

Community Governance Review - Survey Briefing Note No. 20-01

Service: Electoral Services
Further Enquiries to: Kieran Elliott, Senior Democratic Services Officer
Date Prepared: 6 January 2020
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Background

[Briefing Note 19-032](#) advised members of the commencement of a Community Governance Review for 2019/20. This is a process where the governance arrangements of a parish may be altered by Wiltshire Council. This requires a vote by Full Council, with the process overseen, and recommendations made by, the Electoral Review Committee.

Stage 2

As part of Stage 2 of the review process, the committee resolved to undertake a public survey in relation to all relevant proposals or 'Schemes' which it received in relation to the areas included within the review, which are detailed in Briefing Note 19-032. This is to provide information which the committee will analyse along with other relevant information when formulating a recommended course of action.

Survey details

Residents within an area which have been proposed to be transferred from one parish to another, or merged with another parish, will be sent letters alerting them to the survey, and all potentially affected parishes will be contacted to note the start of the survey.

The committee strongly encourages anyone who wishes to respond to the survey to do so electronically through [this link](#), which will be uploaded to the webpage listed below.

The survey will run from 6 January 2020 to 26 February 2020

Public events

The Committee will hold public information events during the survey period. The dates and locations will be circulated as soon as is practicable.

These will explain the process of the reviews, and how to respond to the survey, focusing on the reviews within that area.

Next steps

Once the survey is concluded the committee will prepare draft recommendations in relation to each area and consult upon those recommendations. Final recommendations will then be considered by Full Council, it is intended in July or September 2020 depending on the area.

Further information can be found at the council's webpage:

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

Parish Name Change

There is also a survey relating to proposals to change the names of the parishes of Fittleton, Cheverell Parva, and the Joint Parish Council of Fyfield and West Overton which will be uploaded to the same page.

Local Government Association – Councillor’s Guide to Procurement Briefing Note No. 20-02

Service : Strategic Procurement
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Purpose of briefing note:

To draw to councillors’ attention a generic guidance document produced by the Local Government Association specifically for councillors that provides an overview of how effective procurement can support the delivery of the council’s objectives. It will assist councillors that are engaged with procurement activity either in executive or scrutiny roles with their understanding as well as raise broader awareness of its importance with councillors.

Guide

The guide is hosted on the LGA website and can be found at this link.

https://www.local.gov.uk/sites/default/files/documents/11.169%20A_Councillors_Guide_to_Procurement_03%20WEB.pdf

The guide deals with a number of questions commonly asked by councillors including:

- What is the procurement process and why do major procurements in local government fail?
- What are the role and responsibilities of a councillor?
- How is social value delivered under the Public Services (Social Value) Act 2012 and more generally?

The guide also includes case studies, questions that councillors may ask about corporate arrangements and major projects and a jargon buster as well as a light hearted quiz

https://research.local.gov.uk/jfe/form/SV_e8y37r66gEgzKWF

This is for information only and any specific questions should be raised with the relevant officer in the service team commissioning any contracted solutions as well as the Head of the Strategic Procurement Hub.

Upcoming Engagement / Consultation Events in Salisbury Briefing Note No. 20-03

Service: Salisbury Recovery
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Background

We are now at the stage where we need to carry out the final public consultation on the Salisbury Central Area Framework (CAF), as we finalise the proposals. At the same time, there are a number of Salisbury recovery projects that are at the point where we want to engage, consult or inform residents and the wider community – to enable them to shape the proposals. The local community was first consulted on the Salisbury CAF in June/July 2019. The feedback has helped shape the document and a further six-week statutory consultation is starting on 16 January 2020 on the revised framework.

The Salisbury Central Area Framework (CAF)

The CAF brings together the place-shaping vision for Salisbury's long-term recovery following the incidents in South Wiltshire in 2018. The CAF provides an umbrella strategy, which will influence future projects and initiatives to boost the economy of the city. It will help inform the Council's review of Local Plan policy and preparation of the Neighbourhood Plan for Salisbury.

The CAF has taken a detailed look at the city centre and identifies a number of opportunities to ensure that the city can secure a bright, vibrant and prosperous future for its residents, those who work here and its visitors. **These have been brought together under five themes to deliver a bright and sustainable future for Salisbury.**

1. **Creating people friendly streets**

To make the central area a better place for people to move around safely, comfortably and in an environment with reduced noise and air pollution and prioritises cycling, walking and public transport.

2. **Improving open space and the environment**

The delivery of a connected green corridor through the city centre and improving connections between the existing green spaces to enhance nature, leisure and enjoyment.

3. **Creating vibrancy**

Giving residents and visitors an experience through the activities that happen in addition to the day-to-day retail, leisure and service offer which they really enjoy, want to repeat and recommend to others.

4. **Bringing out the qualities**

To enhance buildings and spaces to best showcase the unique and beautiful heritage of Salisbury.

5. **Identifying character areas and their role in the city**

Providing a clear and distinctive identity and purpose to the various parts of the central area to enhance their individual character and roles.

We have produced a summary document to communicate the CAF, which is attached for your information.

Engagement/Consultation Timeframe

We are carrying out a six-week public consultation on the Salisbury Central Area Framework and the joint scheme with the Environment Agency on the River Park project from Thursday 16 January 2020 until Friday 28 February 2020.

Local people will be able to complete the survey online at www.wiltshire.gov.uk/salisbury-future, by emailing the survey to futuresalisbury@wiltshire.gov.uk or by posting to Future Salisbury, Wiltshire Council, The Council House, Bourne Hill, Salisbury SP1 3UZ.

Exhibition boards, CAF document, CAF Executive Summary and the survey form will also be available during normal opening hours at the following libraries in Salisbury, Wilton, Downton, Amesbury and Durrington and Five Rivers Leisure Centre. Paper copies will also be available at the Wiltshire Council offices in Salisbury (Bourne Hill) and Trowbridge (County Hall).

Two public exhibitions will be held where council staff will be on hand to provide more information and answer any questions. These exhibitions are being held at Salisbury City Hall on 21 January 2020 from 2pm to 5.30pm and at the United Reformed Church on Wednesday 29 January 2020 from 2.30pm to 7pm.

During the six-week consultation period, the level of responses will be assessed to determine whether a further public exhibition should be held.

Details of the following projects will be available as part of the wider public engagement events and information sharing process (not on the website or at the libraries).

The Projects

The individual projects are listed under five themes as outlined in the CAF. These are the projects that we will be engaging residents on or advising them about during the exhibitions:

1. *People-Friendly Streets*
 - Fisherton Street City Gateway Enhancements
 - Station Quarter
 - Transport Accessibility
2. Improving Open Space and the Environment
 - River Corridor Improvements with the Environment Agency
3. Creating Vibrancy
 - Illuminating Salisbury

4. Bringing out the Qualities
 - Public Art Projects
 - Wayfinding
 - Heritage Trail App
5. Establishing Character Areas

Engagement with the public and stakeholders will help shape these projects. A number of them are being developed as part of the Future High Street Fund submission and the feedback on individual projects will help support the Business Case being submitted to Government as part of the second stage bid process.

Fisherton Street City Gateway Enhancements

This forms part of the Future High Street Fund bid and, if successful, could provide a new welcoming entrance to the city. Residents, businesses and Fisherton Street Traders will be able to see various proposed interventions including signage and building frontages etc to help change visitors' first impression of the area. During the engagement, people will be able to take a computerised 'virtual streets' tour of Fisherton Street to help understand the impact these interventions could have on the area.

Station Quarter

The project will transform the arrival experience at Salisbury's railway station. Visitors will be able to see various proposed interventions during this engagement including an enhanced travel interchange, improved wayfinding and car parking facilities etc.

The feedback will help support a masterplan and a planning application.

Transport Accessibility

This project is aiming to improve the routes for walking and cycling into the city including the subways, and improved bus accessibility within the city centre through a programme of highways and structural improvements. During this engagement, the local community will be able to comment on the various proposals that are being considered subject to funding.

The feedback will help support prioritisation of schemes when funding is available.

River Corridor Improvements

In conjunction with the Environment Agency, the local community will be consulted on how this scheme will help reduce the flood risk to various areas in the city and improve leisure and recreational uses as well as ecology and biodiversity enhancements.

There will also be an opportunity for local people to further comment on the proposed flood interventions in Ashley Road, following initial engagement with the local community in November 2019.

The feedback will help support a planning application.

Illuminating Salisbury

This forms part of the Future High Street Fund bid and, if successful, will provide a fantastic outdoor visitor light attraction that will illuminate the stories of Salisbury's rich heritage. We will be engaging with the local community on their stories/experiences of Salisbury with a view to creating an overall 'look and feel' of the various chosen sites prior to creating the storyboards for the illumination show. Event videos of illuminated buildings will be shown to inspire and build anticipation as to how this attraction could look in Salisbury.

Public Art Projects and Wayfinding

A public arts consultant has been appointed to help commission a number of public art and lighting artists to create high quality public realm interventions in Fisherton Street if funding is successful. They will be engaging with the community on the type of public art suitable for Salisbury.

A consultant has also been appointed to deliver a Wayfinding Strategy that will significantly improve the public realm and visitor experience of moving through the city and key arrival points to Salisbury. They will be engaging with the community on the various forms of wayfinding and what people think would be suitable for Salisbury.

Heritage Trail App

During the public exhibitions, local people will be shown how the Salisbury Heritage Trail app for a smart phone is shaping up and what potential trails are being developed. It will be targeted towards tourists as well as local residents and those in outlying areas giving them more reasons to explore Salisbury's heritage, histories and mysteries.

If this proves successful, the concept could be rolled out to other towns within Wiltshire.

Communications

A communications plan has been prepared to promote the engagement/consultation activities and events in January, including the statutory CAF consultation. This will include a letter drop to businesses along Fisherton Street, direct contact with specific organisations, news releases, posters, social media, e-newsletter promotions, updated webpages and use of third-party channels such as Salisbury City Council, Salisbury BID etc.

Please note we are developing a more comprehensive overview of these projects which will be supported by videos and an infographic to help demonstrate how these various projects all fit together to support a sustainable and vibrant city in the future. These will form part of a Future Salisbury website.

Salisbury... our place in the future

A Summary of the
Salisbury Central
Area Framework

January 2020



Contents

Welcome	1
What is the purpose of this document?	1
Taking advantage of Salisbury's strengths	2
A framework for the city and its people	5
The climate emergency	7
Five themes identified by the Central Area Framework	8
Creating people-friendly streets	12
Improving open space and the environment	16
Creating vibrancy	18
Bringing out the qualities	27
Identifying character areas and their role in the city	32
Delivering this plan	50
The relationship with other documents and strategies	52
What happens next?	55



Welcome

Welcome to this summary of the Salisbury Central Area Framework (CAF). This document is designed to be an easy-to-read summary of the recommendations designed to boost the city's economy, enhance the environment and celebrate its heritage. We hope you find it interesting, informative and exciting.

During March 2018, Salisbury became the centre of a global news story that affected perceptions of the city and undermined confidence in it. This also had a negative impact on the local economy.

Since this event, Salisbury's people have been praised for their resilience and community spirit, to the extent that it was voted the best place to live within the UK (The Sunday Times, April 2019).

We believe that with the right interventions Salisbury can become an even better place - and this document provides Salisbury and its stakeholders a framework for that.

What is the purpose of this document?

Salisbury is a wonderful place to live, visit and work. Yet nowhere is immune from the potential impacts of the climate emergency, the changing ways people shop or the increasing unaffordability of homes especially for the younger generation. The CAF has taken a detailed look at the city centre and identifies a number of opportunities to ensure that the city can secure a bright, vibrant and prosperous future for its residents, those who work here and its visitors.

Wiltshire Council along with its partner organisations of Salisbury City Council, Salisbury's Business Improvement District (Salisbury BID), Salisbury Cathedral, Wiltshire College and University Centre, and Swindon & Wiltshire Local Enterprise Partnership have endorsed this plan and the Future Salisbury Place Board will work to deliver its recommendations in a co-ordinated way.

Taking advantage of Salisbury's strengths

Thanks to the city's intimate scale, the Cathedral, the Market Place (which hosts the Charter Market twice a week), the historic townscape and large number of independent businesses, Salisbury offers its residents, workers and visitors a city setting with a medieval feel. The landscape setting amongst surrounding rivers, water meadows and hills further adds to the city's unique character and appeal. The city of Salisbury serves a large surrounding rural area. With its Cathedral and its close proximity to the internationally-famous World Heritage Site of Stonehenge, Salisbury is a very popular tourist destination. The city is the main centre of south Wiltshire, acting as a focal point for a wide rural catchment with its influence stretching into parts of Hampshire and Dorset.

Salisbury will be the first 'connected city' in the country to benefit from full fibre broadband enablement. The city has both a strong business community and a flourishing science park on its doorstep at Porton Down. Salisbury has a burgeoning artistic and creative community that provides a strong and positive basis from which to develop and widen its appeal. The recommendations in the CAF aim to nurture and complement the assets of our city to ensure that Salisbury becomes an even more attractive place to live, work and visit. Attracting new investment is vital to Salisbury's future, and at the heart of the CAF is ensuring that this new development is realised in a way that enhances the beauty of Salisbury and builds on its historic strengths.



