Appraisal (SA) and that a report on the findings of the SA is published alongside the DPD. SA performs a key role in providing a sound evidence base for the DPD and ensures that sustainable development is treated in an integrated way in the plan preparation process.
- 4.47 SA fully incorporates the requirements of the European Directive on Strategic Environmental Assessment, which requires that an assessment of the significant environmental effects of the DPD should be undertaken through a strategic environmental assessment (SEA).
- 4.48 Following recent changes in the regulations¹¹, an SA is no longer required for all SPDs. However, it is still necessary for the local authority to publish a 'screening report' which draws on the SA report of the parent DPD, and which clarifies whether or not the SPD is likely to lead to any further significant effects. The screening report should also ensure that any requirements under the European Directive on SEA are met for the SPD.
- 4.49 The legal requirements to carry out SA and SEA are different. However, they are combined into a single process, meeting the requirements of both. For ease of reference, this SCI will refer to both processes as Sustainability Appraisal (SA). A number of key stages can be identified for community involvement in the preparation of the SA. These are presented in diagram 4 below.

Context, objectives and baseline

- 4.50 The first stage of SA is the establishment of an evidence base for the SA, and this is often referred to as the scoping stage. This evidence base will be developed using the existing local development framework evidence base.
- 4.51 When developing the evidence base during the scoping stage, the following actions will be undertaken:
- identifying relevant policies, plans and programmes
 - collecting baseline information
 - identifying the sustainability issues and the appraisal objectives
 - considering options and alternatives.

¹¹ The Town and Country Planning (Local Development) (England) Regulations 2004 as amended in 2008 and 2009.

- 4.52 This scoping stage will establish a set of sustainability objectives against which DPDs can be assessed. These sustainability objectives will be included in an SA Framework to be used in undertaking appraisals.

Consulting on the scope of the Sustainability Appraisal

- 4.53 The scoping report sets out the conclusions from the 'context, objectives and baseline' stage, and includes the SA Framework mentioned above.
- 4.54 As part of DPD preparation, the SEA consultation bodies will be consulted on the information and level of detail contained within the scoping report (which will cover the SEA Directive's environmental report requirements).
- 4.55 We will also work together with, and consult members of our community, adjacent local authorities and other established groups, such as the local strategic partnerships, in this important initial stage of the SA, with a balance between those concerned with social, environmental and economic issues. An SA Working Party has also been established to discuss all aspects of the SA process.

Assessing alternative options and preferred spatial strategies

- 4.56 We will seek to integrate consultation on the assessment of alternative/preferred spatial strategies in the SA process with consultation on draft documents for individual DPDs. Consultation at this stage will therefore incorporate similar methods to those used during the draft DPD/consultation document stage, as set out above.
- 4.57 There is no mandatory requirement to consult on the SA at these initial stages of DPD development. However, it is best practice, and public participation will help to ensure the SA will be comprehensive and robust enough to support the DPD during the later stages of public consultation and examination.

Consulting on the draft plan and the SA Report

- 4.58 The SA Report on the draft DPD is a key part of the appraisal process. It provides the public with information on the effects of the plan (and the alternatives). This means the public is fully informed when they are consulted and are able to comment on the plan, the alternatives and their appraisal.
- 4.59 At publication, we will produce and publish the SA Report alongside the draft DPD. The SA Report will set out how the appraisal was carried out and how options were assessed and carried forward. It will also indicate clearly which options were not taken forward,

drawing on the evidence base and appraisals to show why they were not pursued.

- 4.60 At this stage, consultees will be invited to consider both the draft DPD and the accompanying SA Report. Consultation will follow the same methods as those detailed for the publication stage of the DPDs. We will consider each representation made in relation to the draft SA Report, and any amendments will be made as appropriate.

Changes to the DPD with significant sustainability effects

- 4.61 The more robust the consultation and engagement processes, the less likely it is that changes will later be needed to the DPD and accompanying SA. However, where proposed changes to a DPD have significant sustainability effects, relevant sustainability appraisal information will be made available in the form of a revised SA Report, and published to provide an opportunity for representations to be made on the changes.

Final report

- 4.62 The final SA Report will be submitted with the DPD to the Secretary of State as a submission document, along with any revisions or supplements to it. The SA report will be relied upon by the council as evidence that the DPD has been subject to sustainability appraisal in accordance with current legislation and guidance.

SA statement to accompany adopted DPD

- 4.63 When a DPD is adopted (incorporating any changes required by the inspector), we will issue a statement summarising, in relation to the SA:
- sustainability considerations, and how these have been integrated into the development plan document;
 - options and consultation responses - how any responses received on the SA reports (at all stages) have been taken into account;
 - alternative options - reasons for the choice of alternatives in light of other reasonable alternatives considered in the SA; and
 - monitoring sustainability effects - measures to be taken to monitor the significant sustainability effects of implementing the development plan document.

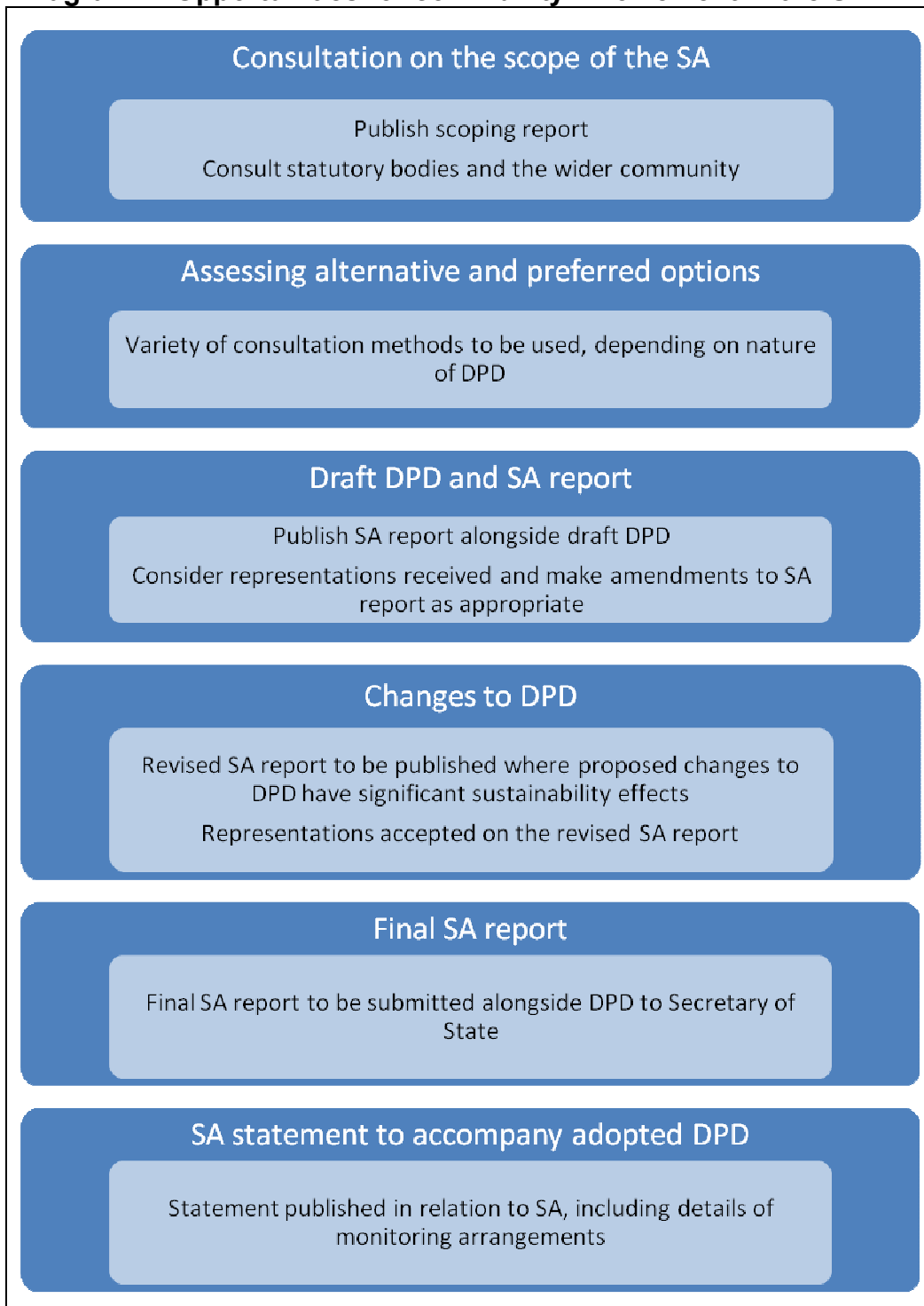
Monitoring significant sustainability effects

- 4.64 SA requires arrangements to be set up for monitoring the significant effects of implementing an adopted DPD. Monitoring arrangements should be designed to provide information that can be used to

highlight specific performance issues and significant effects, and lead to more informed decision-making.

- 4.65 The SEA Directive specifically requires monitoring to identify ‘unforeseen adverse effects’ and to enable appropriate remedial action to be taken. The results of significant effects monitoring will be published annually in the council’s Annual Monitoring Report.

Diagram 4: Opportunities for community involvement in the SA



Community involvement in planning applications

- 5.1 This chapter explains how and when you can become involved in the determination of planning applications in your area.

How can I find out about planning applications in my area?

- 5.2 Wiltshire Council is responsible for handling all planning applications in Wiltshire, ranging from householder extensions to large applications dealing with employment, residential development and minerals extraction/processing and waste management. The degree of community involvement will inevitably vary depending on the nature of the individual application.
- 5.3 The council takes the following steps to promote involvement on each planning application:

Online details

Details of each application received are displayed on our website. Once the application is determined, copies of the decision notice and the officer's report are also available. The website facility allows individuals to submit comments electronically.

Site notices

All planning applications are advertised by a site notice displayed on or close to the site, allowing 21 days for a response.

Neighbour notification

Where appropriate, neighbours are notified by letter that an application has been received. Further detail on this is provided below.

Town/parish council notification

The town/parish council is sent details of every application in their area and is given 21 days to respond, or longer by agreement in exceptional circumstances. The consultation period is limited to 21 days in order to meet the statutory deadline for determination of the application.

Weekly lists

Weekly lists of applications received are produced and are available both online on the council's website and on request via e-mail to local organisations. They are also sent to Wiltshire councillors.

- 5.4 In addition, the council advertises in the weekly local press all applications that fall within the following criteria:

Applications advertised within the weekly local press:

- Applications which affect the character or appearance of a conservation area
- Applications for works to listed buildings and developments likely to affect the setting of listed buildings
- Developments affecting public rights of way
- Developments of ten or more houses or employment development with 1,000 square metres or more floorspace
- Developments on sites which have an area of one hectare or more
- Waste management development and development relating to minerals extraction
- Other developments likely to be of wider interest to the community, such as planning applications for telecommunication masts or wind turbines
- Developments that are a departure from the policies of the development plan.

- 5.5 The cost of advertising in the weekly local press exceeds £130,000 per year, or £500 for every working day. In July 2009 the government published a consultation paper outlining possible changes to the current mandatory requirement to publish planning applications in the local press. Research undertaken by the council indicates that the most effective form of public consultation on planning applications is via neighbour notification and site notices, with no evidence of any response from newspaper advertising. If the government subsequently amends the legislation to remove the requirement for newspaper advertising, the council will review whether to continue this form of public engagement, based on an assessment of the costs and benefits to local residents and taxpayers. Any changes could be implemented in 2010.

- 5.6 The council recognises that many people are most interested in applications that directly affect them, such as householder applications, which constitute almost 50% of all planning applications received in Wiltshire. The council endeavours to notify occupiers of premises which adjoin the application site and may be affected by the proposed development individually by letter that an application has been received. They are invited to view the application and make any written observations within 21 days¹².

¹² This is to enable the council to determine the application within the statutory period

Are other organisations notified of planning applications?