A framework for the city and its people

The CAF is the result of intensive discussions with the people of Salisbury. It is a document that will help to shape their future. It represents a consensus of views from a wide range of people who live in, work in and visit Salisbury. The main ideas in the CAF have come from the community and from a detailed analysis of the role and function of the city centre. The views of the people of Salisbury were sought through meetings, a six-week public consultation, interactive exhibitions and face-to-face conversations. Meetings were held with occupiers of buildings and investors in the city centre to gather their views about their ambitions and aspirations and to understand the commercial realities facing the city.



The climate emergency

The five themes of the CAF are underpinned by the golden thread of responding to and mitigating against the impacts of climate change. Future generations depend on us acting now to combat climate change. The global impacts of severe weather and rising temperatures are clearly documented and will lead to major negative effects on communities across the UK. Wiltshire Council and Salisbury City Council have both declared a climate emergency and have committed to taking accelerated actions, in line with the national and global momentum that is building in response to climate change. The CAF provides an ambitious set of recommendations which seek to protect the environment, reduce the likelihood of flooding, and reduce motor vehicle movements through the city while ensuring the city remains accessible to all.

Five themes identified by the Central Area Framework



The five themes to deliver a bright and sustainable future for Salisbury

Through the discussions with the communities of Salisbury many hundreds of issues were identified. Further workshops identified that people's aspirations for their city fell within five main themes.



Together these five themes are united by the aims of delivering the following outcomes for Salisbury:

A city responding to the challenges of the climate emergency...

Salisbury will be a city which is taking meaningful and urgent steps towards mitigating and preventing the impacts of climate change. The natural environment within the city will continue to be carefully managed to ensure the protection, enhancement and creation of new spaces for biodiversity. Flood risk to businesses and properties will be managed and reduced as far as possible. New developments at the riverside will embrace and celebrate the river frontage. The city will have improved air quality, safety, health and wellbeing as well as providing a greatly enhanced experience for pedestrians and cyclists.

A self-contained and affordable city...

The city will provide greatly enhanced opportunities for people to live, work and meet their retail and leisure needs locally, thereby reducing commuting and reducing carbon emissions. Salisbury will be a place where younger people can afford to live and want to stay. The city will benefit from the introduction of new activities that enhance the day-to-day retail, leisure and service offer including an improved, diverse and vibrant evening economy that will support an increase in evening activity.

A city with a rich and diverse tourism industry...

Salisbury will continue to provide an unforgettable experience to an increased number of tourists visiting and staying in Salisbury. There will be more things to do through a broadening of the city's offer.

A city with a thriving economy that encourages inward investment...

Measures will have been taken to ensure that the city centre is resilient to changes in retail and leisure floorspace requirements. The city centre will be flexible and responsive to the changing demands of the high street to ensure that it remains active and vibrant in the face of changing shopping habits.

A city that celebrates its rich heritage...

There will be greater celebration of the city's rich heritage by showing it in the best light through revealing attractive building frontages currently hidden underneath poor later additions, removal of street clutter, sympathetic public realm enhancements, bringing empty buildings back into use and delivering attractive shop frontages.

Creating people-friendly streets



2020 onwards

To improve the experience of walking and cycling within, to and from the central area

Why?

To seek a 20% increase in visitors, footfall and dwell time thereby encouraging more spending, business and investment.

How?

Delivery of attractive pedestrian dominated streets enhanced with public art and experiences through implementation of a imaginative accessibility strategy currently under development. We will identify and introduce more cycleways and improve the A36 crossings/underpasses.

What the CAF recommends

Fisherton Street city gateway enhancements. Identify and invest in more cycleways.

Who

Wiltshire Council

Example of success elsewhere

In Piccadilly, Stoke-on-Trent, a project making the area more pedestrian friendly led to 30% more footfall.



2020 onwards

To reduce the dominance of the private car within the city centre

Why?

Increased percentage of visits to the city centre on foot and bicycle, reduction in traffic and improvement in air quality.

How?

Define which roads may be suitable for pedestrianisation or enhanced pedestrian spaces. Rationalisation of car parking, increased use of Park and Ride, green planting and creation of pedestrian-friendly streets.

What the CAF recommends

A new street hierarchy will be implemented ranging from areas of full pedestrianisation to those with enhanced pedestrian priority.

Who

Wiltshire Council

Example of success elsewhere

In Coventry, new pedestrian areas were credited with a 25% rise in footfall on Saturdays.



Creating people-friendly streets

2020-2024

To increase use of Park and Ride services

Why?

To reduce city-centre congestion, facilitate implementation of more pedestrian-friendly streets, reduce air pollution, allow a rationalisation of car parks.

How?

Seek to improve quality/frequency of Salisbury's Park and Ride service in order to encourage modal shift and support the wider strategy of car parking consolidation.

What the CAF recommends

A full assessment of the level of parking for both residents and visitors is being undertaken and this will form the basis for future optimisation of the Park and Ride service.

Who

Wiltshire Council and the Salisbury BID who will help support usage of the P&R to city employees

Example of success elsewhere

86% of towns in the Historic Towns Forum considered Park and Ride to be a success in reducing congestion, boosting the economy and increasing footfall.



2020-2024

To consolidate car parking in the city centre

Why?

To reduce congestion caused by private cars circulating the city centre seeking a parking space, to improve air quality, facilitate more pedestrian-friendly streets, increase footfall and to allow new development including smaller (more affordable) homes suitable for younger people in a sustainable location.

How?

Availability of Park and Ride sites means that there is potential surplus car parking land within the central area which could potentially be redeveloped for mixed-use development while safeguarding residents' parking. A full assessment

is being undertaken to confirm the demand and usage of all city centre car parks.

What the CAF recommends

To explore the potential for the redevelopment of Salt Lane and Brown Street car parks and the Maltings redevelopment, based on a full assessment of the parking required within the city centre.

Who

Wiltshire Council

Potential benefits

500 homes and 1500m² of commercial floorspace. Improvements in air quality due to reducing traffic in city centre.



Improving open space and the environment

2019-2024

To deliver the River Park project

Why?

To provide improved leisure and recreation opportunities, protect and enhance ecology, reduce flood risk, attract tourism, provide cultural opportunities, encourage volunteerism.

How?

Deliver uninterrupted linking of diverse green and blue infrastructure connecting Elizabeth Gardens to Fisherton Recreation Ground. Deliver flood risk alleviation measures to address potential flooding in the central area and the wider city.

What the CAF recommends

River Park green infrastructure project, the Maltings redevelopment.

Who

Wiltshire Council, Environment Agency, Salisbury City Council, Natural England

Example of success elsewhere

The transformation of a canal towpath in London into a high-quality route for walking and cycling is estimated to have produced nearly £5.5m of benefit.



2020 onwards

To celebrate the city's relationship with the rivers and meadows

Why?

To enhance the attractiveness of the city, provide an additional reason to visit and stay.

How?

Enhance the interaction and experience of the rivers and the meadows throughout Salisbury by improving footpaths and cycleways, delivering new development that faces and celebrates the rivers and has greatly enhanced wayfinding.

What the CAF recommends River Park green infrastructure project, the Maltings redevelopment.

Opportunities to deliver pedestrian access to the river from the high street will be taken if and when they arise.

Who

Wiltshire Council

Example of success elsewhere

80% of overseas tourists, 74% of UK staying visitors and 70% of UK day visitors ranked "parks and gardens" as "important" or "very important" in their decision to visit or take a day trip.

Creating vibrancy

2020-2024

To support appropriate mixed-use redevelopment of under-utilised buildings

Why?

Creating an exciting visitor and customer experience to attract more visitors, diversifying activities that happen in addition to the day-to-day retail, leisure and service offer.

Accommodate changes in retail and leisure floorspace requirements to adapt to changing behaviours and needs, including attracting more young people to live in the city centre in underused building space and spend hence their money there. Encourage temporary 'pop-up' uses and deliver

a diversified range of attractions and events to draw more visitors.

How?

Delivery of mixed-use development in redundant retail units including pop-up shops, food and makers'/ sellers' units plus smaller (more affordable) homes suitable for younger people, should long-term vacancies occur.

What the CAF recommends

Redevelopment of site(s) at High Street/Crane Street.

Who

Wiltshire Council, private sector and Salisbury BID

Potential benefits

Potential for over 500 new homes.

2020-2030

To enhance and redevelop land around Salisbury railway station

Why?

Creating a greatly enhanced visitor and customer arrival experience, based on enhanced diversifying activities, to encourage increased number of visits and consequent boost to the economy.

How?

Redevelopment at the railway station including as phase one an enhancement of forecourt for pedestrians, improved visitor experience, enhanced Stonehenge bus point and improved car parking. Later phases will include a wider master plan to deliver smaller (more

affordable) homes suitable for younger people, commercial floorspace and the potential for the rail operators to meet future operational objectives

What the CAF recommends

Salisbury railway station forecourt redevelopment, to be led by a masterplan.

Who

Wiltshire Council, Network Rail, South Western Railway

Potential benefits

Approximately 141 new homes and 14,000m² of commercial floorspace. Increase in number of tourists into Salisbury city centre. More use of pedestrian, public transport and cycles through traffic interchange.

Creating vibrancy



2020-2024

To encourage city centre resilience

Why?

To ensure that redundant shops do not sit empty and a suitable alternative use can be supported. This will help diversify and complement the city centre offer thereby maintaining and increasing footfall and spend.

How?

Review retail policies to ensure they have sufficient flexibility to respond to the changing role of town centres, through the Local Plan Review process.

What the CAF recommends

Consider the use of Local Development Orders to provide flexibility to city centre properties and allow them to adapt quickly to new uses.

Who

Wiltshire Council, Salisbury City Council, Salisbury BID

Example of success elsewhere

Altrincham, Greater Manchester, the redevelopment of a large-footplate redundant department store into a new market with food and drink premises has helped increased footfall by 25%.



2020-2024

To encourage efficient use of vacant upper floors in the city centre

Why?

Commercial uses such as escape rooms, bars, craft workshops and pop-up ale houses, together with increased residential apartments, can be a cost-effective way of bringing new vibrancy and life to an area as well as an additional income for the owner/landlord.

How?

Implementation of a programme of engagement with owners and landlords to identify, encourage and support opportunities for delivering commercial and residential units within vacant/under-utilised upper floors of city centre premises.

What the CAF recommends

Encouraging the reuse of upper floors throughout the city centre to provide new homes, leisure uses and experiences in order to contribute to the vibrancy of the city centre.

Who

Wiltshire Council, private sector

Benefits

There is the potential to deliver a significant number of new homes if vacant upper floors were used as residential.



Creating vibrancy

2020-2021

To improve and protect the evening economy

Why?

The evening economy is a big part of the reason why people move to cities, including workers and students. It is also fundamental to the tourist draw of the UK. It is the inspiration and foundation for much of our creative industries – fashion, music, media and performance.

As shopping evolves, it is fundamental to the vitality and viability of our high streets.

How?

A vision and strategy will be developed and implemented by a partnership of planning and regulatory authorities, operators, entrepreneurs, landowners, residents and users to drive and realise the vision.

What the CAF recommends

Production and implementation of a new strategy for the evening economy.

Who

Wiltshire Council, Salisbury BID, stakeholders from the food, drink, night-time economy sector

Example of success elsewhere

Lambeth Council's evening strategy created a further 3,000+ jobs in food (not takeaway), entertainment and arts, while also increasing the public feeling of safety.

2020-2030

To deliver regeneration of The Maltings and Central Car Park

Why?

To seek a 20% increase in visitors, footfall and dwell time through the delivery of new leisure and retail opportunities, plus new dwellings for sustainable city-centre living, thereby encouraging more spending, business and investment.

How?

To continue work with the landowner/ investors to deliver further phases of the Maltings and Central Car Park regeneration scheme, as outlined by the masterplan.

What the CAF recommends

The Maltings redevelopment.

Who

Wiltshire Council, private sector, Environment Agency, Natural England, Wiltshire Creative

Benefits

The redevelopment of The Maltings site will provide for a significant number of new jobs and homes.



Creating vibrancy

2020-2023

To deliver an enhanced tourist experience

Why?

To add more 'must see' reasons to visit Salisbury and increase footfall and spend. To enhance Salisbury's reputation as the arts and culture leader in the south west.

How?

Add to vibrancy and interest in the central area through delivery of permanent enhanced Cultural Quarter and world-class light trails and shows.

What the CAF recommends

Illuminating Salisbury project

Who

Wiltshire Council, Salisbury BID, Salisbury

City Council

Example of success elsewhere

For the four events up to 2015, Lumiere Durham attracted a quarter of a million visitors each year and an estimated economic benefit of some



2020-2021

To encourage events and temporary uses

Why?

To add another reason to visit and stay in Salisbury and increase footfall and spend. To grow Salisbury's reputation as innovative and fun.

How?

Produce and implement a new strategy to encourage events and temporary uses which boost visits to the city centre, adding vibrancy and increasing footfall. Ensure that empty shops have temporary uses.

What the CAF recommends

For example, screen and deckchairs during Wimbledon week with a pop-up strawberries-and-cream venue.

Who

Wiltshire Council, Salisbury City Council, Salisbury BID

Example of success elsewhere

Pop Brixton attracted a footfall of over 1.6 million and 47 new businesses supporting nearly 200 FTE jobs.



Creating vibrancy



Bringing out the qualities

2020-2024

To enhance the Cultural Quarter

Why?

To add another reason to visit and stay in Salisbury, boost the evening economy, support the strong cultural and arts sector, increase footfall and spend.

How?

Building on the already strong cultural offer in Salisbury, a Cultural Quarter will be established based around the Playhouse, a modernised City Hall, a relocated library and new art gallery space. Linkages to and from the Cultural Quarter will be strengthened from the Maltings area and from Fisherton Street, with a new frontage to Fisherton Street.

What the CAF recommends

Fisherton Street enhancements, the Maltings redevelopment.

Who

Wiltshire Council, Wiltshire Creative

Example of success elsewhere

The Dreamland and Turner Contemporary Arts cultural development in Margate created over 300 new local jobs, added over a million new visitors per year and was credited with a 19% rise in tourism.



2020-2021

To support appropriate reuse of heritage buildings and rear courtyards

Why?

Commercial uses, together with increased residential apartments, can be a cost-effective way of bringing new vibrancy and life to an area as well as an additional income for the owner/landlord, contributing to the viability of heritage assets and safeguarding their long-term future.

How?

Implementation of a programme of engagement with owners and landlords to identify, encourage and support opportunities for delivering

commercial and residential units within vacant/under-utilised upper floors of city-centre premises.

What the CAF recommends

Opportunities for the sympathetic reuse and repurposing of neglected heritage buildings will be encouraged and facilitated as they arise.

Who

Wiltshire Council, private sector

Example of success elsewhere

Leopold Square in Sheffield City Centre, a refurbished Grade II listed former Central Technical School building completed in 2007, created a highly successful mixed-use development with residential units, a four-star boutique hotel, bars and restaurants surrounding a new public square, creating over 200 new jobs and 10 new businesses.



Bringing out the qualities

2020-2022

To encourage preservation and restoration of historic shop fronts

Why?

To enhance the attractiveness of the city and provide an additional reason to visit and stay.

How?

A review of the existing Supplementary Planning Guidance to ensure it is compliant with latest planning policy, guidance and best practice. Assessment of its effectiveness and introduction of a new regime of implementation and enforcement if necessary.

What the CAF recommends

Funding to be sought to improve quality of historic buildings and shopfronts e.g. Foxtrot.

Who

Wiltshire Council, Salisbury BID, Salisbury City Council

Example of success elsewhere

Kelso implemented a new shopfront policy which contributed to a 28% increase in footfall.



2020-2022

To enhance the quality of the public realm

Why?

To enhance resident, worker and visitor experience, encouraging footfall, dwell time and increased spend.

How?

A review and update of the previous city-wide strategy for the public realm. Then production of a systematic programme for implementation aligned to major development projects such as the Maltings, City Hall, railway station and Fisherton Street implementation of new public art.

Example within the CAF

Cultural Quarter interface with Fisherton Street.

Who

Wiltshire Council, Salisbury City Council

Example of success elsewhere

The Peace Gardens in Sheffield reported a 35% increase in footfall in the city centre (Genecon, 2010) based on implementation of public realm strategy and a net increase in spending of £4.2 million.



Bringing out the qualities

To improve wayfinding in the city centre

Why?

To contribute to a 20% increase in visitors, footfall and dwell time through revealing more of the attractions and heritage of the city, thereby encouraging more spending, business and investment.

How?

Prepare and deliver coordinated wayfinding strategy supplemented with new technology and apps to improve ease of movement, exploration, understanding and enjoyment for residents and visitors.

What the CAF recommends

Salisbury Wayfinding Strategy, public arts, redevelopment of Salt Lane and Brown Street car parks.

Who

Wiltshire Council, Salisbury BID, Salisbury City Council, heritage bodies

Example of success elsewhere

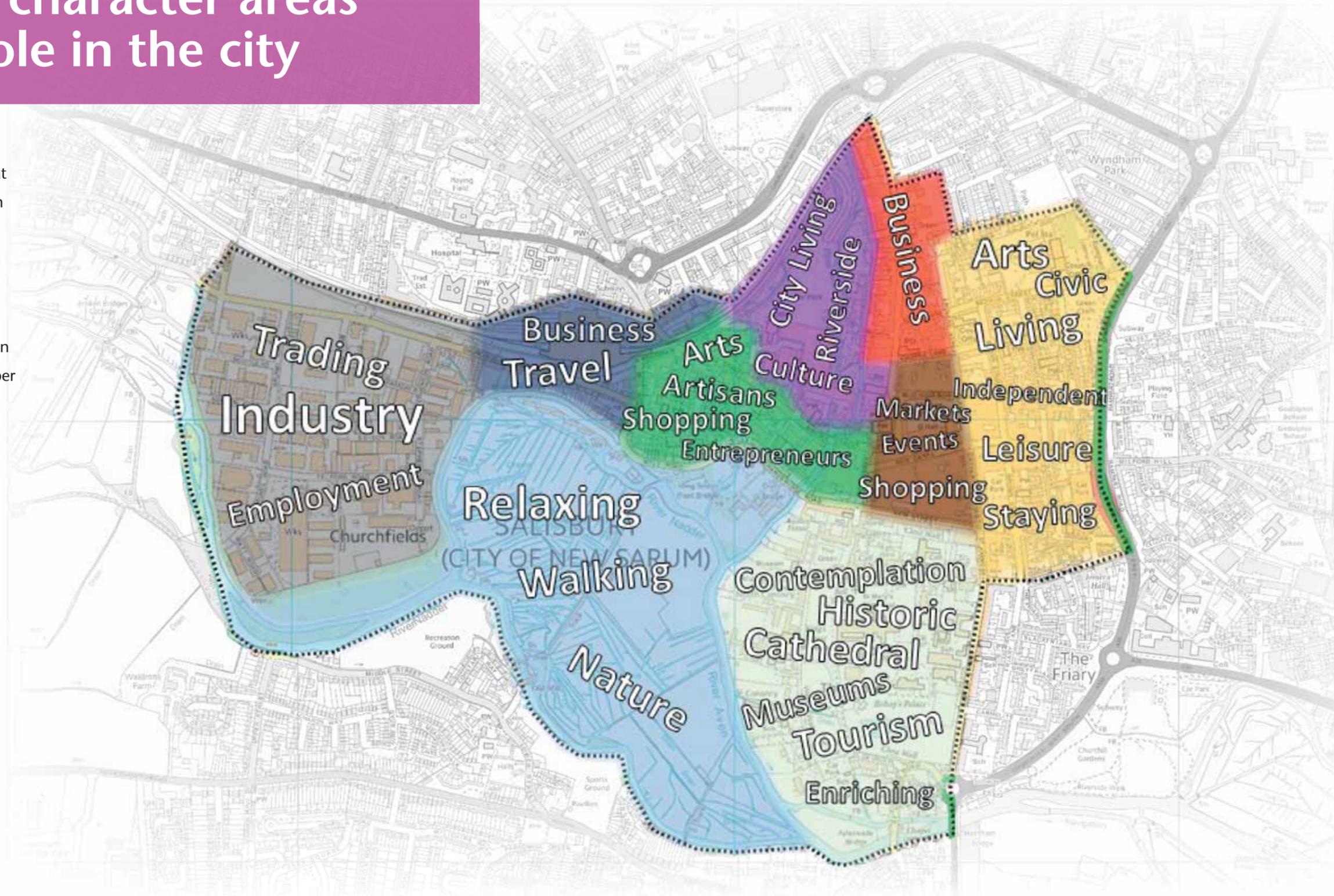
Wanstead High Street, London, achieved an average increase of 98% in pedestrian numbers after enhancing the walking routes.



Identifying character areas and their role in the city

In this section we take a closer look at the character and role of areas within the city centre. Salisbury's central area has many diverse areas that add to the experience and its vibrancy. This section looks at these distinct character areas, summarises the vision for each of these, and makes a number of proposals that will broaden and enhance their appeal.

- Chequers
- Fisherton Street
- Centre
- The Maltings and Central Car Park
- Water Meadows
- Churchfields Industrial Estate
- Station
- Cathedral Close
- Castle Street



Chequers Character Area

Area Characteristics:

- Tight medieval gridiron street pattern.
- Continuous lines of buildings set at the back of pavements.
- Winchester Street characterised by independent retail, leisure and service businesses.
- Milford Street provides a social offer with bars, nightclubs and hotels, with a commercial core in between.
- Scattering of traditional pubs, The Pheasant, The Five Bells, The Anchor and Hope, The Huntsman Tavern, The Queen's Arms.
- Car parks at Salt Lane, Brown Street and Culver Street.



Salisbury Central Area Framework recommendations for the Chequers character areas

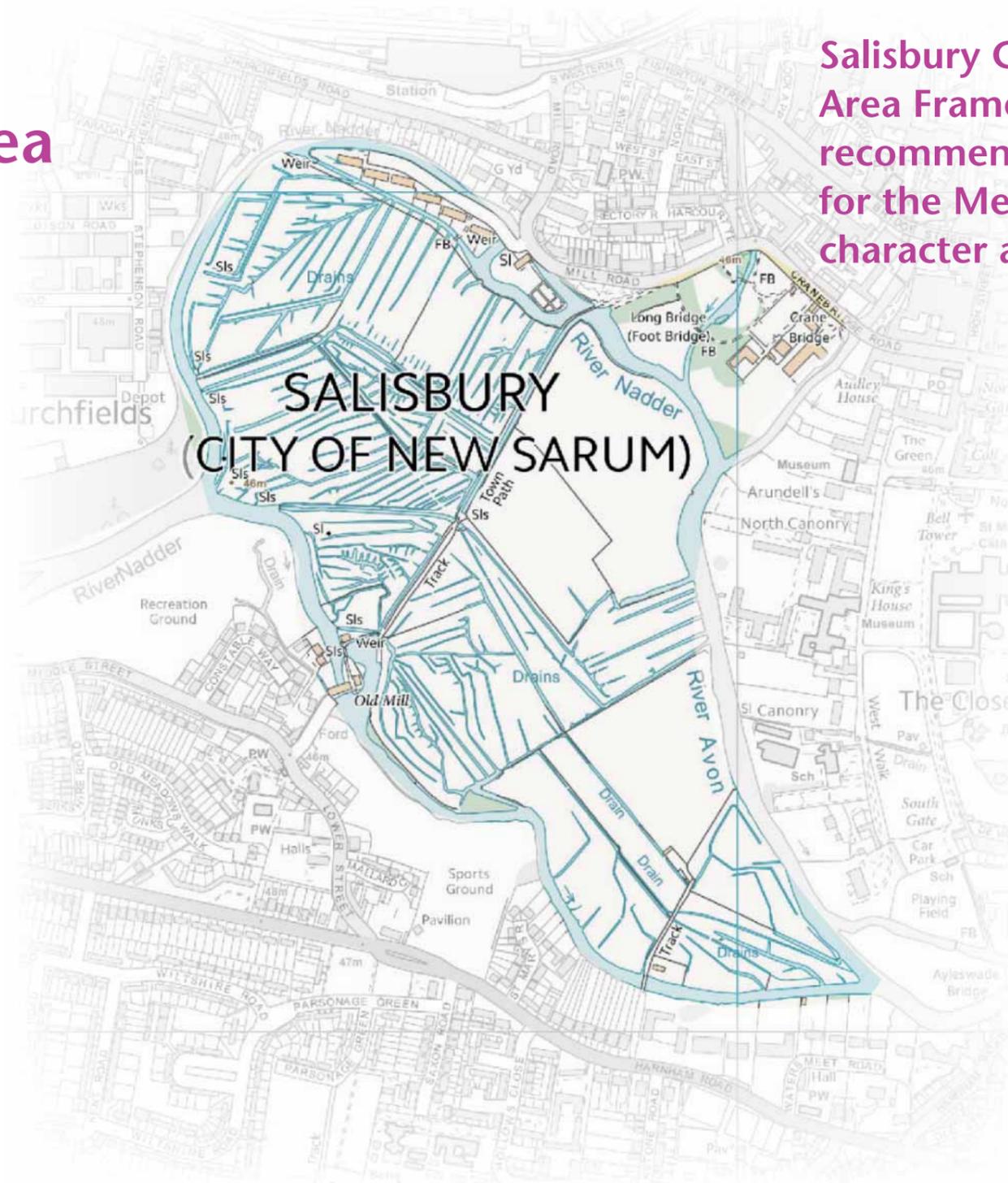
- ☑ Improve pedestrian linkage and public realm between Market Place and Salisbury Arts Centre.
- ☑ Redevelop Salt Lane car park subject to further assessment of need for parking.
- ☑ Improve pedestrian linkage and public realm between Market Place and Culver Street car park.
- ☑ Redevelop Brown Street car park subject to further assessment of need for parking.
- ☑ Lighting and wayfinding improvements.
- ☑ Streets enhanced to reinforce heritage value, encourage pedestrians and reduce traffic (via proposed public realm strategy).
- ☑ In the Chequers Central area, encourage active frontages with residential above.



Meadows Character Area

Area Characteristics:

- The Harnham Water Meadows are 84 acres of beautiful and historic land to the south west of Salisbury and are probably the best-preserved meadow irrigation system in England.
- As well as forming an important part of the historical landscape, the water meadows are also a working farm used for grazing sheep.
- Public access to the water meadows is limited to the Town Path public footpath, and occasional tours facilitated by the Harnham Water Meadows Trust who steward the historic irrigation system.