- 5.7 The council also recognises the need to involve other organisations, both local and national. Statutory consultations are carried out on many applications with bodies such as the Environment Agency (flood risk); the regional offices of English Heritage (important listed building/conservation area/ancient monument issues) and Natural England (biodiversity issues). However, involvement also takes place with local non-statutory bodies that can offer valuable advice, such as community area boards, Campaign to Protect Rural England (CPRE), local civic societies and local branches of national organisations such as the Ramblers Association. Whom we consult will vary with the nature of the proposal and the location. Consultees have 21 days in which to respond.

Involving your community group

Your community group is welcome to comment on applications. If you wish to be alerted about planning applications in a particular area please contact the council to receive a regular electronic copy of the weekly list.

- 5.8 To minimise both costs and carbon footprint, most consultations are carried out electronically.
- 5.9 To assist parish/town councils and community groups, the council will, on request, provide advice and training on how planning applications are determined and what issues can be taken into account in deciding a planning application.

How can I comment on a planning application?

- 5.10 The best way to express your views on a planning application is to contact the council electronically. There is an online system on the council's website or you can email. You can also send a letter.
- 5.11 Oral, anonymous or defamatory comments cannot be taken into account. You should ensure that your comments relate to relevant planning matters.
- 5.12 The council has an established procedure which enables members of the public to speak at council planning meetings. The details of this are set out in paragraph 9.5 of The Planning Code of Good Practice, which is available at

www.wiltshire.gov.uk/code_of_good_practice_for_members_30_04_09.pdf

Relevant planning matters include:

- the effect of the proposed development on the appearance of the area
- the quality of design
- significant overbearing impact and loss of outlook (e.g. significant overshadowing from a new building)
- the economic benefits of the proposal
- highway safety issues
- loss of important trees
- intrusion into the countryside
- significantly increased noise and disturbance
- national and local planning policies.

Concerns which are not normally relevant to the planning process:

- loss of private view
- loss of property value
- breach of private covenant
- loss of trade to a competitor
- the level of profit a developer might make
- personal circumstances of the applicant (other than in exceptional cases)
- moral objections e.g. to uses such as amusement arcades and betting offices
- conflict with private access rights.

5.13 The council will carefully take any comments made into account before a decision is made. All comments are scanned and added to the web site once email addresses and hand written signatures are removed (it should be noted that typed names and addresses remain visible).

5.14 The council may negotiate changes to applications where these are expedient. Re-consultation (usually for 21 days) will take place on amendments if the council considers that they raise new issues that could lead to further comment¹³.

¹³ This is to enable the council to determine the application within the statutory period

- 5.15 On many major applications, the council encourages applicants to carry out public consultation in the local area before submitting a planning application. This may take the form of a public meeting and display of their initial thoughts. The council may also suggest that the relevant community area board is specifically consulted at this stage. In these cases, you may be able to make your views known directly to the developer before the plans are finalised and submitted to the council.

Who decides whether planning permission should be granted?

- 5.16 Planning applications are usually determined by officers using delegated powers. The circumstances under which an application can, or cannot, be determined using delegated powers are set out in Wiltshire Council's Scheme of Delegation, which is subject to regular review.
- 5.17 Applications which cannot be determined under delegated powers are referred to either the Strategic Planning Committee or one of the four Area Planning Committees for a decision. The Strategic Planning Committee determines larger applications, which are of relevance beyond the local area.

Area Planning Committees

There are four Area Planning Committees where local decisions on planning applications are made by local members. These committees determine non-delegated applications which are outside the remit of the Strategic Planning Committee.

The Area Planning Committee meetings are held on an area basis, making it easier for people to attend. The four Area Planning Committees are based in Salisbury (Southern Area), Chippenham (Northern Area), Trowbridge (Western Area), and Devizes (Eastern Area).

The committees meet once every three weeks. Agendas are published in advance of each meeting, and can be viewed online.

If the application that you have expressed a view on is determined at a planning committee, we will endeavour to let you know the time and date of the meeting so you are given the opportunity to attend. You may have the opportunity to address the committee before the application is decided.

What public involvement is undertaken on major development applications?

- 5.18 The council understands that many people have an interest in major applications that affect a wide area. Wiltshire is largely a rural area and less than 4% of the applications received fall within the government's definition of major applications (10 or more houses; 1,000 square metres of floor space; development relating to minerals extraction; waste management development; or development on a site with an area of one hectare or more)¹³.
- 5.19 The applications that often provoke the most widespread interest are those that have an impact over a wider area summarised in the box below.

Examples of major development proposals

- Large or significant new housing or mixed use developments
- Large or significant new retail developments
- Waste disposal sites
- Large road schemes
- Mineral extraction

- 5.20 For proposals of this nature, the council will encourage prospective developers to undertake more extensive public involvement at an early stage, before a planning application is submitted. It will expect the developer to discuss with the council's planning officers details of how the community should be involved in the decision making process. The purpose of these discussions will be to:
- identify the groups/individuals that should be involved
 - agree how they should be involved
 - agree a timetable for their involvement
 - establish how the feedback from the consultation will be provided
 - discuss how the feedback from the consultation exercises will be incorporated into the development proposal.

¹³ As defined in the Town and Country Planning (General Development Procedure) Order 1995.

- 5.21 The level of community involvement agreed will aim to reflect the scale and complexity of the proposal and will be the responsibility of the developer. Good practice will involve organising a meeting at a local venue at a convenient time to which all residents and businesses in the immediate area likely to be affected by the development are invited to attend. Residents' groups, the local town/parish council and elected members should also be invited to attend, with the event publicised in local papers.
- 5.22 The proposal should not be presented as a completed project but should cover the options that can be considered. Feedback should be encouraged both at the event and subsequently.
- 5.23 When the planning application is submitted the council will expect the applicant to provide evidence that sets out how the community has been involved. This should take the form of a statement of community involvement outlining what public consultation has been carried out and how the results of the exercise have been taken into account in the submitted application. Where there is a local validation checklist for submission of the planning application, and where a statement of community involvement is a requirement of this checklist, the application will not be registered without one.

Pre-application discussions

- 5.24 Pre-application discussions are encouraged for all types of applications – major, minor and others. The objective of pre-application discussions should be to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail required to enable the council to determine an application. For major applications it will also enable the applicant to discuss with the council details of how the community should be involved in the decision-making process.
- 5.25 It is recognised that at the very early stages of considering a development proposal applicants may wish for any discussions with the council to be confidential. However, applicants are encouraged to involve the local community as early as possible in the process of preparing their proposals. The community area boards may provide an appropriate forum for pre-application discussions for major applications which are of wider community interest. The council has pro-actively encouraged parish and town councils to take advantage of offers of pre-application discussion from prospective developers.

The Killian Pretty Review

The Killian Pretty Review (KPR) on the planning process recommended in its final report in 2008 that local planning authorities should publish a statement or code of good practice, clearly setting out the range of guidance and opportunities that it offers for pre-application advice.

The council will work within the framework of the KPR and will aim to publish a code of good practice on pre-application advice in 2010. This advice will include details of the situations when a planning performance agreement, or a simple project plan based approach, will be encouraged for major applications.

Planning obligations

5.26 Planning obligations are required where a new development generates wider impacts on the community that need to be mitigated. The obligations are usually entered into by the landowner and/or the developer to ensure that the costs do not fall upon the existing community. Obligations consultation will occur through both the LDF and the development management processes.

5.27 For major planning applications the council will encourage prospective developers to engage with relevant stakeholders at pre-application public meetings by setting out the details of the planning obligations they intend to provide.

What are planning obligations?

Obligations may involve paying for the additional infrastructure required as a result of the development, such as new schools, open spaces and roads, or ensuring that a balanced development takes place, including the provision of affordable housing.

5.28 When an application of this nature is submitted, the council will expect draft heads of terms of any planning obligation to accompany the application, so that full and proper consultation, including publication on the council’s website, can take place before the application is determined. Any application of this nature reported to a council planning committee will set out in the agenda the proposed heads of terms for any planning obligation.

Mineral extraction and waste management development

5.29 Applications relating to mineral extraction and waste management are dealt with through the processes outlined above. Mineral extraction and waste management developments are regarded as temporary uses of land, but can last for many years. In some cases it can take decades to work out and restore a quarry, during which time the active site will become part of the local context.

- 5.30 If planning permission is granted, the council will therefore encourage mineral and waste site operators to form liaison groups. Such groups facilitate regular liaison meetings between the site operator, the council and the local community, providing a forum in which representatives of the local community can raise any issues or concerns the community has.
- 5.31 To reinforce its support for local liaison groups where they already exist and to facilitate the setting up of new groups, the council will adopt and publish a protocol for the setting up and running of local liaison groups. This will be distributed to all operators of minerals and waste sites. The council will also maintain its involvement of local communities by producing annual site monitoring reports.

Involvement in other planning matters

- 5.32 There may also be issues of planning enforcement, with which the community may wish to become involved. A planning enforcement policy for the council is currently being prepared. This will set out how enquiries about possible breaches of planning control can be submitted and will include details of the service standards which will be applied by the council when handling enforcement enquiries and how members of the community can expect to engage in the enforcement process. Further details on planning enforcement are available on the Wiltshire Council website¹⁴.

¹⁴www.wiltshire.gov.uk/planningenforcement

6 Monitoring and review

- 6.1 This final chapter sets out how the council will review the implementation of the SCI in planning decision-making across Wiltshire.
- 6.2 The council will actively monitor the success of community involvement techniques, ensuring that the procedures for involving the community are achieving a representative level and that they are making best use of resources. This monitoring review will occur within the council's Annual Monitoring Report (AMR) after a major consultation exercise, when the extent to which the SCI is being successfully implemented will be assessed. The success of community involvement initiatives will be measured by:
- how successfully the community and other interested groups are able to find information on the LDF documents
 - the level of involvement of under-represented groups
 - respondents' satisfaction with the council's overall consultation standards.
- 6.3 The AMR will identify the key challenges and opportunities to the SCI enabling adjustments and revisions to be made. The AMR is undertaken on an annual basis and published by the end of December each year. The council will consider revising the SCI if the AMR concludes that one or more of the following indicators have been triggered:
- Where there is substantial dissatisfaction with the community involvement process for developing local planning policy.
 - Where there is substantial dissatisfaction with the consultation process for planning applications.
 - The council resolves that the Statement of Community Involvement will be revised.
- 6.4 This will not preclude any minor adjustments to the methods of consultation or updates to the consultation database provided that such changes do not undermine the SCI in a significant way.
- 6.5 Following any review of the SCI, a report will be produced outlining the findings. We will then use the findings to refine methods in the future as required. If a review of the SCI proposes changes, these will be considered by the council through the appropriate committee process.

Contacts for further information

Wiltshire Council website

Further detail on the planning processes discussed in the SCI can be accessed on the Wiltshire Council website at: www.wiltshire.gov.uk

Local Development Framework

For information about the Local Development Framework contact the Wiltshire Spatial Planning Policy Team:

Email: spatialplanningpolicy@wiltshire.gov.uk

Phone: 01225 713489

Address: Spatial Planning Policy Team, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Minerals and waste

For information about minerals and waste policy contact the Wiltshire Minerals and Waste Policy Team:

Email: mineralsandwastepolicy@wiltshire.gov.uk

Phone: 01225 713429

Address: Minerals and Waste Policy Team, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Development management

For information about the process of applying for planning permission contact one of the following teams:

Minerals and waste development management

For information about minerals and waste planning applications contact the Minerals and Waste Development Team:

Email: mineralsandwastedevelopment@wiltshire.gov.uk

Phone: 01225 776655

Address: Minerals and Waste Development, Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Development Management North (based in Chippenham):

Email: developmentmanagementnorth@wiltshire.gov.uk

Phone: 01249 706444

Address: Planning Services, Wiltshire Council, Monkton Park, Chippenham, SN15 1ER

Development Management South (based in Salisbury):

Email: developmentmanagementsouth@wiltshire.gov.uk

Phone: 01722 434541

Address: Wiltshire Council, Planning Office, 61 Wyndham Road, Salisbury, SP1 3AH

Development Management East (based in Devizes):

Email: developmentmanagementeast@wiltshire.gov.uk

Phone: 01380 734735

Address: Development Service, Wiltshire Council, Browfort, Bath Road,
Devizes,
Wiltshire, SN10 2AT

Development Management West (based in Trowbridge):

Email: developmentmanagementwest@wiltshire.gov.uk

Phone: 01225 770344

Address: Planning Services, Wiltshire Council, Bradley Road, Trowbridge,
Wiltshire, BA14 0RD

The areas covered by the North, South, East and West Development Management teams are indicated on the map overleaf.

Area Boards and Community Governance in Wiltshire

For information about area boards and community governance, contact the council's Community Governance Team

Email: areaboards@wiltshire.gov.uk

Phone: 01722 434255

Address: Community Governance Team, Wiltshire Council, County Hall,
Bythesea Road, Trowbridge, Wiltshire, BA14 8JN

Regional planning policy

Further information about the South West Regional Spatial Strategy can be obtained from the South West Councils website at www.swcouncils.gov.uk. Alternatively you can contact South West Councils using the details below:

Email: info@swcouncils.gov.uk

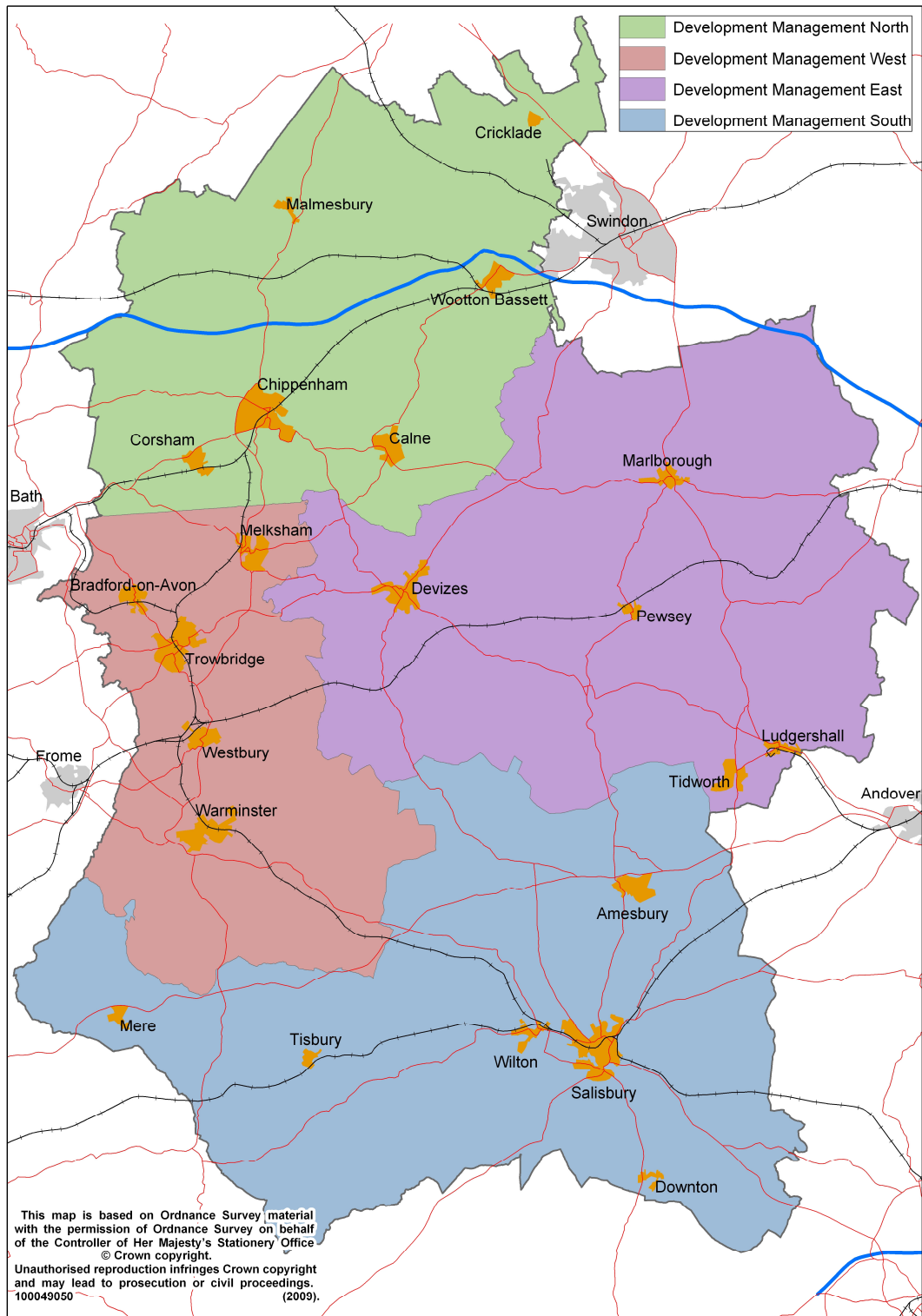
Phone: 01823 270101

Address: South West Councils, Dennett House, 11 Middle Street, Taunton,
Somerset, TA1 1SH

Planning Aid

Planning Aid is a nationwide charitable body providing free help and advice on planning matters to groups and individuals who cannot afford to pay a planning consultant. Further details are available on the Planning Aid website at: www.planningaid.rtpi.org.uk.

Map showing areas covered by the North, South, East and West Development Management teams



Appendix 1: Methods of consultation

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Methods of involvement in the LDF					
Documents available at principal council office and for purchase	At certain stages of consultation the council will publicly display documents at the principle council office and at libraries and information points where this is considered appropriate. This is to allow the general public and interested parties to view planning documents without internet access. The council will also make these documents available for purchase at a reasonable price.	Access for all. All documents and any other relevant publications available in full. Purchased documents can be taken away and examined at leisure.	Available only during certain hours. May exclude groups and individuals with specific access needs.	Minimal. Printing costs may be high for purchased documents but could be covered by purchase cost.	Low
Online consultation (through Limehouse)	All new planning documents and consultation periods will be displayed on the council's website. Limehouse allows comments and feedback to be submitted online.	Available 24 hours a day and can be accessed anywhere. All documents available in full.	Not everyone has internet access.	Minimal once system is established.	Low once system is set up.

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Notification and issue of information to specific consultation bodies and notification of other consultees as appropriate	A formal letter will be sent to all specific consultation bodies which the council considers would have an interest in the subject matter of a DPD or SPD. The letter will form part of the formal consultation process. In addition letters will be sent to other consultees on the council's community database, as considered appropriate.	Gives direct information to specific consultation bodies and to other consultees who are already on the council's community database.	Is generally limited to those that have already interacted with the planning process. Does not engage the wider community who are not already involved. Mail shots can be expensive and labour intensive if accompanied by a large amount of information.	Expensive with postage costs directly related to the amount of information sent; however emails are much less expensive.	High for letters. Low for emails.
Email to consultees on the council's community database	The council may use emails as opposed to letters for groups that regularly use their email accounts.				

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Media advertising	<p>Radio – Where appropriate local radio stations will be sent press releases to publicise key planning documents of high public interest.</p> <p>TV – Where appropriate planning documents of high public interest may be promoted by press releases to local news television.</p> <p>Newspaper – Consultation periods and new planning documents will be advertised in advance of publication/consultation where this is considered appropriate.</p>	Notifies a wide range of people. Gives accessibility to all parts of the community.	Some local papers are not widely read. Lack of detail on hand and lack of opportunity for questions.	Low in terms of producing and disseminating notices. However, cost will relate to number of press outlets used and their charges. These can be quite high.	Low
Training sessions for specific groups	Training sessions may be provided for specific groups, such as town and parish councils. These sessions will be used to explain planning processes, thereby enabling attendees to respond effectively to consultation.	Leads to improved understanding of the planning process and the limits and constraints which apply when making planning decisions.	Limited to specific invitees. High staffing resources.	Expensive for venues and staff time.	High

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Focussed questionnaires	Focussed questionnaires may be used by the council as a valuable form of data collection to assess views and opinions. The information gathered from the questionnaires will directly feed into the production of new planning documents.	Gives opportunity to gather specific information from the wider community. May reach some people who would not normally engage in planning.	Limited to those questioned. Can only provide a snap shot of public opinion which may be affected by location, time or other factors.	Expensive if verbal questionnaires are used, as likely to be carried out by external company. Lower cost for written questionnaires.	Medium
Focus groups, working groups, and specialist sessions	Forums may be held to discuss relevant issues at key early stages in the production of new planning documents. This is in line with the government's objective of early consultation at the beginning of document production. Where a document has particular relevance a focused 'specialist' session may be undertaken to empower a particular target group.	Provides a forum for debate and for issues to be examined in public. Focuses on particular issues ensuring relevant consultees are engaged.	Limited community coverage. Requirements on staff resources could be high depending on time/number of sessions held.	Expensive for venues and staff time. Use of consultants could also be expensive.	Medium/high

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Surgeries, presentations, exhibitions and public meetings	These may be held in the main towns of the county and in other locations where appropriate, to ensure as many people as possible are able to participate. Officers will attend with the expectation of explaining documents and increasing public awareness. Where possible, officers will also attend and address meetings of groups and organisations within the community during major consultation stages, although this will depend upon the time and resources available.	Allows display of information in different styles. Officers are on hand to help explain and interpret documents.	Involves large amount of advertising to provide information to community. Distance and location can be problematic to community. High staffing resources	Expensive for venues and staff time.	High

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Methods of involvement in planning applications					
Online details	All new and a large number of historic planning applications can be viewed online on the council's website. The council is seeking to develop a system with an easy interface for users so they are able to comment and feedback online.	Available 24 hours a day and can be accessed anywhere. The whole planning application and all supporting documents are available in full.	Not everyone has internet access.	Minimal. Although developing a new online system may be expensive.	Low once system is set up
Neighbour notification letters	If the council receives a planning application that it feels may affect neighbouring properties then it will notify persons affected by writing to them directly. Recipients of neighbour notification letters have 21 days in which to respond.	Gives direct information to those targeted and ensures they are aware of potential changes in their area.	Is limited to notifying neighbours only and may not notify all those who have an opinion on the application.	Minimal. Major applications might require a large mail shot.	Medium/ High

Consultation method	Description	Strengths	Weaknesses	Cost	Staffing resources
Site notices	All planning applications are publicised by a site notice, displayed on or close to the site. Site notices contain basic information about the application and also information about where more details can be obtained. A site notice will be placed in time to give respondents the statutory 21 day period for responses.	Site notices are designed to be placed in a position where the public can easily read them to allow anyone who is in the vicinity of the application site to become aware of the application.	Site notices can often be missed and they only notify persons in the vicinity although some applications may affect wider sectors of the public.	Minimal	Minimal
Statutory notices in the weekly local press	Local planning authorities are required to publicise certain applications by notice in a local newspaper. The newspaper in which the advertisement will appear will depend on the area in which the application is made.	Notifies a wide range of people. Gives accessibility to all parts of the community.	Some local papers are not widely read. Lack of detail on hand and lack of opportunity for questions.	Low in terms of producing and disseminating notices. However, the cost will relate to the number of press outlets used and their charges.	Low

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CABINET

MINUTES of a MEETING held at COUNTY HALL, TROWBRIDGE, on Thursday, 11 February 2010.

Cllr John Brady	Cabinet Member for Economic Development, Planning and Housing
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Keith Humphries	Cabinet Member for Health and Wellbeing
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philipe	Cabinet Member for Finance, Performance and Risk
Cllr Jane Scott OBE	Leader of the Council
Cllr T Sturgis	Cabinet Member for Waste, Property and Environment
Cllr John Thomson	Deputy Leader and Cabinet Member for Community Services
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Leisure, Sport and Culture

Also in Attendance:

Councillor Beattie – Portfolio holder for Economic Development
Councillor Alison Bucknell - Portfolio holder for Customer Care
Councillor Chris Cochrane - Portfolio holder for ICT
Councillor Linda Conley - Portfolio holder for Waste
Councillor Gamble – Portfolio holder for Transport
Councillor Kunkler - Portfolio holder for Leisure
Councillor G Macrae – Portfolio holder for Schools and Vulnerable Childre
Councillor Laura Mayes – Portfolio holder for Organisational Culture
Councillor Trevor Carbin
Councillor Peggy Dow
Councillor David Jenkins
Councillor Julian Johnson
Mrs Isabel McCord – Chairman of the Standards Committee
Councillor Francis Morland
Councillor Sheila Parker

15. **Apologies**

All Cabinet members present.