Salisbury Central Area Framework recommendations for the Meadows character areas

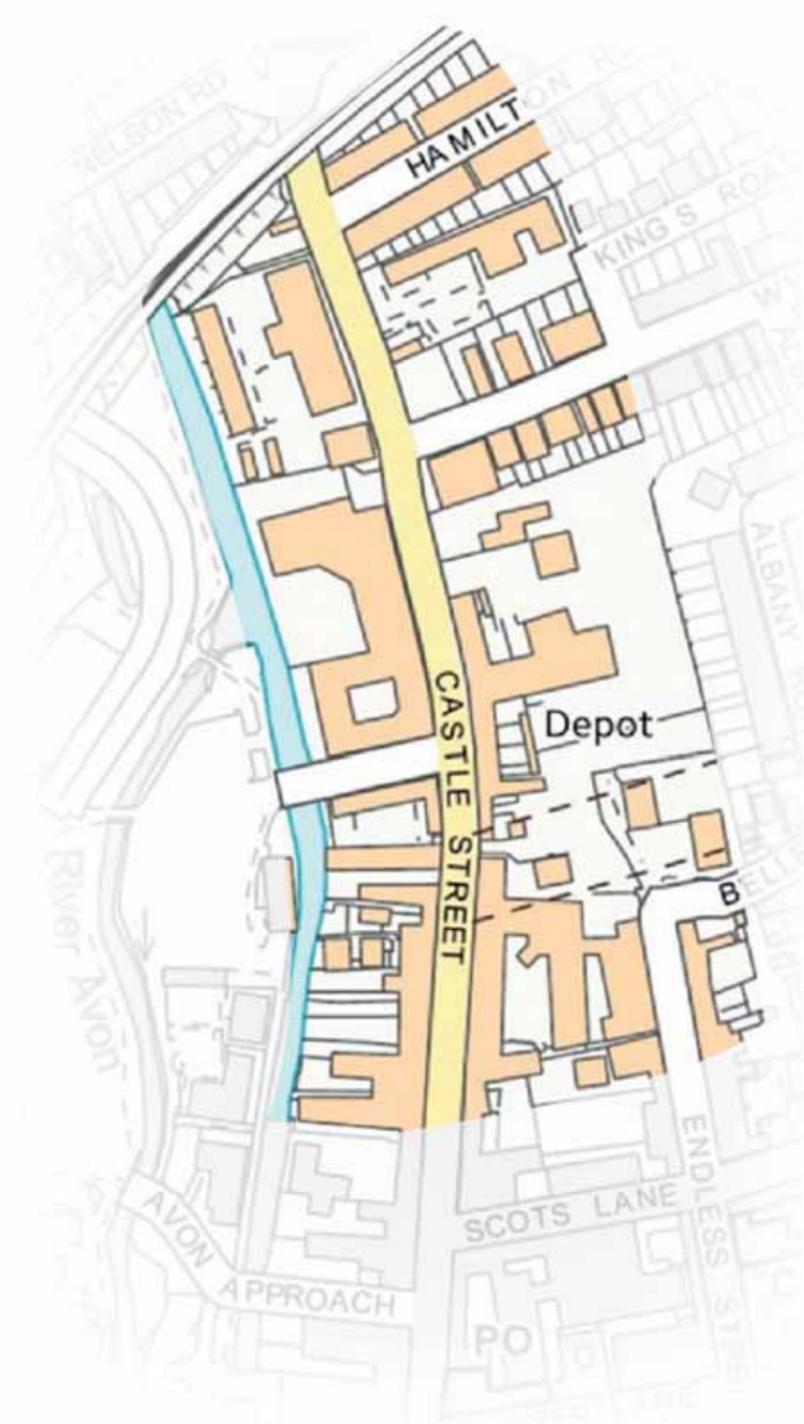
- ☑ Protect the environmental qualities and existing uses of the water meadows.
- ☑ Improve access and connectivity to the water meadows from the city centre and surrounding areas.
- ☑ Promote local and visitor awareness of the water meadows.
- ☑ Enhance the leisure experience for locals and visitors.
- ☑ Protect and enhance ecological habitats.
- ☑ Improve wayfinding.



Castle Street Character Area

Area Characteristics:

- Key secondary retail area supporting predominantly estate agents and leisure uses.
- Key route leading to the north of the city.
- Functional relationship with the adjoining Maltings and Central Car Park regeneration area.



Salisbury Central Area Framework recommendations for the Castle Street character areas

- ☑ Facilitate the changing nature of Castle Street (away from offices to mixed use commercial/residential) into an enhanced and vibrant gateway to the city centre.
- ☑ Support the city centre with work and living through adaptation and reuse of empty buildings to alternative commercial and residential uses.
- ☑ Enhance links to the River Park.
- ☑ Enhance street scape and enhance pedestrian experience.
- ☑ Investigate vacant properties such as the former Post Office, Castle Street and consider mechanisms to encourage re-use of these sites.
- ☑ Improve key linkages to and from The Maltings and Central Car Park area.

Fisherton Street Character Area

Area Characteristics:

- Gateway position to Salisbury city centre.
- Bustling street with a high footfall.
- Eclectic building character.
- Continuous building lines.
- Mixture of independent shops, restaurants, services, takeaway food outlets, and residential.
- Artistic community.
- Traffic issues and congestions, particularly at Fisherton Street railway bridge due to use by HGVs accessing Churchfields Industrial Estate.
- Not pedestrian friendly.



Salisbury Central Area Framework recommendations for the Fisherton Street character areas

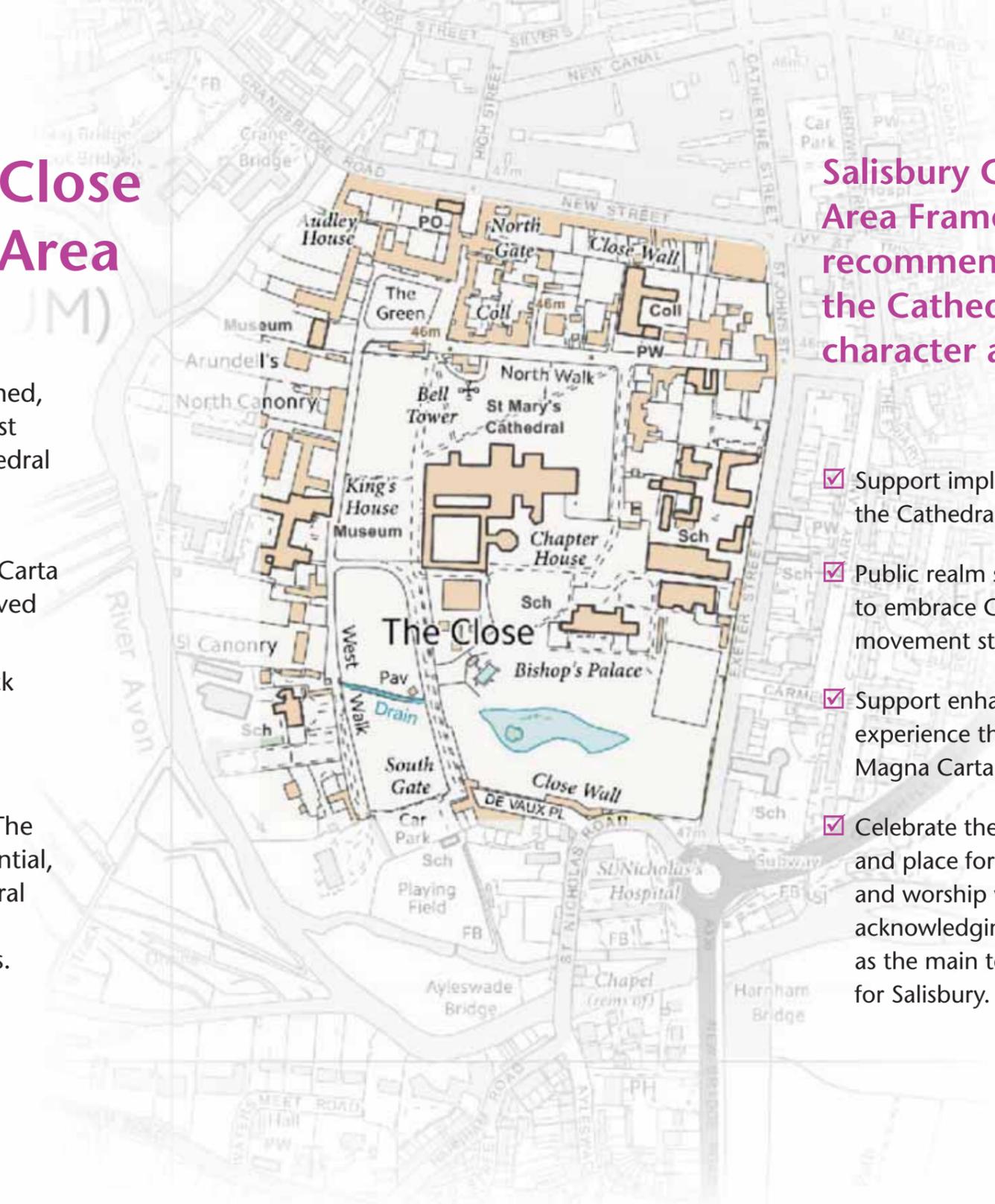
- ☑ Partial pedestrianisation and prioritisation of the street for pedestrians and cycles.
- ☑ Reconnect Fisherton Street with the Cultural Quarter. Reopen or re-build entrance to city hall.
- ☑ Greatly improved public realm incorporating planting, lighting, wayfinding and outside seating areas.
- ☑ Develop its own distinctive brand.
- ☑ Nurture the city's creative industries, artists and small businesses and entrepreneurs.
- ☑ Improve social spaces and encourage 'living above the shop'.
- ☑ Public realm improvements including lighting, public art and wayfinding.
- ☑ High-density city centre living.
- ☑ Encourage vibrancy through more events and pop-up trading.



Cathedral Close Character Area

Area Characteristics:

- Salisbury Cathedral is internationally renowned, home to Britain's tallest spire and largest cathedral close and cloisters.
- The Close houses an original 1215 Magna Carta that is the best preserved copy in existence.
- The 14th-century clock is the oldest working mechanical clock in the world.
- The buildings within The Close comprise residential, educational and cultural uses as well as the Cathedral stone works.



Salisbury Central Area Framework recommendations for the Cathedral Close character areas

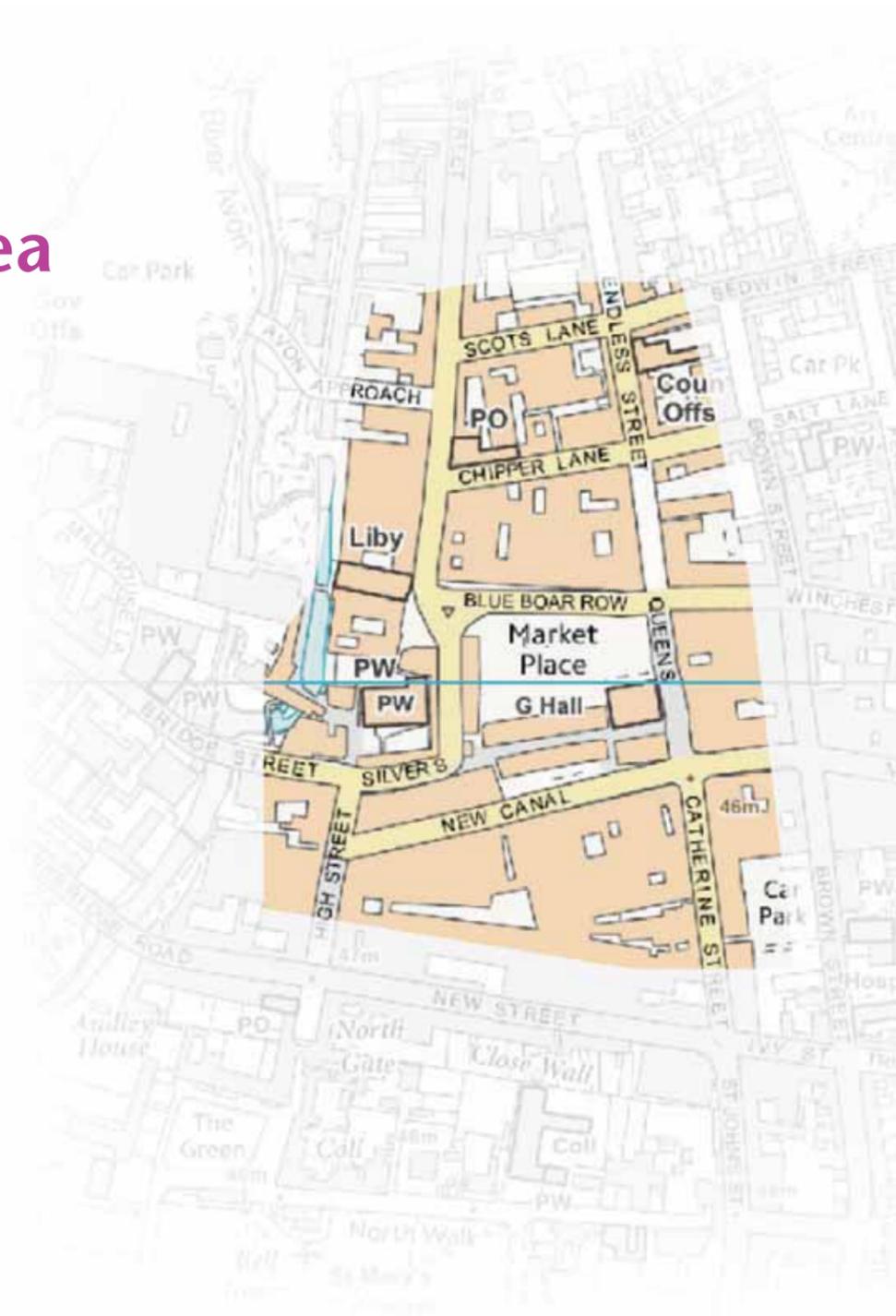
- ☑ Support implementation of the Cathedral Master Plan.
- ☑ Public realm strategy to embrace Cathedral movement strategy.
- ☑ Support enhanced visitor experience through new Magna Carta Visitor Centre.
- ☑ Celebrate the city's history and place for contemplation and worship while acknowledging the Cathedral as the main tourist attraction for Salisbury.
- ☑ Seek to identify suitable accessibility points to the river for the public within the Cathedral Close.