16. **Minutes of the previous meeting**

The minutes of the last meeting held on 26 January 2010 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 26 January 2010.

17. **Chairman's announcements**

(a) Incident at County Hall

The Leader referred to an unfortunate incident that had occurred at County Hall on the previous day. The body of a 42 year old man from Trowbridge was discovered in the front car park of the County Hall.

According to Police there were no suspicious circumstances and the coroner had been informed.

She added that once the man was formally identified she would on behalf of the Council, send a letter of condolence to the man's family.

(b) Health Concordat

The Leader announced that the Council would be signing an informal health concordat with the Strategic Health Authority. The document would provide a statement on how well the Council would work together with its health partners.. Other authorities involved were: BANES, NHS Wiltshire Acute Hospital Trust, Wiltshire Ambulance Service and Wiltshire PCT.

(c) Dementia Conference

At the Leader's request Councillor Thomson, Cabinet Member for Community Services, updated Cabinet on the Dementia conference held on 9 February.

Councillor Thomson said that it had been an excellent conference and extremely well attended by both health professionals and those suffering from dementia and their carers.

The conference provided in depth detail on measures which could be taken to help sufferers. Councillor Thomson sought Cabinet support to lobby the Government on the issue of blue badges. He considered that sufferers of mental illnesses and the people they relied on for transport should be afforded the same rights when it came to blue badges as those with physical illnesses. He also considered that the law should also enable the provision of blue badges for carers of children with disabilities and those with severe autism and Link drivers. In an effort to assist, this Council had provided temporary blue badges to patients recovering from operations but had been told to stop this practice.

Cabinet agreed that an open letter be written to the Government highlighting this as a national issue and to seek a change in the law. The letter would be copied to local MP's, David Cameron, Nick Clegg and front benchers

(d) New Chief Executive – Andrew Kerr

The Leader welcomed Andrew Kerr, the recently appointed new Chief Executive, to this his first official meeting of Cabinet.

18. **Declarations of Interest**

The Leader referred to the letter recently circulated to all Councillors which drew their attention to the provisions of Section 106 of the Local Government Finance Act 1992. This provision placed restrictions on elected Councillors voting on certain financial matters associated with the budget and council tax precept where they were two months or more in arrears in the payment of their council tax.

The Housing Revenue Account Budget and Rent Setting 2010/11 report included a proposal to set garage rents. The Leader advised that if Councillors held a garage tenancy with the Council they must declare this as a prejudicial interest when considering this report.

No interests were declared.

19. **Public participation**

The Leader explained that as usual, she would be happy to allow members of the public to speak at the start of each item if they wished to do so.

There were no requests to speak.

20. **Final Proposals for the Revenue Budget and Capital Programme for 2010/11**

Cabinet considered the following budget reports and was asked to make recommendations to Council where appropriate.

Noting that the budget would also be considered in detail by the Joint Overview and Scrutiny Select committee on 16 February and Council on 23 February, the Leader gave an overview of the budget proposals.

The key themes on the budget were:

- To protect services
- To return £4m to reserves.
- To give an average increase in Council Tax of 2.3% which is below the rate of inflation.

- To provide an extra £650,000 for road maintenance; which had been identified as the top priority by the community in recent surveys.
- To allow 0.5% to fund the pay award for 2010-11 and 0.75% in terms of general inflation
- Investing to save (highway maintenance investments and ICT investments)

(a) **Revenue Budget Proposals 2010/11**

The Leader presented a report on the revenue budget proposals for 2010/11 along with the proposed Council Tax increase for the 2010/11 financial year. Cabinet was requested to make appropriate recommendations to Council.

The Leader added that there was £200,000 headroom in the budget and that an announcement on how this would be spent would be made at the Council meeting on 23 February.

At Cabinet's request, the Chief Finance Officer undertook to provide Cabinet members with details of the Council's Rate Support Grant settlement ranked with the settlements for other local authorities together with comparisons on council tax increases.

During discussion, Councillor Thomson, Cabinet Member for Community Services sought Cabinet approval to allow Area Boards to roll over monies they had not spent during 2009/10 into the 2010/11 budget. This was in recognition that Area Boards had only started in June 2009 and had not had a full year of meetings to be able to spend their allocation.

Recommended:

That Council:

- Approves the budget detailed in Appendix 2, including the growth items in Appendix 4 and unavoidable commitments in Appendix 5, efficiency measures in Appendix 6 and Fees and Charges Income in Appendix 7 of the report presented.**
- approves proposals for the use of the £212,000 headroom (proposals on how to use this headroom would be presented to Council).**
- Approves the proposed Council Tax increase of 2.3% (average) with a Band D equivalent of £1,222.43.**

Resolved:

- That all Area Boards be permitted to roll-over any monies they**

had not spent during the available time from the 2009/10 budget into the 2010/11 budget. This would apply in respect of 2010/11 only and would be reviewed in subsequent years.

Reasons for Decision

To enable the Council to set the Revenue Budget for 2010/11, to provide flexibility to consider the use of the headroom during 2010/11 and to enable the Council to set the Council Tax on 23 February 2010.

(b) **Capital Programme Proposals 2010/11 to 2012/13**

The Leader presented a report which proposed that Cabinet approve the proposed capital programme for 2010-11 to 2012-13 as shown in appendix B of the report presented and to approve the use of additional borrowing of £20.617 million in 2010-11 and £53.164 million over the three years.

Recommended to Council:

That Council:

- d) Approve the proposals for the Wiltshire Council Capital Programme for 2010/11 to 2012/13 as shown in Appendix B of the report presented.**
- e) Approve the use of additional borrowing of £20.617 million in 2010/11 and £53.164 million over the three years.**

Reasons for Decision

To enable the Council to set the Capital Programme for 2010/11 to 2012/13 and to enable Council to ratify the level of additional borrowing.

(c) **Fees and Charges**

Cabinet considered a report on the range of fees and charges as included with the revenue budget proposals for 2010/11.

The proposed level of fees and charges income for 2010/11 stood at £60.479 million compared to £55.341 million in 2009/10. This represented a 0.9% increase in total budget terms. The report drew attention to the fact that although fees and charges may have been increased, other factors e.g. economic and demographic have impacted on the proposed budgeted income.

Recommended:

To approve the fees and charges as included in the revenue budget proposals for 2010/11.

Reasons for Decision

To ensure that Cabinet are aware of the fees and charges and they have been incorporated into the revenue budget proposals for 2010/11.

(d) **Treasury Management Strategy**

The Leader presented the proposed Treasury Management Strategy for 2010/11 for Cabinet's consideration which included the Prudential and Treasury Indicators (PrIs and TrIs) for the next three years; other debt management decisions required for 2010-11 that did not feature within PrIs or TrIs; and the Annual Investment Strategy for 2010-11.

Recommended:

That Council:

- a) **adopt the revised CIPFA Code of Practice on Treasury Management in the Public Services;**
- b) **adopt the Prudential and Treasury Indicators (Appendix A);**
- c) **adopt the Annual Investment Strategy (Appendix B);**
- d) **delegate to the Chief Finance Officer the authority to vary the amount of borrowing and other long term liabilities within both the Treasury Indicators for the Authorised Limit and the Operational Boundary;**
- e) **authorise the Chief Finance Officer to agree the restructuring of existing long-term loans where savings are achievable or to enhance the long term portfolio;**
- f) **agree that short term cash surpluses and deficits continue to be managed through temporary loans and deposits; and**
- g) **agree that any long term surplus cash balances not required to cover borrowing are placed in authorised money-market funds, particularly where this is more cost effective than short term deposits and delegate to the Chief Finance Officer the authority to select such funds.**

Reason for Decision

To enable the Council to comply with statutory guidance and reflect best practice.

(e) **Housing Revenue Account Budget and Rent Setting 2010/11**

The Leader presented a report which outlined the main points concerning the Housing Revenue Account including changes resulting from the Government's rent restructuring policy.

The report proposed that rents increase in line with rent restructuring requirements of a maximum of -1.4% plus £2 per week. Applying this guideline gives an actual average rent increase for April 2010 of £1.39 per week (50 week basis) or 1.83%

Following two years of £2 per week rises to bring garage rents up to more comparable levels with others locally, it was proposed this year not to increase these rents to address the decline in demand for these garages.

Service charges are increased by a maximum of RPI. Utility recharges are increased by a maximum of £1 per week. The report also set out the budget for 2010/2011 and the revised budget for 2009/2010.

Recommended:

That Council:

- h) approve the Housing Revenue Account Budget for 2009/10 (revised) and 2010/11 (original).**
- i) approve the increase for dwelling rents in accordance with rent restructuring.**
- j) approve the level of increase for garage rents at zero percent.**
- k) approve the level of increase for service charges at a maximum of RPI and utility recharges as a maximum £1 per week.**

Reason for Decision

The Housing Revenue Account (HRA) is a separate account that all local authorities with housing stock are required to maintain by law. An annual rent increase is required each year to comply with Government guidelines on rent restructuring.

(f) **Dedicated Schools Budget 2010/11**

The Leader presented the recommendations from the Wiltshire Schools Forum in respect of the Dedicated Schools Budget for 2010/11.

The estimated Dedicated Schools Grant for 2010/11 stood at £252.392 million after adjustments for Academies. This estimate was based on September 2009 pupil projections with the final grant reflecting January 2010 pupil numbers and will be notified to the Council in June. Budget monitoring for 2009/10 indicated a small underspend of £0.088 for the current year which may be carried forward to 2010/11.

Resolved:

That Cabinet agree the overall schools budget of £252.392 million.

Reason for Decision

To approve the Dedicated Schools Budget for 2010/11.

21.  **Wiltshire Statement of Community Involvement**

Councillor Brady, Cabinet Member for Economic Development, Planning and Housing presented the proposed Statement of Community Involvement (SCI) for Cabinet's consideration and approval for the purposes of recommending the document to Council.

The SCI was a statutory document which set out how the Council would involve the community when preparing planning policy and determining planning applications in Wiltshire. The SCI had been prepared in accordance with Regulations and national planning policy and had been informed by a pre-draft consultation with statutory consultees.

Councillor Brady drew attention to the following amendments which were tabled:

- Paragraph 2.15 – Community area Boards - had been reworded in the interests of clarity and accuracy.
- A new paragraph on Vision Boards was to be inserted after paragraph 2.17 to clarify the role of the Chippenham, Trowbridge and Salisbury Vision Boards.
- Additional text on public speaking at planning meetings was inserted after paragraph 5.24 and reference to the Killian Pretty Review to cross-reference to the Council's Planning Code of Good Practice for Councillors and Site Visit Protocol.

During debate on this item, the following amendments were also made to the document:

- Paragraph 2.4 of the draft SCI – to add the Fire and Rescue Service in the list of consultees.
- Paragraph 2.16 of the draft SCI to be reworded in respect of community area partnerships to clarify that they would have a role in planning policy issues but not individual planning applications.
- Paragraph 2.18 to delete the following text in the penultimate paragraph:

‘alongside the community area boards and community area partnerships.’
- That definitions of ‘loss of outlook’ and ‘loss of private view’ in the table following paragraph 5.11 of the draft SCI be included.
- The wording ‘in most cases’ in bullet point 6 under the second heading in the table following paragraph 5.11 of the draft SCI be changed to ‘other than in exceptional cases’.
- That the second heading in the table following paragraph 5.11 be reworded for clarity.
- The time period for re-consultation mentioned in paragraph 5.13 of the draft SCI be changed from ‘usually for 14 days’ to usually 21 days’.

That Officers be asked to explore the following:

- In respect of the advertising of planning applications on site a request was made that, in addition to the statutory notifications, an estate agents type sign be placed on the application site making it clearly visible to those affected by development proposed.

Officers undertook to look into this possibility, bearing in mind expected Government guidelines.

- That consultations exclude critical holiday periods such as school summer holidays and if possible, school Christmas holiday periods.

At the request of Cabinet, Councillor Brady agreed to circulate the SCI as amended to Cabinet members before presentation to Council.

Resolved:

That Cabinet:

- l) Approves the content of the Wiltshire Council Statement of Community Involvement subject to the above amendments;**
- m) Authorises the Service Director for Economy and Enterprise, in consultation with the Cabinet Member for Economic Development, Planning and Housing, to make amendments to the document as agreed by Cabinet and any incidental changes; and**
- n) That following adoption by Council, a seminar on the Statement of Community Involvement be arranged for all Councillors at the end of May/beginning of June.**

Recommended to Council:

That Council:

Formally adopt the Statement of Community Involvement as amended.

Reason for Decision

To ensure that Wiltshire Council has a Statement of Community Involvement in place in order to provide a clear set of consultation procedures for Local Development documents and planning applications across the County.

22. Urgent Items

There was no urgent business.

(Duration of meeting: 10.30 – 11.30)

These decisions were published on the 15.2.10 and will come into force on 22.2.10

The Officer who has produced these minutes is Yamina Rhouati, of Democratic & Members' Services, direct line 01225 718024 or e-mail

yaminarhouati@wiltshire.gov.uk

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

CHILDRENS SERVICES SELECT COMMITTEE

DRAFT MINUTES OF THE CHILDRENS SERVICES SELECT COMMITTEE MEETING HELD ON 28 JANUARY 2010 AT COUNCIL CHAMBERS, COUNTY HALL, TROWBRIDGE.

Present:

Mr P Colmer (Reserve), Cllr Andrew Davis, Cllr Mary Douglas, Mrs J Finney, Cllr Peter Fuller, Cllr Mark Griffiths, Cllr Russell Hawker, Hawkins, Cllr J Hubbard (Vice-Chair), Cllr Peter Hutton, King, Cllr Jacqui Lay, Cllr Bill Moss, Cllr Helen Osborn, Cllr Pip Ridout, Mrs R Ryan, Cllr Carole Soden (Chairman) and Thompson

Also Present:

Cllr Lionel Grundy and Cllr Alan Macrae

36. **Apologies and substitutions**

Apologies were received from Mr Di Dale, Cllr Paul Darby and Mr Neil Owen. Cllr Peter Colmer substituted for Cllr Paul Darby.

37. **Chairman's Announcements**

- (a) Although unable to attend the meeting, a welcome was given to Mr Chris Dark, Head of Matravers School, who replaced Mr Gerard McMahon as the Committee's Secondary Schools Headteachers Representative.
- (b) Welcome to Mrs Alice Kemp who was elected as this Committee's Special Educational Needs (SEN) Parent Governor Representative following a ballot of parent governors in Wiltshire. Mrs Kemp is a parent governor of St Nicholas Special School in Chippenham. She will also have membership of the Schools Forum and the Admissions Forum.
- (c) Thank you to all who attended the 13-19 Strategy Seminar given by Julie Cathcart and Mike Perry in December.

On 1 April 2010, statutory duty for the planning and commissioning of 16-19 learning will pass from the Learning and Skills Council to the Local Authority as part of legislative changes. This is a huge area of work and Julie Cathcart has agreed to bring a report to March's meeting, providing

an overview of what the Department is doing in preparation for taking on this new function.

- (d) Due to the length of the agenda for this meeting, the following non-urgent items were deferred until the next meeting in March:

Annual Report of the Local Safeguarding Children Board

Update on the Multi-Agency Transitions Protocol

- (e) At the November meeting an overview of pupil performance was considered. Some revised performance marks were not available at the meeting and members requested to receive these figures at the meeting today.

As there has been little change other than some upward adjustment to the Key Stage 4 and Post-16 results rather than a full report the updated figures have been circulated. A copy can be found attached to these minutes.

- (f) Henry Powell, Senior Scrutiny Officer supporting the Children's Services Select Committee, is currently on leave. Ashley Matthews will be supporting us for this meeting.
- (g) We were joined at the last meeting by members of the Trowbridge Youth Parliament. They have forwarded on some further questions for members. The Chairman and Vice-Chairman will co-ordinate a response and a copy of the questions will be circulated to all members of the Committee.
- (h) At its meeting on 14 January, the Health and Adult Social Care Select Committee considered some proposed changes to the arrangements for Burns Care for Children and Young People in Wiltshire. Cllr Pip Ridout provided a brief update as follows:

The Committee considered the proposals to rationalise Burn Care for Adults and Children for Wiltshire people, introduced by Jeff James, Chief Executive NHS Wiltshire.

In summary, the proposals are that Salisbury will provide burns care for all residents (adults and children) except for the very severe burns where care will be provided at Frenchay for children, and in Swansea for adults.

Burn care for children is quite different to that for adults and so the services are allocated separately. The numbers of Wiltshire residents experiencing severe burns is very low (less than 10 adults and less than 5 children in any three year period) so the vast majority of care will continue to be provided within Wiltshire.

The Committee was satisfied with the proposals made and supported the plan for the designation process to be completed by March 2010, allowing all four services to be fully functioning in their roles by April 2010.

- (i) The Special Joint Overview and Scrutiny meeting to consider and comment on the Cabinet's budget proposals will take place on 16 February at 10.30am in the Council Chamber, Trowbridge. Councillors are encouraged to attend where possible.

38. **Declarations of Interests**

Mr John Hawkins declared a prejudicial interest regarding item 8 as Governor of one of the 3 schools referred to in the item.

Cllr Jon Hubbard declared a prejudicial interest regarding item 12 as the Chairman of the Melksham Local Collaborative Partnerships Steering Group.

39. **Minutes of the Previous Meeting**

The minutes of the previous meeting held on 12 November 2009 were signed and approved as a correct record.

40. **Public Participation**

None.

41. **Ofsted Children's Services Rating 2009**

A report providing details on the Ofsted assessment of the performance of children's services within Wiltshire was presented to the Committee for note and comment as appropriate.

Carolyn Godfrey - Corporate Director for Children and Education, Stephanie Denovan - Service Director Schools and Learning and Sharon Davis – Service Director Children and Families attended the meeting to answer any questions arising.

Wiltshire had received a 'Performs well' rating, improving on last year's rating of 'Adequate'. Clarification was provided that the data contained within the performance profile differed from previous years, with an increased emphasis on key data groups including inspected and regulated services (e.g. childminders and pre-schools). It was also highlighted that some provisions under inspection were not under the control of the local authority.

Ensuing discussion included:

- Primary schools performance at 58% was below the national average. The Service Director for Schools and Learning clarified that this percentage was based on those schools already within the 'good or better' category and did not include schools under the 'satisfactory' category, reiterating that the calculations were based on the new Ofsted profile.
- Leadership and management and the quality of teaching were being developed within primary schools.
- 4 primary schools in Wiltshire were deemed to be 'inadequate' and as a result were currently in special measures.
- A significant gap existed regarding attainment levels for children in receipt of free school meals and those not. The gap was narrowing within the early years category. A report providing further details on attainment would be circulated to all members of the Committee by the Service Director for Schools and Learning.

Resolved:

- 1. To note the report.**
- 2. To congratulate all staff working with children and young people in Wiltshire on receiving a rate of 'Performs Well' from Ofsted following its assessment of Children's Services in Wiltshire.**
- 3. To request a report to this Committee's June meeting, explaining Ofsted's comment that a high proportion of primary schools in Wiltshire are no better than satisfactory and a small number are inadequate, and the Department's plans for making improvements in this area.**

42. Laverstock Academy Update

A written update on progress with the Laverstock Academy was provided by Nick Glass, Head of Secondary School Improvement. Stephanie Denovan, Service Director for Schools and Learning attended to answer any questions arising.

Ensuing discussion included:

- The Laverstock Academy had been deleted from the Department for Children, Schools and Families' (DCSF) list of projects, as the Catholic Sponsor did not sign the EOI document due to it not meeting the education trust's requirements. It was therefore suggested that the Committee disband the Laverstock Academy Task Group established in July 2009.

- St Josephs were now exploring the possibility of forming a trust arrangement with another catholic school or schools.
- A meeting had taken place between governors and headteachers from Wyvern College and St Edmunds School to explore the feasibility of a joint federation between the two schools. The schools have differing educational focuses; the former being a technology college and the latter specialising in sports.
- Funding for schools in the Laverstock area other than through an Academy Grant was unlikely because overall the schools' performance was good. It was acknowledged that the standard of some of the buildings on the current site was poor.
- As the Academy was not now proceeding, an alternative site for the proposed 6th form should be investigated, perhaps through collaboration with Wiltshire College.
- The Committee could establish a new task group focusing on how transformational teaching could be applied to the three Laverstock schools.

Resolved:

- 1. To note that the necessary signatures for the Laverstock Academy Expression of Interest (EOI) were not received and therefore the Academy project will not proceed.**
- 2. To disband the Laverstock Academy Task Group established in July 2009.**
- 3. To receive an update report in March 2010 before any decision is made regarding establishing a Task Group to look at this issue.**

43. Local Collaborative Partnerships (LCP) Update

A report providing an update on the development of the Local Collaborative Partnerships (LCPs) and Extended Services was submitted by Mark Brotherton. Stephanie Denovan, Service Director for Schools and Learning, answered questions arising.

The Committee received an update report on LCPs at its previous meeting, which was attended by members of the Trowbridge Children's Parliament. This further update was requested to consider how future funding of the scheme would be achieved and to consider the establishment of a possible LCP Task Group.

Ensuing discussion included:

- There was limited government funding available for the scheme and the existing funding from Central Government would cease in 2011.
- Whether it would be premature to establish a task group to look at this issue before funding arrangements beyond 2011 are finalised.
- Confusion existed on the status of the Local Collaborative Partnership Strategy Group. Cllr Helen Osborn was the appointed Committee representative but had still to be invited to any meetings.

Resolved:

- 1. To note the update on the progress of Local Collaborative Partnerships and Extended Services in Wiltshire.**
 - 2. That Cllr Jon Hubbard, Mark Brotherton, Head of Local Collaborative Partnerships (LCPs) and Stephanie Denovan, Service Director for Schools and Learning, would meet outside the meeting to discuss a way forward, with a further report to be submitted at the next Committee meeting in March 2010.**
 - 3. That Cllr Helen Osborn to liaise with Mark Brotherton, Head of Local Collaborative Partnerships (LCPs), to ascertain the status of the Local Collaborative Partnership Strategy Group.**
- 44. Review of Special Educational Needs (SEN) Provision**

A report from the Corporate Director for Children and Education was presented by Trevor Daniels, Head of Special Educational Needs, containing proposals for SEN service development to mainstream primary schools, specialist learning centres, special schools and SEN support services for comment by the Committee prior to public consultation.

The introduction included highlighting areas of progress within the SEN service, i.e. how efficient the authority's central assessment unit was within Wiltshire (ranked joint first in the country) and how secondary schools were working with children with special educational needs in their area. Clarification was provided that the proposals focused on the issues around provision of services within specialist learning centres, local authority SEN support services and within primary schools.

Further discussion included:

- Funding had been secured for an extension to Exeter House in Salisbury to increase its capacity.

- How provision was being allocated across the county and whether this was being done efficiently.
- Specialist Learning Centres provided an important service for a small proportion of children, and the review would look at how to use them most efficiently.
- Placements catering for speech and language and placements catering for Autism were utilised to a high degree.
- Better collaboration between specialist and mainstream schools was required.
- The Consultation Document will be sent to relevant parents/carers, various local agencies, parent groups and all Wiltshire schools in February, with the consultation running until May 2010. Changes requiring statutory notices will then be submitted for further public consultation. A more substantial review of SEN services would begin in the Autumn.

The Chairman thanked those in attendance for their contributions and suggested that the establishment of a task group to consider changes to SEN services be deferred until Autumn. Any member of the Committee wishing to be part of the Task Group should contact Ashley Matthews following the meeting.

Resolved:

- 1. To note the report.**
- 2. That the Committee would receive a report in June 2010 providing the results of the consultation on the proposed changes to SEN services.**
- 3. That a decision would be made in the Autumn regarding the establishment of a task group to look at SEN services, following receipt of an update report.**

45. Integrated Working in Wiltshire

A report providing an update on progress made in Wiltshire to implement the Common Assessment Framework (CAF) and Lead Professional was presented to the Committee.