Centre Character Area

Area Characteristics:

- The Centre area includes the main retail core of the city, including Market Place and High Street, surrounded by primary and secondary retail areas.
- High Street provides a key pedestrian route from the city centre to Salisbury Cathedral.
- Blue Boar Row, New Canal and Endless Street provide stopping points for most bus services in Salisbury.



Salisbury Central Area Framework recommendations for the Centre character areas

- ☑ Improve wayfinding.
- ☑ Potential redevelopment at High Street to provide workshop/retail/residential and improve connectivity to the River Park.
- ☑ Strengthen commercial, retail and leisure core focusing around using the Market Place more productively.
- ☑ Improve public realm and rationalise street clutter in key areas such as the Cheese Market and around the Poultry Cross.
- ☑ Introduce people-friendly streets in key locations.
- ☑ Bring empty first-and second-floor spaces back into viable use, including residential use where appropriate.

Station Character Area

Area Characteristics:

- Key public transport entry point to Salisbury.
- Dominated by car parking.

Salisbury Central Area Framework recommendations for the Station character areas

- ☑ Retained and enhanced surface car park.
- ☑ New multi-storey car park.
- ☑ Adaptive re-use of historic railway buildings and new-build commercial opportunities.
- ☑ Residential and commercial development site.

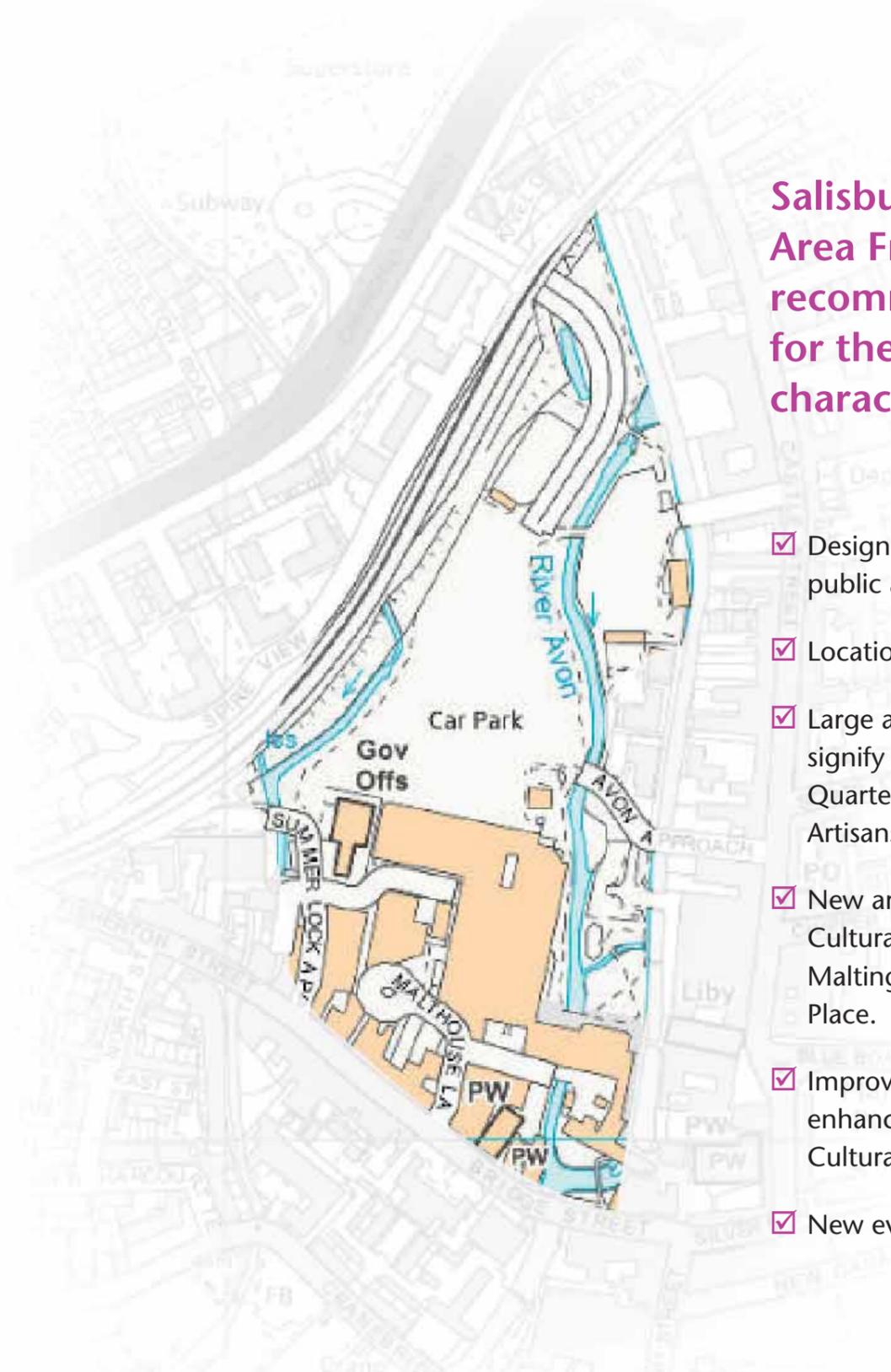
- ☑ Enhance the gateway into Salisbury through creation of a public plaza and public realm improvements.
- ☑ Enhance Station Forecourt including pedestrianisation, bus and taxi drop-off.
- ☑ Commercial opportunity.
- ☑ New Stonehenge visitor facilities.
- ☑ Improve visitor experience and wayfinding.
- ☑ Development of space for business activity and new office space around a northern station entrance to include residential living on upper floors.



The Maltings Character Area

Area Characteristics:

- The existing buildings are of a lumpen, mundane design which do not add to a sense of place for the city.
- Large car park poorly laid out and maintained and also lacking landscaping.
- The site is allocated for strategic redevelopment and the area is subject to an endorsed masterplan.
- The site forms a critical opportunity for the delivery of essential flood risk alleviation infrastructure for the city.



Salisbury Central Area Framework recommendations for the Maltings character areas

- ☑ Designated space for public art.
- ☑ Location for library.
- ☑ Large arched signage to signify link between Cultural Quarter and Fisherton Artisans' Quarter.
- ☑ New arcade linking the Cultural Quarter and The Maltings with the Market Place.
- ☑ Improved City Hall and enhanced public realm to Cultural Quarter.
- ☑ New evening economy area.

- ☑ Significant number of new homes.
- ☑ High-density, city-centre living space.
- ☑ Delivery of central element of the River Park.
- ☑ Coach welcome point with, covered waiting area, cafe, picnic area and WC's.
- ☑ Delivery of city centre regeneration as outlined in the masterplan for the site, focusing on city living, cultural offering/evening economy, high quality public realm and riverside space.
- ☑ Improvements to City Hall, including a realigned entrance to Fisherton Street, and redesign of Malthouse Lane to create a statement building that draws people to and from the Creative Quarter.

Churchfields Character Area

Area Characteristics:

- Churchfields Industrial Estate is the main employment area in Salisbury, consisting of trade counters, car showrooms, building merchants, factories and the household recycling centre.
- Eclectic and unplanned collection of buildings in fragmented ownership.
- The site is constrained on three sides by a meander in the River Nadder.
- Vehicle access is restricted with heavy goods vehicles having to make their way to Churchfields either via Fisherton Street and under the railway bridge or through Salisbury city



centre and along Mill Road. Both accesses have an environmental impact on the wider city centre.

- Provides good employment and services vital for the City.

Salisbury Central Area Framework recommendations for Churchfields

- ☑ The site has been allocated for a mixed-use development of strategic importance in the Wiltshire Core Strategy. To date, the allocation has not been delivered. Due to the strategic nature of the allocation, the future of the site is to be determined through the Local Plan Review rather than through the Central Area Framework.

Delivering this plan

The recommendations in the CAF cannot be delivered by a single organisation. Delivery will be dependent on a range of different partners working together, including Wiltshire Council, Salisbury City Council, Swindon and Wiltshire LEP, Salisbury BID, Natural England, the Environment Agency, private sector representatives, and the community.

The CAF is therefore based on partnership and consensus between all these different stakeholders. Its recommendations have been informed by the views of the people of Salisbury which were sought through meetings, interactive exhibitions and face-to-face conversations, the result of which is a document that is for the city and its people.

With projects and interventions tested and refined, the CAF is supported by a delivery plan that will influence future decision making, activity and funding.

A new Future Salisbury Place Board comprising councillors from Wiltshire Council and Salisbury City Council, and representatives from Salisbury BID, Swindon and Wiltshire LEP, Wiltshire College and University Centre, and Salisbury Cathedral have endorsed this plan and will work to deliver its recommendations in a co-ordinated way.

Relationship with other documents and strategies

The CAF provides an umbrella strategy which will influence future projects and initiatives. In many areas it draws on existing strategies such as the following:

The Future High Streets Fund application reflects the ambitions for Fisherton Street and the station area in creating a better entrance to the heart of the city from the station. This makes the most of the varied and vibrant quarter created by the businesses and activities in Fisherton Street whilst improving the public realm and the spaces along Fisherton Street, heralding the historic spaces in the heart of the city.

The Maltings and Central Car Park Masterplan envisages the redevelopment of the existing Maltings area and Central Car Park to deliver a vibrant new neighbourhood, providing opportunities for city living

and day and evening leisure activities set around invigorated performance venues and a central River Park along the River Avon channel.

Salisbury Neighbourhood Plan is, at the time of writing, in the process of being drawn up by Salisbury City Council and its Steering Group. During the preparation of the CAF the Wiltshire Council liaised with the Neighbourhood Plan steering group and it is expected that, where appropriate, some of the recommendations set out in the CAF will be taken forward within the Neighbourhood Plan.



Other strategies and studies that have influenced the CAF include:

- **The emerging Cultural Strategy** - the aim of this is in part to create a brand-new Cultural Quarter as part of the Maltings redevelopment.
- **The emerging marketing and branding strategy intended to reposition Salisbury and alter recent perceptions of the city for the better** - this will develop a consistent, motivational brand positioning for the city and stimulate economic growth and investment to build Salisbury's reputation as a great place to live, work, study, visit and invest.
- **The Cathedral Masterplan** - a portfolio of projects which aim to preserve the unique qualities of Salisbury Cathedral and the Close, its heritage and its craft skills. The masterplan sets out proposals that can form an agreed basis for decision making in future years.
- **Salisbury Transforming Accessibility project** - an integrated programme of highways and structural improvements in the road network and public realm to make it easier, safer and more convenient to travel into the city centre from beyond the ring road. This will include safer pedestrian and cycle routes, reduction of traffic in the city centre and improved wayfinding.
- **The River Corridor Improvements project** - the River Park project is a collaborative project between Wiltshire Council and the Environment Agency which aims to improve Salisbury's flood resilience and river environment. The project scope includes land within the Maltings and its relationship with the rivers, particularly the Avon, which run through the middle of the central area.



What happens next?

We get cracking! Things have already started.

- Phase 1 of the Maltings and Central Car Park Masterplan is under construction with a new hotel, library and gym.
- We have made it through the first round of bids for the Future High Streets Fund, based on transforming Salisbury into a vibrant, independent place to visit and experience a unique retail and leisure offer.
- The River Park project is well underway.
- An internationally renowned lighting company has been appointed to take forward the Illuminating Salisbury project.

- Work is well advanced in partnership with Network Rail and South Western Railway to transform the station forecourt and deliver a greatly enhanced arrival experience that includes the Stonehenge bus interchange.

We recognise there is much more to do to make the CAF a reality and we will be working with partners and community groups to bring the projects we have identified to fruition. We will give regular updates on progress using our dedicated website and through press releases.

If you wish to find out more or just keep an eye on our progress, please visit our dedicated website at www.wiltshire.gov.uk/salisbury-future

Future Salisbury,
Wiltshire Council,
The Council House,
Bourne Hill, Salisbury, SP1 3UZ
futuresalisbury@wiltshire.gov.uk
www.wiltshire.gov.uk/salisbury-future

Information about Wiltshire Council's services can be made available on request in other languages and formats such as large print and audio. Please contact the council on 0300 456 0102, by textphone on 01225 712500 or by email on customerservices@wiltshire.gov.uk



Please recycle

Wiltshire Housing Site Allocations Plan – Receipt of Inspector’s Report Briefing Note No. 20-04

Service: Economic Development and Planning
Further Enquiries to: Georgina Clampitt-Dix
Geoff Winslow
Date Prepared: 27 January 2020
Direct Line: (01225) 713472
(01225) 713414

Further to [Briefing Note No. 19-026](#), the Council has now received the Inspector’s Report on the Examination of the Wiltshire Housing Site Allocations Plan, which can be viewed via this [link](#).