Rebecca Barson, Area Services Manager, and Sharon Davies, Service Director, attended to answer any questions arising from the report.

Ensuing discussion included:

- Following the Joint Area Review (JAR) Action Plan of 2009, a target was set to increase CAF activity by 500%. This target was exceeded.
- An integrated training and work programme had been developed to help professionals from all agencies understand the CAF and to encourage information-sharing amongst them.
- The positive impact of the CAF was difficult to see and work was being done on how to remedy this.
- For parents of disabled children, the CAF will be working within the 'Aiming High' agenda.
- The CAF Newsletter provided within Appendix 2 of the report had been positively received across Wiltshire.
- There was an acknowledgement that short breaks were currently more applicable for children and young people with SEN/LDD attending mainstream schools. Meetings were now being arranged with specialist schools to understand how take-up of short breaks could be increased for their pupils.

Resolved:

- 1. To note the progress made in respect of implementing and embedding use of the Common Assessment Framework (CAF) and Lead Professional in Wiltshire.**
- 2. To receive a report updating the Committee on the implementation and use of the CAF in January 2011.**

46. Placements Budgets - Benchmarking of Expenditure

A report reviewing the national benchmarking comparisons for expenditure on placements for Looked After Children (LAC) was presented by Liz Williams, Head of DCE Finance.

The Committee was asked to note the report and the enclosed data, which would inform the placement commissioning strategy to be presented at the Committee's March 2010 meeting.

Ensuing discussion included:

- A major part of the review of how placements are provided for LAC included looking how Wiltshire's current provision compares with other authorities.

- Whilst the number of nights care provided increased by approximately 24% between 2002/03 and 2008/09, expenditure over the same period increased by 161%.
- 24% of looked after children within Wiltshire were placed with external carers against the average authority figure of 11%. This was partly due to previously in-house foster carers being attracted by private foster care agencies within Wiltshire.
- In 2007/08, Wiltshire spent £1.8 million on Family Support Services. If Wiltshire had spent at the same level as similar authorities it would have been spending £4.2 million. 'Prevention' should therefore be a focus within the report coming to the Committee's March meeting.

Resolved:

To note the data included in the report, which will inform the Placement Commissioning Strategy due to be presented to the Committee in March 2010.

47. Primary Behaviour Support Service

The Committee received a report from the Corporate Director for Children and Education on the continuing development of the Primary Behaviour Support Service and its impact on outcomes for children and young people in Wiltshire. Mary Smith, Strategic Manager Primary Behaviour Support, attended to answer questions arising.

An initial report was submitted to the Committee in November 2008, where members supported the development of the service as an effective way to tackle behavioural problems at an early age.

Subsequently, the Schools Forum declined the funding request of £303k to implement the service and instead commissioned a sub-group to develop an alternative method of funding the service.

Ensuing discussion included:

- One clear measure of the impact of the service was exclusion activity; since the commencement of the Primary Behaviour Support Service, permanent exclusion figures from primary schools had reduced, while fixed term exclusions had increased slightly.
- Members considered the content of the report useful but suggested that further information demonstrating the anticipated savings the service should provide would also have been helpful. A member clarified that the cost of an excluded child is around £12-16k per year, or around £14-20k for a child with Special Educational Needs.

- A paper on 'Early Intervention and Prevention' was highlighted as useful reading material to understanding the benefits of prevention.
- Clarification that a grant of £67k had been received by the department to assist in the development of the Service.
- The Committee welcomed the work done by the Behaviour Support team, recognising that the service represented good value for money and that the 'invest to save' approach was to be encouraged.

Resolved:

- 1. To note the report.**
- 2. To receive an update report on the Primary Behaviour Support Service in January 2011.**

48. Youth Services in Wiltshire

The item was included on the Agenda following a request from Cllr Helen Osborn for a scrutiny exercise into the provision of Youth Services across the County. This followed the circulation of the Members' Briefing Note detailing changes to Youth Services on 7 December 2009, subsequently amended and re-circulated on 16 December 2009. The Briefing Note explained the changes to Youth Worker provision across the County.

David Whewell, Head of Youth Work, attended the meeting to answer questions arising.

Ensuing discussion included:

- The amended Briefing Note circulated on 16 December quoted different figures for youth worker provision to the version released on 7 December 2009. The first note used a previous year's budget allocation, and for a couple of community areas the formula to calculate full-time staffing allocation was inaccurate. David Whewell apologised for any confusion this may have caused.
- The changes were intended to ensure a fair allocation of youth workers across the county based on need. There would be both winners and losers; while some areas would see a reduction of funding other areas would see an increase. Youth worker provision has not reduced across the county overall, just apportioned differently.
- Any lost funding could perhaps be sourced through other means, i.e. through area boards.

- There was general agreement with the need for equitable distribution of youth workers, but some members expressed concern that they were not consulted prior to the changes being decided.
- David Whewell and his team reported that they had consulted with the Cabinet Member for Schools, Children and Families and Youth, and Portfolio Holder for Schools. Following this there was agreement that the approach being taken was the correct way to proceed. The Cabinet Member acknowledged the need for proper consultation and noted Members' comments on the decision making process in this case. An invitation had been made to all Area Boards by the Youth team to attend meetings and discuss the changes.
- Levels of youth worker provision were linked to problems with anti-social behaviour amongst young people. Several areas that were poorly serviced in the past had seen a reduction in anti-social behaviour following the appointment of youth workers in their area.
- The Children and Young People's Representative emphasised the importance of the Youth Service, noting how it could provide opportunities for young people to gain qualifications.
- It was noted that Youth Service funding would be reviewed every 3 years.

Resolved:

That an update report will be presented to the Committee in September 2010.

49. **Major Contracts Task Group Update**

A written update on the Major Contracts Task Group was presented to the Committee. This followed a review on the White Horse Education Partnership who were responsible for school accommodation at three North Wiltshire Schools.

Cllr Bill Moss, Chairman of the Task Group, concluded that the service provided by White Horse Education Partnership was considered to be of a good standard.

Resolved:

To note the update.

50. **Forward Work Programme**

The Committee was asked to note the re-designed Forward Work Programme, including the changes discussed under Chairman's Announcements.

Resolved:

To note the Forward Work Programme.

51. **Urgent Items**

None.

52. **Date of Next Meeting**

10.30am, 18 March 2010 at County Hall, Trowbridge.

(Duration of meeting: 10:30am – 1:30pm)

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AUDIT COMMITTEE

MINUTES of a MEETING of the AUDIT COMMITTEE held at COUNTY HALL, TROWBRIDGE on WEDNESDAY 9 DECEMBER 2009.

PRESENT:

Cllr Roy While (Chairman), Cllr Richard Britton, Cllr Nigel Carter, Cllr Chris Caswill, Cllr Peter Doyle, Cllr David Jenkins, Cllr Julian Johnson, Cllr Helen Osborn, Cllr Sheila Parker (Vice-Chairman) and Cllr Bridget Wayman

ALSO PRESENT:

Cllr Fleur de Rhé-Philippe

32. Apologies and Substitutions

Apologies for absence were received from Councillors Christopher Cochrane and Alan MacRae.

33. Minutes of the Previous Meeting

The Committee sought reassurance that the Chairman of the Committee had been made aware that the Full Corporate Risk Register would not be presented at the meeting when it had been listed in the work programme.

Resolved:

The minutes of the meeting held on 30 September 2009 were confirmed as a correct record and signed by the Chairman subject to the following amendment:

Minute No.26(a) to read

“The Chief Finance Officer introduced the Statements of Account for Kennet District Council, North Wiltshire District Council, Salisbury District Council, West Wiltshire District Council and Wiltshire County Council and reminded Councillors that the first draft had been presented to the Audit Committee at its 30 June 2009 meeting and the Wiltshire County Council’s Statements of Account had been subsequently audited by KPMG (External Auditors). ”

“The Chief Finance Officer explained that the Statements of Account for Kennet District Council, Salisbury District Council and West Wiltshire District Council were ready to be signed off. The Chief Finance officer sought delegation from the Audit Committee to sign off the Statements of Accounts for all 5 Councils once the Wiltshire County Council’s Statements of Account had been agreed with KPMG.”

34. Declarations of Interests

There were no Declarations of Interests.

35. Chairman’s Announcements

- The Chairman gave a brief summary of the two meetings he had attended following recommendations made by the Committee at its 30 September meeting.

The Chairman and the Vice-Chairman of the Audit Committee and Cllr Richard Britton met with the Director of Legal and Democratic Services, the Head of Internal Audit and the Scrutiny Team Manager. A draft chart detailing governance and reporting arrangements has been devised and will be circulated to members of the Committee.

The Chairmen and Vice-Chairmen of the Audit Committee and of the Overview & Scrutiny Management & Resources Select Committee met with the Head of Internal Audit and the Scrutiny Team Manager. It was accepted that Scrutiny would take the lead on SAP issues whilst Audit would focus on control issues. All involved agreed to maintain a close working relationship.

- The Chairman explained that a Seminar on risk management was being set up and should take place in January or February 2010. This seminar should provide members of the Audit Committee with an overview of how risk is managed within the Council, including the work of the Corporate Risk Management Group.
- The Chairman had attended a meeting of the National Forward Initiative where Mr Dixon, from the Audit Commission, presented a Strategic Project Review.
- The Chairman invited the committee’s representative on the Assurance Group to update the committee. Cllr Sheila Parker gave a brief summary of the 2 meetings of the Assurance Group she had attended and explained that the aim was to ensure the effectiveness of the Council’s governance arrangements. New forms and guidance notes were to be circulated shortly to directors. The Assurance Group was establishing its work programme for the following year.

36. Public Participation

There were no requests from members of the public to speak.

37. Representative on the Focus Group on the Review of the Constitution

Nominations were sought for a member of the Audit Committee to serve on the Focus Group. Cllr Peter Doyle was elected as representative of the Audit Committee on the Focus Group on the Review of the Constitution.

Councillors sought clarification on the process followed by the Focus Group and were reassured by the Director of Legal and Democratic Services that the process was set by the Standards Committee and that using a Focus Group reporting through the Standards Committee to Full Council would ensure that every elected member had an opportunity to make a contribution.

Councillors also recommended that Cllr Laura Mayes be invited to comment on the Councillor Officer Relations Protocol in her role as portfolio lead for culture change.

Resolved:

To nominate Councillor Peter Doyle to serve on the Focus Group

38. Internal Audit Progress Report

The Head of Internal Audit presented the report and in doing so highlighted the fact that Internal Audit should still achieve its target productive days.

Councillors asked many questions around the Car Parking audit, including day to day banking, performance and profit. Councillors suggested that it may be useful for the Audit Committee to receive the reports on Car Parking harmonisation being considered by the Environment Select Committee at its 12 January 2010 meeting or for the outcome of these reports to be included in the next Internal Audit Progress Report.

Councillors also stated that the progress report highlighted in paragraph 8 amongst others the need for councillors to be aware of all the existing systems and to ensure that adequate controls are in place. Councillors would benefit from an overall schematic of all existing systems (showing overlaps, links and control measures). The Head of Internal Audit reassured the Committee that the variations had been greatly reduced and the issue was being addressed but would take some time.

Councillors thanked the officers for the report and asked if the following requests could be considered and if possible integrated in the next progress report or when applicable:

- **Joint Area Review:** for bullying to be added as a concern. The Chief Executive explained that critical issues would be examined during unannounced visits. Councillors sought reassurance that Wiltshire Council's responsibility was being satisfied on the 6 key areas listed; the Head of Internal Audit felt that these would have been addressed in the Action Plan but wanted the opportunity to check then would confirm to councillors. He reassured councillors that Children's Services Select Committee had previously taken an interest in safeguarding issues.
- **Car Parking:** councillors asked to be emailed the action plan agreed by management to address the issues identified during the audit.
- **Highways Network Maintenance:** councillors asked for the ward councillors' concerns and local knowledge to be taken into consideration when reported defects were prioritised, progressed and remedial action taken. They also asked if it could be possible, from the information already gathered for the audit, to determine the length of time between a defect being reported and completion of the maintenance or repair.
The Director of Resources stated that as part of the LEAN review performance in highways maintenance had already improved dramatically. Councillors felt that this very positive outcome should be emphasised and that perhaps a report on the improvement already achieved could be included with the Action Plan.
- **Financial Management Standards in Schools:** The reasons why the Standard was not met by 5 schools to be given and should any of the 47 schools still to be audited not meet the Standard could the reasons for this also be detailed
- **Waste:** Cabinet would be making a decision on waste disposal in May and councillors sought reassurance that the work carried out by Internal Audit would be completed in time.

Resolved:

To note the Progress Report for 2009-10, specifically:

- **That at 31 October 2009, there was a shortfall of 79 productive days against target, due to sickness absence early in the year, and recruitment delays as a result of the reorganisation. Current staff resources should enable Internal Audit to achieve their target productive days over the remaining months of the year, albeit with the help of a temporary member of staff for a period of three to four months.**
- **The summaries of the outcomes of audits completed during the period, together with details of current work in progress.**

39. Annual Audit Letter

Darren Gilbert, of External Auditors KPMG, introduced the Annual Audit Letter which summarised the key issues arising from KPMG's 2008-09 audit at Wiltshire County Council.

The key areas identified were:

- The use of resources assessments
- Financial statements; KPMG have worked with the finance team to resolve the issues and gave a positive unqualified opinion on 20 November 2009.
- Risk based project work; the third phase was about to begin.

Mr Gilbert explained that the Annual Audit Letter was a public facing summary of the work undertaken by KPMG but that all the conclusions and reports had already been presented to the Audit Committee (or its predecessor the Final Accounts and Audit Committee) throughout the year.

It was agreed that the issues surrounding the Final Statement of Account for Wiltshire County Council had been clearly identified at the last meeting of the Audit Committee and that the committee should now focus on ensuring that the measures being put in place were adequate.

Darren Gilbert and Chris Wilson, both of external auditor KPMG, answered questions from councillors including some regarding the additional fees, of which there were two identified elements; firstly a significant additional amount of work required for the audit of Wiltshire County Council's Final Accounts, and secondly unplanned ad-hoc investigations and reviews (two of these being items on this meeting's agenda), covered by a fixed and pre-agreed rate, which were mostly commissioned by Wiltshire County Council and its Chief Executive, although some were prompted by electors.

Councillors were reassured that the Audit Committee should not be required to be more involved with the budget allocation as the Chairman and Vice Chairman of the Audit Committee would ensure that this was covered by regular meetings with the Chairman and Vice-Chairman of the Overview and Scrutiny Management and Resources Select Committee. The Budget would also be questioned at the Overview and Scrutiny yearly Budget Meeting in February as well as being monitored by the Budget and Performance Scrutiny Task Group.

Resolved:

To include the following in the Audit Committee's work programme:

- **Monitoring benefits realisation**
- **Regional Financial Management Improvement**
- **Appropriate close down procedures are in place for the preparation of the 2009-10 financial statements**

- **Monitoring the implementation of the SAP system, including ensuring that sufficient assurance over the completeness and accuracy of the opening balances and other key data transferred into the new system are received.**
- **To ensure that Wiltshire Council is reviewing, and updating if necessary, its financial systems and other arrangements to enable its financial statements to be prepared under the International Financial Reporting Standards (IFRS) as will be required of local government bodies from 2010-11.**

40. Charged with Governance 2008-09: Progress Report

The Chief Finance Officer presented the progress report and reassured the committee that progress was closely monitored.

He informed the committee that the Finance Department was proactive and ensuring its efficiency in many ways including;

- Professional accountants meetings to address issues of expertise and knowledge
- A professional development scheme supported by the Chief Finance Officer
- An IFRS Working Group, chaired by the Chief Finance Officer, to ensure that the preparation of Statements of Accounts for 2009-10 is properly co-ordinated.
- The commissioning of an independent external assessment in conjunction with internal audit. The external assessor has specialist expertise in SAP. A report on the outcome of the assessment should be presented in the near future to the Audit committee.

Volunteers were sought to join the small group undertaking the review of Financial Regulations and Procedures but none came forward.

Resolved:

(a) To note the Progress Report

(b) To receive an update on the implications of IFRS following the full review taking place and the publication of the code.

41. National Indicator 179 (NI): Measuring and Reporting Value for Money Gains

The Chief Finance Officer was pleased to introduce the report which presented the target for NI179 for the three financial years between 2008 and 2010 and showed that Wiltshire Council was striving to surpass targets and that major efforts were being made at a time when efficiency was a priority.

Councillors welcomed the good news in the report and asked many questions including where the savings were being made, the costs of these savings and the possibility of having performance indicators

showing financial effectiveness which relates to community interest (e.g. planning applications). They were reassured that most of the saving were coming from the move to one Council and that advice had been sought from both internal and external auditors to ensure that adequate processes were in place to enable these savings and that the figures were concrete. Assurance was also offered that no costs were involved in the realisation of these savings as they were budget savings.

The Service Director Performance explained that very few Performance Indicators were published nationally but that her team were currently looking into ways to publish this information.

Resolved:

To note Wiltshire Council's identified efficiency savings for the 2009-10 financial year.

42. Comprehensive Area Assessment (CAA) Results

The Service Director Performance introduced the report and explained that as the results had been published on the day of the meeting, and the Audit Commission website had been unable to cope with the high demands, the pre-publication version of the results was discussed at the meeting, in the knowledge that changes were unlikely.

The CAA looked at how well public services operate in an area. She was pleased to announce that Wiltshire had been awarded a green flag for "involving people in decisions that affect their local community" and no red flag. She informed the committee that 152 areas were covered by the CAA and that 74 green and 62 red flags had been awarded.

The Audit Commission had identified 7 areas of 'focus' for 2010. These were either because they were areas of some concerns or that further information was required:

- Climate change
- Road safety
- Housing (strategic housing plans, private sector housing, council housing)
- Basic skills and qualifications
- Progress on achieving educational attainment gaps
- Ageing population
- Reducing health inequalities

Some of these areas were core business for the Council, whilst others related to other partners such as NHS Wiltshire. All were covered by the Local Agreement for Wiltshire and were being considered by the Public Service Board. The CAA report was also being considered by the Overview and Scrutiny Budget and Performance Task Group and by Cabinet.

The Service Director Performance reassured the Committee that the simplistic nature of the report belied the amount of work undertaken and methodology used by the inspectors to produce it.

Councillors felt that they were not currently in a position to identify matters from the CAA report that were relevant to the Audit Committee's work programme and would probably benefit from an analysis of the issues raised. This could be referred to the Overview and Scrutiny Budget and Performance Task Group for consideration. They considered the benefits of receiving a presentation by the Audit Commission explaining the CAA methodology.

Resolved:

To receive a presentation about the CAA from the Audit Commission.

Councillor Julian Johnson left the meeting at 12.40 pm.

43. Forward Work Programme

Resolved:

To include the following items in the forward work plan:

- **Internal Audit: update on National Forward Initiative**
- **Chief Finance Officer: progress report to include efficiency savings and Asset Register**
- **JAR: children to adult care transition**
- **Monitoring benefits realisation**
- **Regional Financial Management Improvement**
- **Appropriate close down procedures are in place for the preparation of the 2009-10 financial statements**
- **Monitoring the implementation of the SAP system, including ensuring that sufficient assurance over the completeness and accuracy of the opening balances and other key data transferred into the new system are received.**
- **To ensure that Wiltshire Council is reviewing, and updating if necessary, its financial systems and other arrangements to enable its financial statements to be prepared under the International Financial Reporting Standards (IFRS) as will be required of local government bodies from 2010-11.**
- **KPMG:**
 - **Grants education work**
 - **Detailed audit plan**
 - **Update audit findings**

44. Date of Next Meeting

Resolved:

To note that the next regular meeting of the Committee would be held on Wednesday 24 March 2010, starting at 10.30 am

45. Urgent Items

There were no urgent items to be considered

46. Review of Severance Arrangements – the Five Councils

The Chief Executive introduced the report and explained that the independent audit by the external auditors KPMG had been commissioned by him to obtain a transparent and independent view of the severance arrangements for employees of the four former district councils and Wiltshire County Council.

Mr Darren Gilbert, KPMG, explained that a thorough review was undertaken in that context and that inconsistencies were identified as well as a need for better documentation and a clearer audit trail. He drew councillors' attention to the actions identified in the report which had been agreed in the Council's response.

The Chief Executive felt confident that the move to a single unitary council would itself address some of the issues highlighted as it would promote and enable consistency in the application of policy and procedures,

Councillors questioned the process being put in place to recover overpayments and were satisfied that due consideration was being given to assess whether recovery action should be taken. Councillors raised concerns over the issue whether payments should be made in respect of underpayments identified by the audit relating to the application of the 0.3% salary uplift. The Chief Finance Officer advised that the practice adopted by this Council, which was generally followed nationally, was to put the onus on employees to claim such sums. Councillors felt, however, that in these cases Wiltshire Council should make these payments on an exceptional basis as they had been identified through this audit.

Resolved:

(1) To note the report and the actions taken in response to the recommendations.

(2) To recommend that payments are made in respect of the underpayments identified relating to the application of the 0.3% salary uplift as an exception to normal practice applied by the Council and nationally.

Councillors Helen Osborn and David Jenkins left at 1.20 pm.

47. Audit of Non-Pensionable Honoraria: Kennet District Council

The Solicitor to the Council introduced the report and explained the purpose and outcome of the audit.

Resolved:

To note the contents of this report and the actions being taken in response to the auditors' recommendations.

48. Exclusion of the Press and the Public

Resolved:

To agree that in accordance with Section 100(A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item on the grounds that it may involve the likely disclosure of exempt information as defined in paragraph 2 of Part I of Schedule 12A of the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public

Paragraph 2 refers to information which is likely to reveal the identity of an individual

Councillor Chris Caswill left at 1.22 pm

49. Audit of Non-Pensionable Honoraria: Kennet District Council

The Solicitor to the Council introduced a report on the Audit of Non-Pensionable Honoraria for Kennet District Council.

Resolved:

To note the report and to request an update on the position at the next meeting.

(Duration of meeting: 10.30am – 1.30pm)

The Officer who has produced these minutes is Marie Gondlach, Democratic Services Officer, direct line (01225) 713 597 or email

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STANDARDS COMMITTEE

MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON 3 FEBRUARY 2010 AT COMMITTEE ROOM III, COUNTY HALL, TROWBRIDGE.

Present:

Wiltshire Council Members

Cllr Nigel Carter, Cllr Ernie Clark, Cllr Peter Fuller and Cllr Julian Johnson

Town/Parish Council Co-opted Members

Mr W Bailey, Mr C McCallum, Mr PNeale, Mr R Oglesby JP, Mr J Scragg, Miss P Turner, Mr K Wallace and His Hon MacLaren Webster QC

Independent co-opted Members

Mrs Jane Bayley, Mr Philip Gill MBE JP, Mrs Isabel McCord (Chairman), Mr Ian McGill CBE, Mr Stuart Middleton and Mr Gerry Robson OBE

1. Apologies

Apologies were received from Councillors McLennan, Hewson, Mr Shipman and Mr Cronin.

2. Minutes of previous meeting

The minutes of the meeting held on 11 November were confirmed as a correct record and signed by the Chairman.

3. Chairman's announcements

Leader's Award

The Chairman informed members of the committee that the Leader of the Council, Jane Scott, had received an OBE in the New Years Honours List. She suggested that congratulations on her commitment and achievement in delivering Wiltshire Council, and being justly rewarded with this honour be sent from the committee.

Meeting with the Leader and Chief Executive

The Chairman announced that she and Ian Gibbons had met with the Leader of the Council and the Chief Executive on 17 December. It had been very clear from the meeting that they were supportive of the Standards Committee and its

work and welcomed further meetings. The next meeting will be in February or March once the new Chief Executive is in post and thereafter meetings will be quarterly unless for a specific issue.

Constitution Focus Group Update

The elected member from the Scrutiny Committee has not yet been notified but once this is done the first meeting will be arranged. It is hoped that this will be convened shortly.