The Council specifically requested that the Inspector should recommend any Main Modifications (i.e. changes) necessary to enable the draft Plan to be adopted. In his Report, the Inspector concludes that the Wiltshire Housing Site Allocations Plan is sound and legally compliant, provided that main modifications are made to it.

The Main Modifications can be summarised as follows:

- The deletion of sites H1.2-H1.4 (80 homes at Market Lavington), H2.11 (50 homes at Crudwell) and H2.13 (50 homes at Hullavington) to ensure a consistent approach to site selection and national policy, with particular regard to the role of Neighbourhood Plans.
- The deletion of site H2.7 (100 homes at Land East of Dene, Warminster), resulting from concerns about the impacts on heritage assets.
- The inclusion of a new site at The Yard, Salisbury (10 homes) to ensure the Plan has been prepared using a consistent approach to site selection.
- The inclusion of site-specific policies for all sites which do not have one. This is to ensure that all requirements of the Plan are clearly expressed and provide an effective basis for decision making.
- The modification of existing site-specific policies to ensure all requirements are clearly expressed in the interests of effectiveness.

Next steps

Now the Inspector’s Report has been published on the Council’s website, notifications are being sent out to all those who have requested to be kept informed at this stage of the process.

The Inspector's Report will be considered by Cabinet on 4 February 2020. Subject to Cabinet endorsing the Inspector's recommendation, Council will be asked to adopt the Plan on 25 February 2020.

Further to [Briefing Note No. 19-006](#), alongside considering adoption of the Plan, Cabinet and Council will consider the adoption of the Trowbridge Bat Mitigation Strategy Supplementary Planning Document.

Should you require further information, please email: spatialplanningpolicy@wiltshire.gov.uk or telephone 01225 713223.

Community Area Transport Groups (CATGs): Survey Briefing Note No. 20-05

Service : Overview and Scrutiny, Corporate Services
Further Enquiries to: [Natalie Heritage](#)
Date Prepared: 14 January 2020
Direct Line: (01225) 718062

Call for Councillors to respond to the Community Area Transport Group Survey

During [5 November 2019](#) Environment Select Committee, where members discussed their Forward Work Programme, it was resolved that a survey be circulated to all Councillors. The survey asks for your views on the benefits that Community Area Transport Groups (CATGs) have brought to Wiltshire's community areas, now that they have been in operation for nearly 10 years.

The results of the survey will be appended to the Environment Select Committee's report 'CATGs: 10 Years On', due to be considered on [6 May 2020](#). The purpose of the survey is to review whether CATGs have made it more effective and efficient to resolve highways issues for Wiltshire's community areas.

The survey is expected to take between 5 to 10 minutes to complete, depending on your responses, and all responses will remain anonymous.

You can access the survey [here](#). It will be open for responses until Wednesday 12 February 2020.

**Young Carers Awareness Day
30th January 2020
Briefing Note No. 20-06**

Service : *Families & Children*
Further Enquiries to: Gary Binstead
Date Prepared: 28/01/2020
Direct Line: (01225) 718501 / 07717 868216

Further to the recent Children's Select committee meeting on January 21st 2020, this briefing note is provided to raise awareness of the above event regarding Young Carers, and the work that is happening across the county. Young Carers are known to be difficult to reach, as many of them do not recognise the important caring role that they provide, and this day is designed to help everyone identify these young people, and help them to access support.

A young carer is **"a person under 18 who provides or intends to provide care for another person (of any age, except where that care is provided for payment, pursuant to a contract or as voluntary work). This relates to care for any family member who is physically or mentally ill, frail elderly, disabled or misuses alcohol or substances"**

In Wiltshire we have commissioned Carer Support Wiltshire (CSW) to provide support and activities for young carers across the county, and we currently have 768 young carers that are known to CSW. Of these young carers, 162 young carers attended 689 activity sessions in the first half of 2019/20 - averaging between 4 and 5 sessions each. The activities offered included swimming, outdoor adventure sports, scrap store and musical opportunities.

The link below will let you see and hear one of our young carers for yourself.



<https://www.youtube.com/watch?v=eT5GIm-ZLPw&feature=youtu.be>

Young Carers Awareness Day Events – 30th January 2020

The theme for this year is Count Me In!

The Count Me In! campaign is calling on compulsory education providers to do more to identify young carers and provide the recognition and support needed to get the most out of their education.

- Celebrate Young Carers Awareness Day 2020
- Raise awareness among school and college staff to help them better identify young carers
- Help other young people to self-identify as carers and come forward for support

School Events

In addition to regular engagement with schools across Wiltshire, CSW are running 3 specific events across the county within schools that also have 6th Form colleges so that we can promote Young Carer awareness for this special day. This includes a presentation at each school assembly and a manned stand at lunch time. The schools are Lavington, Avon Valley, and Wellington.

The stand will provide information and offer a chance to talk to Carer Support Wiltshire staff about available support and how to refer to Wiltshire Council for a young carer assessment and additional support.

Materials have also been produced.

- A digital pack has been developed for school use, primarily pastoral leads.
- A presentation has been developed for use during assemblies
- Schools have agreed to run social media updates in the countdown to YCAD on websites and parent mail/parent portal communication streams as well as in-house on CSW main website and YC and YACBOOK pages.
- New Young Carer banners and info boards are available with leaflets and flyers
- We have sought permission to run a quiz and entry to prize draw of £25 Amazon vouchers at each school.

Other Areas

- Colleges - Leaflets and flyers have been designed and will be sent to colleges in Wiltshire for college staff to disseminate these and have info stands. Electronic info will be displayed on welcome boards.
- Information will be displayed on the Healthy schools website.
- Website and Social Media streams to be updated before, during and after day by Wiltshire Council and CSW.
- Liaison with Wiltshire Council and Youth Action Wiltshire, particularly around website and social media content.

We would like to ask councillors to raise the awareness of this event, and also the wider issue of young carers across their areas, to encourage more young people to come forward and receive some well deserved support.

For further information please visit the Carer Support Wiltshire website.

<https://carersupportwiltshire.co.uk/young-carers/young-carers/>

You will also find a copy of the Children's Select paper from 21st January 2020 by clicking on the following link.

<https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=1124&MId=12453&Ver=4>

Press Release – Wiltshire Pension Fund’s Move to Low Carbon Passive Equities Briefing Note No. 20-07

Service : *Pensions*
Further Enquiries to: Jenny Devine
Date Prepared: January 2020
Direct Line: (01225) 718317

For your information, please see the below links, which show our press release about our move to low carbon passive equities, and Brunel’s press release on their climate change policy, which also mentions Wiltshire. Corporate communications have sent the press release to all local contacts and we hope to see some articles in the coming days.

Wiltshire Pension Fund Press Release:

<https://www.wiltshirepensionfund.org.uk/wiltshire-pension-fund/client-area/news/wiltshire-pension-fund-moves-over-500m-of-assets-into-brunel-s-low-carbon-passive-equities-portfolio/>

Brunel Press Release:

<https://www.brunelpensionpartnership.org/2020/01/27/30bn-pension-partnership-calls-finance-sector-not-fit-for-purpose-for-addressing-climate-change/>

Brunel’s climate change policy will be presented at the next investment sub-committee for information. This was developed in collaboration with the members funds.

**Representation on special school
provision in north Wiltshire
Briefing Note No. 20-08**

Service: Special Schools Transformation Team
Further Enquiries to: Judith Westcott
Date Prepared: 31 January 2020
Direct Line: (01225) 757966

We would like to draw your attention to Wiltshire Council's Statutory Notice published today regarding the closure of:

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

and the related opening of a new maintained, community special school across the three existing sites on the 1 September 2020.

The full proposal and a letter to explain the purpose of this consultation is available on Wiltshire Council's [consultation portal](http://consult.wiltshire.gov.uk/portal/education): (<http://consult.wiltshire.gov.uk/portal/education>).

We now welcome responses to this proposal (made via an online survey found at the above link).

Closing date for responses is 5pm on Friday 6 March.

Thank you.

Changes to Kerbside Recycling Collections

Briefing Note No. 20-09

Service: Waste Services
Further Enquiries to: Tracy Carter
Date Prepared: 7 February 2020
Direct Line: (01225) 713258

Since July 2018 Hills Municipal Collections Limited have been delivering services under a contract with the council for the collection of waste and recycling. During this period, we have been working with Hills to plan service improvements.

These improvements include making it even easier for people to use the kerbside recycling collection service.

The way in which recyclable materials are collected from the kerbside will change and we will contact residents in the near future to tell them when their services will change. The good news is that residents will be able to place more materials in the blue lidded bin.

Many households will also see their collection day change as we will be making the collection routes more efficient, so there will be fewer collection vehicles on the road. This will help to further reduce the council's impact on the environment as part of its pledge to become carbon neutral by 2030.

Letters are being sent to every household in Wiltshire to inform them of their new collection day. Once residents have received their letters they can go online and check their collection day and print off a bespoke collection calendar at www.wiltshire.gov.uk/rubbish-and-recycling

Residents will receive a leaflet with the letter containing more information about the changes, as well as a sticker explaining which materials can be placed in the blue lidded bin.

The changes are also being communicated to residents via the media, social media, roadside banners at household recycling centres and other key locations, posters and pull-up banners in council buildings, leisure centres and libraries.

In summary, the new service is:

- In the blue lidded bin you can place cans, tins, aerosols, paper, cardboard, cartons, foil, plastic bottles, pots, tubs and trays

- In the black box you can place glass bottles and jars and bagged, dry textiles
- The blue lidded bins and black boxes will be emptied fortnightly on the same day, using new recycling collection vehicles.

There will be no change to the household waste collection service or the chargeable garden waste collection service. Your collection days for these services will remain the same.

The service changes will take place over a four-week period from 24 February to 20 March. We are asking every household to look out for a letter that will tell them the date of their last black box and blue lidded bin collection under the current system and the date of their first collection under the new system. Once they have received their letters, people can also visit our website to find out when their next recycling collection day will be under the new arrangements. Residents who know of any neighbours who don't have access to the internet could check whether they need someone to download a calendar for them. Alternatively, residents can telephone the council on 0300 456 0102 to ask that we print a calendar and post it to them.

When residents receive their last collection under the current system, an information hanger will be attached to their blue lidded bin telling them that the service is changing. They should receive the letter with details of their new collection day soon after.

Collection crews will complete the final collections under the current system from 24 February to 6 March, attaching the information hangers to the blue lidded bins telling residents that their collection service is changing during this time. The first collections based on the new system will take place from 9 March to 20 March.

The collection day changes will improve the efficiency of our rounds and reduce the number of collection vehicles on our roads. Because the vehicle rounds are changing it is important that residents put their bins and boxes out by 7am, as the times of their collections may change.

Recycling tips:

- Wash and squash all cans, tins, plastic and cartons where possible.
- Bottles, jars, cans, cartons and aerosols should be empty; lids can be left on.
- Flatten cardboard boxes to make more room in your bin.

It is important to wash cans, tins, plastic bottles, pots, tubs and trays and cartons before placing them in the blue lidded bin so there is no food or drink that could contaminate other materials such as paper and cardboard. This also reduces the risk of any odour. Residents should not place excess cardboard next to the bin as if it becomes wet due to rain it will not be collected.

If residents think they may not have enough room in their blue lidded bin, we are asking them to try to squash and flatten as much of their recycling as possible for the first few collections to see if this is a suitable solution. Larger or additional blue lidded bins will not be delivered until residents have first tried the new service and demonstrated to themselves that, despite squashing and flattening materials, they need the additional capacity. They can then request a larger or additional blue lidded bin via the Wiltshire Council website.

Plastic film, black plastic and plastic flower pots of any colour should not be placed in the blue lidded bin. Plastic film and black plastic should be put in the bin for non-recyclable waste, but plastic flower pots could be taken to your local household recycling centre for recycling. The council is only able to recycle plastic bottles, pots, tubs and trays collected at the kerbside.

Where residents have clothes or shoes that someone else may be able to wear, we are asking them to continue to take these to charity shops. Any other textiles for recycling should be clean and dry, placed in a bag and tied. The council will not collect duvets, sleeping bags or single shoes.

A new materials recovery facility designed to sort the recyclable materials collected from the blue lidded bin has been built near Calne. This should enable the materials to be sorted to a high quality standard for delivery to reprocessors for recycling. For more information about where materials collected for recycling are sent for reprocessing, please check the council's website: www.wiltshire.gov.uk/what-happens-to-recycling

By making it easier for people to sort their waste, we hope to increase the amount of waste we recycle. In 2018/19 the council recycled 42.69% of the household waste that it collected from the kerbside and at household recycling centres. 89% of the household waste the council collected for recycling, composting and re-use in 2018/19 was managed within the UK.

In response to Wiltshire Council's acknowledgement of the climate emergency, the Green Pledge promoted by the council asks people to recycle as much as they can, as this will also help reduce our carbon impact. The new kerbside recycling services are designed to increase public participation in the kerbside recycling services provided by the council so should help the council to become carbon neutral by 2030. You can sign up to the Green Pledge at: <https://surveys.wiltshire.gov.uk/snapwebhost/s.asp?k=157261245291>

Thank you for continuing to protect the environment by encouraging your communities to recycle their waste.

A summary of the governments £220m “better deal for bus users” and how to make suggestions for improved or enhanced bus services in Wiltshire

Briefing Note No. 20-10

Service : Communities & Neighbourhood Services – Passenger Transport

Further Enquiries to: Jason Salter
Date Prepared: 17th February 2020
Direct Line: (01225) 713334

The government has recognised the important role that buses play and has announced a £220m competitive funding pot available for local authorities to bid against. This [link](#) provides the detail behind its “better deal for bus users” approach, which is summarised below, outlining Wiltshire Councils position for this exciting opportunity.

National bus strategy

The government has recognised that in investing in the bus, it requires a workable national bus strategy. It is going to use this round of bidding to help shape that strategy and will further develop it throughout this year and next.

Bus priority

It is recognised that the bus plays a pivotal role in enhancing the economy, with bus users generating £64billion of economic output each year. However, many local authorities do not always provide the bus with the priority it requires when designing road schemes. Therefore, all new road investments in England which receive central UK government funding, will be required to either support bus priority measures, or explain why doing so would not be necessary, or appropriate in that instance. All future funding bids will need to explicitly address this issue.

As well as providing local authorities with funding to invest in bus priority measures, the government will refresh the department’s guidance to provide up to date, and relevant advice on prioritising those vehicles which can carry the most people. This will ensure local authorities have the information they need to improve the speed of bus journeys, and further support the case for bus priority measures.

Fares and payment

The government is actively looking to work with local authorities and operators to identify ways to encourage operators to implement multi-operator tickets and fares caps, either in relation to the price paid for individual journeys or a daily or weekly cap (so you never pay more than the price of a daily or weekly ticket regardless of the number of journeys taken).

To make it easier for passengers to pay for their journey on the bus, the government will work with industry to ensure that all buses accept contactless payments. The five largest bus companies have already rolled-out contactless payment devices across their networks, as have many medium-sized operators.

In Wiltshire the vast majority of all bus services have contactless pay facility. Those few remaining services that don't will do so during 2021 and all future tenders will require suppliers to provide contactless payment facilities.

Passenger information and publicity

One of the recognised barriers to catching the bus is that there is not always enough information available and when it is, it might be inaccurate, or difficult to understand. As part of its "Bus Open Data" programme, the government is currently developing a new bus open data portal, which will contain information on bus services for use by app developers. Significant progress has been made, with the intention that fares, and location data will be available from January 2021.

Wiltshire Council already contributes to the portal through its commitment, along with all other local authorities in the South West and bus operators, to Traveline Southwest, where we have been feeding data into a system for many years now, that produces timetable, fare and real time passenger information. We are also about to invest in a replacement programme for the real time passenger information displays that can be found at bus stops informing the bus user when the next bus is arriving. Added to this, we are about to employ, on a part time basis, a post responsible for marketing the bus in Wiltshire, in partnership with key bus suppliers.

£5 billion fund announced

Following the announcement of the £220m a further package of £5 billion is to be invested over five years and will boost bus services by focusing on a range of priorities, set to include:

- Higher frequency services, including evenings and weekends, to make it easier and less restrictive for people to get around at any time of day
- More 'turn up and go' routes where, thanks to higher frequency, people won't have to rely on timetables to plan journeys
- New priority schemes will make routes more efficient, so that buses avoid congested routes and can speed passengers through traffic
- More affordable, simpler fares
- At least 4,000 new Zero Emission Buses to make greener travel the convenient option, driving forward the UK's progress on its net zero ambitions
- Over 250 miles of new, high-quality separated cycle routes and safe junctions in towns and cities across England; and
- Dozens of new 'Mini-Holland' schemes to transform town centres across the country and make them safer to get around

The details of this significant fund will be made available in the spending review later this year but reaffirms this governments priority towards bus.

What are the available funds?

Superbus networks (up to £70m available)

The primary objective of this £70m fund is to increase bus patronage in an urban area through a package of measures covering bus priority, reducing bus fares and increasing service frequencies. Unfortunately, Wiltshire does not qualify, as it requires the money to be used on one town, or city, with a population of more than 75,000 people.

Tackling air quality and greenhouse gas emissions (up to £50m available)

The Government is seeking expressions of interest from local authorities and bus operators in developing an all-electric bus town or city. This will see an entire location's bus fleet changed over to zero emission capable buses. The town, or city, will serve as a model for zero-emission bus travel and feed into the overarching national bus strategy.

As many buses as possible are to be exclusively electric, with scope to test innovations such as longer distance hybrids, which operate in electric-only mode within the town or city. Local authorities will need to show how this supports their wider plans for public transport in the town or city. Up to £50 million will be invested to contribute to new buses and the supporting infrastructure.

From Wiltshire Council's perspective this would support our pledge to be carbon neutral by 2030 and the wider environmental improvement. This will however be a challenge, as there are no settlements that readily meet the requirements, as set out in the bid criteria. Salisbury would however be the most obvious choice, and discussions are to be had with representatives of the GoAhead Group in the coming weeks to determine whether such a scheme might be viable for Salisbury.

On-demand services (up to £20m available)

To trial on-demand services in rural and suburban areas the government has established a fund of up to £20 million. Demand responsive transport (DRT) services have been used for some time to replace infrequent, traditional services which do not meet a local community's specific needs, with ones which can get closer to where people live, at a time convenient for them.

Wiltshire Council has significant experience in this area and still currently operates DRT. It is not possible at this stage to determine exactly what an expression of interest would look like, or include, but officers are discussing what needs are not currently met and where perhaps existing DRT could be improved. We would be very keen on submitting a bid for this and building upon our extensive experience of DRT.

Supporting bus services (up to £30m available)

Much of this funding is for experimental projects and a lump sum of £671,171 has been specifically allocated to Wiltshire Council to improve local bus services over a 12-18-month period and it is this funding which we are seeking advice from elected members and town and

parish councils on the best way to spend it. This briefing will also be sent to Community Engagement Managers and area boards.

The Government has informed us that it expects this funding to be used to improve the provision of local bus services in one or more of the following ways:

- increasing evening or weekend frequencies, or supporting additional seasonal services in tourist areas;
- restoring lost bus routes, where most needed, to ensure people have access to public transport services;
- supporting new bus services, or extensions to current services, to access e.g. new housing, employment opportunities, healthcare facilities etc.

The Government also expects us to provide them with an outline of how the money will be used before they release it to us but has given us very little time to do this. We can therefore only do a very basic consultation exercise in the time available, which is why we need your assistance.

We would therefore be grateful to receive from you, details of any requests you have received for bus service improvements, that you believe are causing problems for residents in your area and which you are confident would be well used by them if provided. Please email this information direct to Wiltshire Council's Passenger Transport Unit at buses@wiltshire.gov.uk by **Friday 27 March 2020**, so that they can assess the feasibility of introducing these on an experimental basis using this funding.

While compiling these requests, please bear in mind that this funding is time limited, with no guarantee that further funding will be available at the end of the experimental period to allow the improvements to continue. Please also bear in mind that use of this money will need to be spread around the county and so requests for small improvements to existing services are likely to be more successful than those for completely new all-day services, which could cost in the region of £150,000 per annum to operate and be difficult to resource.

Please accept our apologies for the short timescale for this consultation, but the deadlines have been imposed upon us by the Department for Transport and are necessary in order for us to be able to claim the funding in good time to spend during the next financial year.

If you wish to discuss this request in more detail, or obtain guidance on the feasibility of a suggestion before submitting it, please ring Wiltshire Council's Bus Network Manager on 01225 713454 or email him at buses@wiltshire.gov.uk.

The government is hosting a series of events in February and March to further explain the detail behind the schemes, where Wiltshire will be represented. If there is anything of note from those meetings members, town and parish councils will be updated.

How to make suggestions for improved or enhanced bus services in Wiltshire

Briefing Note No. 20 – 10A

Service : Communities & Neighbourhood Services – Passenger Transport

Further Enquiries to: Jason Salter

Date Prepared: 5 March 2020

Direct Line: 01225 713334

You may be aware that the Government has announced it will shortly be making additional funding available for bus service improvements. The details of which were provided in a briefing sent on the 26 February 2020 numbered 20-10, please click on the link below for that briefing note.

[Briefing note 20-10 A summary of the governments £220m “better deal for bus users”.pdf](#)

This briefing note relates to the £671,171 that has been specifically allocated to Wiltshire Council to improve local bus services over a 12-18-month period and it is this funding which we are seeking advice from elected members and town and parish councils on the best way to spend it. This briefing will also be sent to Community Engagement Managers and area boards.

The Government has informed us that it expects this funding to be used to improve the provision of local bus services in one or more of the following ways:

- increasing evening or weekend frequencies, or supporting additional seasonal services in tourist areas;
- restoring lost bus routes, where most needed, to ensure people have access to public transport services;
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Please accept our apologies for the short timescale for this consultation, but the deadlines have been imposed upon us by the Department for Transport and are necessary in order for us to be able to claim the funding in good time to spend during the next financial year.

If you wish to discuss this request in more detail, or obtain guidance on the feasibility of a suggestion before submitting it, please ring Wiltshire Council's Bus Network Manager on 01225 713454 or email him at buses@wiltshire.gov.uk.

Working in partnership with Town and Parish Councils

Briefing Note No. 20-11

Service: Economic Development and Planning

Further Enquiries to: SpatialPlanningPolicy@Wiltshire.gov.uk

Date Prepared: February 2020

Direct Line: 01225 713223

Summary

Further to [Briefing Note No.19-015](#) the Council is undertaking additional engagement with the town and parish councils to inform the review of the Wiltshire Local Plan.

This will focus on updating our evidence base in relation to:

- (i) Rural facilities survey; and
- (ii) Open space and green infrastructure.

We are writing to parishes requesting responses by 31 March 2020. This can be extended if parishes need further time. In such cases clerks should contact the council (details above) to agree an extension period.

Rural Facilities Survey

In April 2019, we contacted rural parish councils to assist us in updating the [rural facilities survey](#), which was last published in 2013. The response rate was low, and this is being followed up to provide the opportunity for the parishes who didn't respond last time round to complete the survey.

This information will enable us to have a better understanding of local facilities and employment provision in rural settlements and parishes in Wiltshire. It will be used to inform policy development for the more rural parts of the county. In summary, the new survey will ask for details of facilities, services, local employers and the extent of mobile and broadband coverage for each rural settlement.

Green infrastructure and open space

The council is also updating its open space and green infrastructure evidence base to inform the review of the Local Plan, the development of a new green infrastructure strategy and open space strategy for Wiltshire.

To support this, we are writing to the town and parish councils to seek their input and to provide information about their local area. This builds on the open space consultation undertaken in 2015, which was well responded to.

The Green Infrastructure Strategy will identify Wiltshire's existing strategic green infrastructure and set out a long-term vision, objectives and framework to support a delivery plan for the enhancement of this important network. The Green Infrastructure Strategy will inform the work of the council, partner organisations and the community to improve the mental wellbeing and physical health of residents through improved connectivity with the countryside; support natural methods of urban cooling; help improve air quality; and increase biodiversity through developing eco-recovery networks.

The term 'green infrastructure' describes the network of green and blue (water) natural spaces and includes formal as well as informal spaces, such as allotments, amenity greenspace, parks and recreation grounds, outdoor sports pitches, play space, rivers, canals and ponds.

The benefits of green infrastructure as multifunctional areas of land are explained by Natural England as follows:

"Individual spaces may have many functions such as:

- providing recreational space for healthy exercise and a relatively tranquil environment;*
- providing a place for wildlife to live;*
- contributing an attractive green element to the image of an area;*
- raising the quality of people's everyday living and working environments;*
- providing flood storage space in times of flood;*
- providing a transport corridor for walkers and cyclists;*
- helping areas cope with the impacts of climate change; or*
- providing areas for local food production."*

To assist the town and parish councils in responding, we have prepared a questionnaire that is supported by a guidance note and maps that illustrate our current understanding of the open spaces in each parish. We will be asking town and parish councils to consider whether this is up to date and to provide any information they have on the quality of spaces. In addition, blank maps are being provided so any ideas that could help enhance the local green infrastructure network can be put forward for consideration.

By engaging with town and parish councils, we hope to get a better understanding of the quantity and quality of the local open spaces that exist and any local evidence of future need.

The information will support the setting of local open space standards to ensure that any new developments help deliver identified local needs. The resulting Open Space Strategy and Green Infrastructure Strategy will help to create a healthier environment for both people and our flora and fauna and help to combat climate change.

COVID-19 Council Services Webpage Briefing Note No. 20-12

Service : Communications, Marketing and Events
Further Enquiries to: Emma Rogers
Date Prepared: 17/03/2020
Direct Line: n/a

For the most up to date information on council services that may be affected by COVID-19 and health advice and information please visit <http://www.wiltshire.gov.uk/public-health-coronavirus>. This page will be regularly updated for all service across the organisation and will hold all information in a central place.

We will be signposting all residents and key contacts to this page.

Also to remind you we have produced a community toolkit to support you and your community which contains useful information and links to key resources. This can be downloaded from our website <http://www.wiltshire.gov.uk/public-health-coronavirus>

The Chief Medical Officer provided new advice around self-isolation on 16 March 2020 and Public Health England have updated their web pages so please review the updated information online <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

The advice remains that you should self-isolate at home for seven days if you have a recent onset of:

- A new continuous cough and/or
- High temperature

However, in addition, anyone living with someone who is self-isolating should now stay at home for at least 14 days to avoid spreading the infection outside of the home.