Guidance note on officer's code of conduct

It had not been possible to be completed in time for the meeting so it would be circulated to committee members by e-mail.

Agenda

The Chairman said that this was the first agenda to be produced on the Modern.Gov system and hoped that members would find the addition of page numbers a useful tool.

4. **Declarations of Interest**

There were no declarations of interest

5. **Public participation**

None

6. **Communications Sub-Committee Update**

Miss Turner gave an update on the progress made by the Communications sub-committee. She said that the committee had welcomed the Chair of the Training sub-committee to their last meeting and they had discussed the roles of both committees. The meeting had then concentrated on reviewing the leaflet on the work of the Standards Committee. It was almost complete and this would be circulated to all members of the committee for their comments prior to issue.

It was requested that the annual, anonymous digest of Code of Conduct cases mentioned in the action plan be themed so that the most common issues were highlighted.

The Chairman requested that the digest be added to the agenda for the next meeting for comments by the committee prior to publication. She said that all members would receive a copy of the digest and that it would be published on the Council's website.

7. **Training Sub-Committee Update**

Mr Robson said that the committee had looked at training for Town and Parish Councils and that Mr McCallum had volunteered to run a trial session at his own

parish council. He drew attention to the work plan which identified which areas of training the committee felt should be progressed.

8. **Communications and Training Sub-Committees**

The committee considered a report which proposed new arrangements for the discharge and oversight of the communications and training functions of the Standards Committee.

A debate ensued and it was agreed that the two committees should be disbanded and replaced by task and finish groups which would concentrate on specific issues; membership would be drawn from the Standards Committee.

The Chairman asked that the Chairmen of the sub-committees review their respective work plans to identify which issues needed to be agreed by the Standards Committee and to refer them to the Monitoring Officer for inclusion in the agenda for the next meeting.

It was recognised that there was a need to ensure continuity in the link between the Standards Committee and the Councillor Development Group and it was agreed that if Councillor Carter should cease to be a member of the Group then he should be replaced with a Standards Committee representative.

It was requested that a task and finish group be set up with immediate effect to look at training needs analysis, membership to be drawn from the current Training sub-committee and assistance from Human Resources would be sought.

Resolved

1. **To disband the existing Communications and Training Sub-Committees and replace them with “task and finish” groups. These task and finish groups would be constituted to carry out particular tasks identified by the Standards Committee as and when a need is identified.**
2. **Reports to the Standards Committee should contain a paragraph that considers whether the report contains issues giving rise to a training or communications need. If so, the Standards Committee would establish an ad hoc task and finish group to deliver the specific piece of work identified. The task and finish group would only exist until the project had been completed.**
3. **Membership of task and finish groups would be not be fixed. Members would be drawn from the Standards Committee, with officer support, as the need arises. Consideration would be given to the skills needed for each task, and to the availability of members. This arrangement would provide for greater flexibility, would enable the Standards Committee to capitalise on the very**

wide range of skills in its membership, and give all members of the Committee the opportunity to engage in project work.

4. **That continuity in the link between the Standards Committee and the Councillor Development Group be maintained. This link ensures that the training needs of councillors in relation to the Code of Conduct and other matters within the Standards Committee's remit are taken into account as part of the overall member development strategy, which is within the remit of the Member Development Group. Should Councillor Carter leave the Group it was agreed that there should always be Standards Committee representation on the Member Development Group, notwithstanding the fact that individual councillors will change.**
5. **To set up a task and finish group to look at training needs analysis; membership to be drawn from the current Training sub-committee.**

9. **Status Report on Complaints made under the Code of Conduct**

The committee considered the status report on complaints. Some concern was expressed at the length of time some of the cases had been open. The Monitoring Officer said that the Standards for England guidance on the length of time to progress a complaint to completion of the investigation was 6 months.

The Chairman requested that a report be brought to the next meeting of the committee detailing progress on complaints including any reasons for delays together with proposed timescales and the implications of adopting a 6 month timescale for completing the investigation. It was also requested that officers develop a 'traffic light' system in order to identify the progress of complaints against timescales more clearly.

Resolved

That a report detailing progress on complaints including any reasons for delays together with proposed timescales and the implications of adopting a 6 month timescale for completing the investigation be brought to the next meeting.

That officers develop a 'traffic light' system in order to identify the progress of complaints more clearly.

10. **Standards Committee Plan 2010-2014**

The committee considered a report which sought agreement on a plan setting out the committee's priorities, and actions to meet them, over the next four years. The plan had drawn from Standards for England guidance on what excellent Standards Committees should be doing and linked to the goals and aims of the Council.

The Chairman said that the plan would need to be reviewed to include items from the discontinued sub-committees work plans.

It was agreed that Mr McGill would work with the Monitoring Officer to develop a method for evaluating the performance of the committee in delivering its goals This would be brought back to a future meeting.

The plan should be brought to the committee on a regular basis for review.

Resolved

- 1. That the priorities and actions for 2010 - 14, as set out in the plan be approved subject to some modifications including evaluation of performance.**
- 2. That the forward work plan be amended accordingly.**

11. **Register of Members' Interests**

The committee considered a report setting out the statutory and practice requirements relating to the on-line publication of the register of members' interests. The report outlined the statutory provisions relating to the register of members' interests, and considerations relating to the on-line publication of that register on the Council's web-site.

Resolved

- 1. That the Standards Committee recommends to Council that members and co-opted members of Wiltshire Council may opt into the on-line publication of their entries in the statutory register of members' interests.**
- 2. That the on-line version of the register be redacted to remove copies of councillors' signatures.**

Mr W Bailey asked that his vote against the resolution be recorded.

12. **Annual Audit and Inspection Letter**

The committee considered the report which drew attention to KPMG's Annual Audit Letter and invited the committee to consider its response.

The Chairman informed members that the process would be handled differently next year and Standards Committee members would be invited to a joint briefing with the Audit Committee.

She also drew attention to the seminar for all Councillors included co-opted members on the Comprehensive Area Assessment and in particular the use of resources. This would be held at County Hall at 2pm on 17 February 2010.

Resolved

That the committee welcomes KPMG's report which clearly identifies issues and actions to be taken by the Council, noting that the actions due completion at the end of December 2009 had been done.

13. **Standards for England Bulletin No. 46**

The committee received Bulletin no. 46 from Standards for England. It was noted that the Annual Return 2010 which was mentioned on page 6 of the Bulletin would be brought to the committee prior to it being sent to Standards for England. Also the Governance Toolkit for Parish and Town Councils (Page 99) would be advertised in the Town and Parish Newsletter.

Resolved

That the committee notes Standards for England Bulletin no. 46

14. **Forward Plan**

The Committee received the Committee's Work Plan for 2010/11.

Resolved

That the workplan be received and that the following items be added for the March 2010 meeting:

- 1. Items from the Training and Communications sub-committee work plans.**
- 2. Cllr Laura Mayes, Portfolio holder for culture change to attend the meeting. Link in with Council's action plan for organisational culture.**
- 3. Programme of meetings and events for Standards Committee involvement.**
- 4. Annual, anonymous digest of Code of Conduct cases.**
- 5. Engagement with Area Boards**
- 6. Report on progress of complaints and adoption of local assessment timescales.**

15. **Urgent Items**

There were no urgent items

(Duration of meeting: 2.00 - 4.05 pm)

The Officer who has produced these minutes is Pam Denton, of Democratic & Members' Services, direct line 01225 718371, e-mail pam.denton@wiltshire.gov.uk

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WILTSHIRE COUNCIL

STANDARDS COMMITTEE

13 January 2010

Register of Members' Interests

Purpose of Report

1. The Standards Committee has asked the Head of Governance to bring a report to this meeting setting out the statutory and practice requirements relating to the on-line publication of the register of members' interests. This report outlines the statutory provisions relating to the register of members' interests, and considerations relating to the on-line publication of that register on the Council's web-site.

Wiltshire Council Members' Registers of Interests and Gifts and Hospitality

2. The statutory requirements relating to the register of members' interests are set out in section 81 of the Local Government Act 2000. Section 81(1) provides that the Monitoring Officer must establish and maintain a register of interests of the members and co-opted members of the authority. Wiltshire Council's present arrangements comply with that requirement.
3. The legislation further requires that the council must ensure that copies of the register are available at an office of the authority for inspection by members of the public at all reasonable hours (Section 81(6)). The register is available for inspection at County Hall.
4. All members of Wiltshire Council have registered their interests with the Monitoring Officer, and the Council is therefore confident that members are compliant with their statutory responsibilities in that regard. At present the register is held in paper format and available for public inspection on request.
5. Good practice suggests that members' registers of interests should be available for the public to view on the Council's web-site, and several local authorities have adopted this practice (e.g. Birmingham City Council, Liverpool City Council, Swindon Borough Council, Bristol City Council, Torfaen County Council, North Yorkshire County Council, Sheffield City Council, Royal Borough of Windsor and Maidenhead).
6. MPs' registers of interests are available on the House of Commons web-site.
7. Standards for England have provided the following advice:

"The statutory requirement is for the Register to be made available to the public at the local authority's offices at all reasonable hours. The Register is a document which can be consulted when (or before) an issue arises and lets others think about whether or not a member may have a conflict of interest. To this end the Register contributes to public confidence in local democracy and as such Standards for England would generally encourage wider access, say via a local authority's website. However, the decision is one for the local authority involved in consultation with its Members and having regard to data

protection rules for keeping such information up-to-date.

In certain circumstances, we recognise that the public availability of such information could pose a real risk of violence or intimidation against members, or put them in breach of a legal obligation of secrecy. Where such a case arises, Standards for England believes that Monitoring Officers are entitled to withhold information from the publicly available copies of the Register. We are aware that some local authorities already make the register available on their websites, but some details may be excluded for one reason or another.”

“[Members] should provide this information to [their] Monitoring Officer and explain [their] concerns regarding the disclosure of the sensitive information; including why it is likely to create a serious risk that [the Member] or a person who lives with [them] will be subjected to violence or intimidation. [Members] do not need to include this information in [their] Register of Interests, if the Monitoring Officer agrees.”

Paragraph 14 of the Code of Conduct provides that a member need not include on the register information relating to any of their personal interests if they consider that it is sensitive information and the Monitoring Officer agrees. Under the Code “sensitive information” means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

8. The Council's external auditors, as part of the Use of Resources element of the Comprehensive Area Assessment (and formerly the Comprehensive Performance Assessment), have recommended that the Council gives serious consideration to making the register available on-line. The purpose of this is to achieve greater transparency and public accountability.
9. Wiltshire County Councillors considered this issue and voted against the electronic publication of the register. Members expressed concerns about security. However, the information is already available for public inspection, and other authorities appear to have been making registers available on-line for some time with no reported difficulties. If Wiltshire Council were to provide for the on-line publication of members' interests, the concerns about security could be reduced by not including the members' signatures on the on-line version. Members' home addresses are already a matter of public record.
10. It is important to note that the provisions of section 81 do not envisage publication of the register on-line and there is no other statutory provision that would enable the Council to require the register to be made available on-line. The Council, therefore, has no power to compel its members to make their personal entries in the register available other than by inspection at County Hall. A decision to make the register of all members' interests publicly available on the internet would be unlawful.
11. Although councillors cannot be compelled to participate in any electronic publication of the register, there is no statutory prohibition on publication in that format if members choose, on an individual basis, to make their register entries public on the web site. A decision by the Council to allow councillors to do this on an “opt-in” basis would be consistent with good practice without exceeding the statutory requirements with regard to registration.
12. An on-line Register would not replace the statutory paper version of the Register held by the Monitoring Officer which must continue to be maintained in this way and made available for public inspection on request.

Risks

11. See paragraph 9 above.

Proposal

12. That the Standards Committee recommends to Council that members and co-opted members of Wiltshire Council may opt into the on-line publication of their entries in the statutory register of members' interests.
13. That the on-line version of the register be redacted to remove copies of councillors' signatures.

Ian Gibbons
Monitoring Officer

Report Author: Nina Wilton – Head of Governance

The following unpublished documents have been relied on in the preparation of this Report: None

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