For further information please contact communications@wiltshire.gov.uk

COVID-19 Council decision Making Briefing Note No. 20-13

Lead officers: Ian Gibbons, Director of Legal Electoral and Registration Services, and
Monitoring Officer
Robin Townsend, Director of Corporate Services

Date Prepared: 23/03/2020

Direct Line: (01225) 718214

Purpose of this Briefing note

1. To outline arrangements for taking decisions during the corona virus situation within the legal and constitutional framework

Background

2. Central Government is providing daily public updates regarding its approach to tackling the spread of COVID-19. All Wiltshire Council teams are actively responding to the virus' impact and are deploying their Business Continuity Plans. The council's current priority is to maintain the delivery of key services to protect the health and wellbeing of Wiltshire residents, particularly those in vulnerable groups.
3. For up-to-date information on council services during the current situation please visit: <http://www.wiltshire.gov.uk/public-health-coronavirus>.
4. For current NHS guidance for the public on the virus please visit: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>.
5. The Local Government Association (LGA) has created webpage with a range of information on the ongoing situation aimed at local authorities (link below). This includes [guidance for councillors](#) on exercising their community leadership role at this time:
<https://www.local.gov.uk/coronavirus-information-councils>

Decision making

6. The current situation is impacting on all areas of life and therefore all council services. To support communities and protect the vulnerable, Wiltshire councillors and senior officers must be able to take effective decisions quickly. However, decisions must continue to be legally sound and in-keeping with the principles of decision making set out in the council's constitution. These include:
 - to produce action that is proportionate to the desired outcome
 - to ensure open, fair and honest administration
 - to be clear over desired outcomes and aims
 - to record the options considered and discarded
 - to state the reasons for the action
 - to consult interested parties where appropriate and practicable
 - to consult appropriate officers and to seek their professional advice
 - to show due respect for human rights, and to provide equality of opportunity.
7. The council's Business Plan 2017-27 also commits to decision making that is,
 - a) Open, transparent and inclusive
 - b) Flexible i.e. taken at the right level
 - c) Responsive.
8. Changing government guidance regarding isolation and social distancing means that the normal practical procedures for making decisions and facilitating engagement on them (such as through public meetings) have become increasingly unsafe. The council is therefore considering and implementing practicable alternatives that will maintain robust and, as much as possible, open and transparent governance.

Normal decision-making arrangements

9. It should be noted that most incidental decisions regarding the council's operations are taken by officers. The functions and decision making powers of the Council, Cabinet and various councillor committees are set out in the constitution¹ and underpinned by legislation. In summary:
 - Under current legislation (and also reflected in the Constitution) councillors must be **physically present** at any formally constituted meeting (such as those listed below) to be part of the quorum, vote and thereby take decisions. In keeping with this, there is a requirement for councillors to attend a council meeting in-person at least once every six months.
 - There are certain decisions that only **Full Council** can take, including adopting or amending the council's budget and policy framework and changing the constitution.

¹ Part 3

- Functions **not** reserved to Full Council or its committees by law or under the constitution are the responsibility of the Leader either directly or through Cabinet. Cabinet's functions include deciding policies that fall within the Budget and Policy Framework and implementing and delivering the Budget and Policy Framework.
- The Leader may delegate authority to individual cabinet members to make decisions within their remit.
- Area Boards have delegated authority to make executive decisions within the parameters set out in the Constitution.
- Officers have delegated authority to make executive and non-executive decisions under the Council's Scheme of Delegation to Officers.,.
- These delegations are interpreted widely to aid the smooth running of the council, the efficient delivery of services and the achievement of the council's goals.
- Directors can delegate authority to officers in their service areas through schemes of sub-delegation.

Decision making in the current circumstances

Remote decision making by councillors

10. Despite previous lobbying of the Ministry for Housing, Communities and Local Government (MHCLG) remote decision-making is currently not permitted under legislation². A relaxation of this is **not** currently contained within the draft Coronavirus Bill, but it is understood that amendments to the Bill regarding council meetings are due to be proposed. Proposed amendments to the Bill will be published [here](#) and councillors will be updated on this situation and the implications for how decisions are taken.
11. If remote decision making becomes lawful, the council will employ the technology available to facilitate it along with public engagement. If councillors' physical attendance continues to be required and the current public health precautions remain – and in cases where the delegations to individuals below are not appropriate – practical alternatives will be used. This could include, for example, holding meetings with the minimum permitted number of councillors physically present for quorum (maintaining political balance where appropriate) with others joining remotely. Officers are already exploring all these options so that the council is prepared, whether new legislation is passed or not.

Full Council

² Section 99 and paragraphs 6 and 39 of Schedule 12 to the Local Government Act 1972

12. Under the Local Government Act 1972, Full Council must hold a meeting between March and May each year to consider certain matters. As with remote decision making, a relaxation of this requirement is not contained within the draft Coronavirus Bill, but this could change through amendment. If such an amendment is not agreed, alternative arrangements such as those outlined under paragraph 11 may be required.

13. Whether or not the legislation changes or not, consideration will be given to amending the current constitutional requirements regarding councillors attending a meeting in-person every 6 months.

Delegated Cabinet Member decisions

14. Under the constitution³, **individual Cabinet Members** can exercise any executive functions within their portfolio areas as determined by the Leader.

15. While these broad powers are **not** emergency provisions and in fact apply in **normal circumstances**, custom and practice at Wiltshire Council is that significant executive decisions (including key decisions) are taken at full meetings of the Cabinet. This is in the interest of open and transparent governance.

16. If holding full Cabinet meetings is no longer possible because of Government advice, greater reliance may be placed on the decision making powers of the Leader or individual Cabinet members. All such decisions are made in accordance with the Leader's Protocol on Individual Cabinet Member Decision Making in the Constitution and are published on the council website, with email alerts sent to all Wiltshire councillors. The Protocol requires 5 clear days' public notice of the intention to make such decisions (unless they are classified under the constitution as urgent), allowing for a period of public engagement and challenge. Overview and Scrutiny (see below) has powers to "call in" and pause or halt implementation of such decisions⁴ (bar urgent ones). If, during the current situation, the Leader or individual Cabinet members need to take more significant executive decisions, additional opportunities for prior engagement with the public and non-executive councillors can be explored.

17. It should be noted that where a cabinet member is unable to act because of absence, or any other reason, the Leader of the council may nominate another member of the cabinet to exercise the function on their behalf.

Key decisions

18. In normal circumstances, **key decisions**,

- Are taken at meetings of the full Cabinet (though this is not a requirement)

³ Part 3, Section C

⁴ Providing certain conditions are met – see Part 8 of the constitution.

- Must be included in the published Cabinet Forward Work Plan at least 28 calendar days before the decision is taken.
- Cannot be taken unless:
 - a notice (in the Cabinet Forward Plan) has been published on the council website and made available to the public at council offices; and
 - at least 28 clear calendar days have elapsed since the publication of this forward plan; and
 - where the decision is to be taken at a meeting of the Cabinet, the usual public notice of the meeting as required by the Constitution and legislation has been given.

19. In the current situation, it is possible that a key decision would need to be taken more quickly, and the constitution's provisions of **General Exception** and **Special Urgency** can allow this:

20. Under **General Exception**, if a matter that is likely to be a key decision has **not** been included on the forward plan, the decision **can** still be taken if:

- the decision must be taken by such a date that it is impracticable to defer it until it has been included in the next forward plan and until the start of the first month to which the next forward plan relates;
- the Proper Officer has informed the chair of the Overview & Scrutiny Management Committee, or if there is no such person, each member of that committee in writing, by notice, of the matter to which the decision is to be made.

21. Under **Special urgency**, if, by virtue of the date by which the decision must be taken, the procedure regarding general exception (above) cannot be followed then the decision can be taken if the individual decision taker or the chair of the body making the decision, obtains the agreement of;

- the chairman of the Overview and Scrutiny Management Committee; or
- if there is no such person, or if the chairman of the Overview and Scrutiny Management Committee is unable to act, the chairman of Full Council; or
- where there is no chairman of either the Overview and Scrutiny Management Committee or of Full Council, the vice-chairman of Full Council

...that the taking of the decision is urgent and cannot be reasonably deferred.

It must be recognised that under the developing Covid-19 situation it will be necessary for relevant key decisions to be made by directors under the emergency powers described above.

Emergency powers

22. As noted above, most incidental decisions regarding the council's operations are taken by officers. This would continue under the current circumstances with arrangements for appropriate councillor consultation in place. However, under Part 3, Section D1 of the constitution, **council directors** are also empowered to take **all necessary decisions in cases of emergency**. Under this scheme, "emergency" means any situation in which the relevant officer believes that there is a risk of damage to property, a threat to the health or wellbeing of an individual or that the interests of the council may be compromised. This would cover the current situation regarding Covid-19 given the critical issues this is causing, Government advice and the declaration of a major incident by Local Resilience Forum (LRF) on 19th March 2020.

23. Executive decisions taken by officers, including emergency powers, under delegated powers must be taken in accordance with the Scheme of Delegation, recorded and published on the council website.

Regulatory decisions

24. The majority of the council's decisions as a **planning** authority are taken by officers under delegated powers⁵ with the more contentious applications being "called in" by Wiltshire councillors for determination at planning committee. If planning committees cannot meet, it may be appropriate for those decisions to be deferred, unless it can be demonstrated that a decision is urgent. It may then be appropriate for officers to take the decision under delegated powers following consultation with relevant councillor(s). The appropriate approach may need to be considered on a case-by-case basis, taking the changing situation into account, including any change to the rules on council meetings.

25. The specific **licensing** powers delegated to relevant officers are set out in the Constitution⁶. As with planning, decisions will have to be made on a case-by-case basis having regard to the nature and urgency of the matter and taking the changing situation into account.

Area Boards

26. Area Boards meetings and the Joint Strategic Needs Assessment (JSNA) have been suspended in response to Government guidance. The situation will continue to be reviewed. Up to date information on meeting changes can be found [here](#). Councillors can also subscribe to updates [here](#).

27. A decision will follow in the coming months about how the Joint Strategic Needs Assessment process will proceed and this will be communicated once it is established.

⁵ Part 3 Section D3

⁶ Part 3 Section D4

28. An established process is in place to ensure urgent community area grants, youth grants and health and wellbeing grants and other Area Board decisions (such as CATG) can continue to be determined during the current situation. Many Area Boards have delegated authority to the Community Engagement Manager (CEM), after consultation with the Chairman, to determine grant applications (within an upper financial limit) where they are urgent and a meeting cannot be held.
29. The Leader will determine urgent grant applications that exceed the financial limit delegated to CEMs. In this event, a report will be published on the council's website listing the decisions to be determined and inviting representation from all councillors and members of the public for a period of at least 5 working days. CEMs will directly invite all relevant Area Board members to provide their feedback on proposed decisions in writing, and the details will also be published on the Community Matters website to encourage community feedback.
30. Once feedback has been received, the Leader will consider this and will make the decisions. The decisions will be published online, incorporating the feedback received. If required, this process can also be used to allocate urgent Community Area Transport Group funding.
31. Despite not being able to hold public meetings, the Area Boards may continue to engage with residents and other local organisations. To keep in touch with these groups the Our Community Matters websites will be regularly updated and weekly newsletters will continue to be sent out. To find your local Our Community Matters site follow the link [here](#). The Community Engagement Managers will also continue to update communities via direct communications and through social media, particularly through twitter. You can find your community engagement manager on twitter through the Area Boards page of the Wiltshire Council Website [here](#).
32. In addition to this Wiltshire Councillors and Town and Parish Councils are encouraged to make use of the COVID-19 [Community Pack](#) to support their communities during the ongoing situation. The pack contains a list of key contacts, resources and information in one place.

Other committees

33. In consultation with the relevant chairmen, officers are considering how the council's other committees and advisory bodies can continue to operate in the current circumstances. Councillors will be kept informed and this guidance will be updated.

Overview and Scrutiny

34. The council's four Overview and Scrutiny (OS) committees are constituted to discharge the functions conferred by the Local Government Act 2000 as amended, and associated regulations. OS represents an important part of the Cabinet model of decision making through facilitating non-executive input on Executive policy

development and decisions. Officers will be supporting the leading OS councillors and the Executive to consider appropriate arrangements for overview and scrutiny during the current situation.

Conclusion

35. These arrangements are intended to ensure that the council is able to discharge its responsibilities efficiently and effectively during this critical period. They will be kept under review as the situation develops and in the light of any changes in relevant legislation and guidance.
36. Councillors will be kept informed of developments and this guidance will be updated as necessary in consultation with Group Leaders and the Constitution Focus Group as appropriate.
37. If Councillors have any queries or concerns regarding these matters they should refer to the contact details below.

Further Enquiries to:

Libby Johnstone, Democratic Governance Manager, libby.johnstone@wiltshire.gov.uk, (01225) 718214

Henry Powell, Scrutiny Lead, henry.powell@wiltshire.gov.uk, (01225) 718052

Coronavirus Act 2020 and Council decision making Briefing Note No. 20-14

Service : Governance and Democracy

Further Enquiries to: Ian Gibbons Monitoring Officer

Date Prepared: 07/04/20

Direct Line: (01225) 713052

Purpose of the Briefing note

1. This Briefing Note supplements [Briefing Note 20-13](#) on Council decision making, following the adoption of the [Coronavirus Act](#) and subsequent [Regulations](#) which have temporarily altered legal requirements on local authority meetings. Key implications on local authority decision making are summarised below.

Background

2. In response to the Covid-19 virus, the Government announced on 16 March 2020 it would consider bringing forward legislation to remove the requirement for annual council meetings to take place, and to permit local authority meetings to be held virtually for a temporary period, to enable councils to make decisions necessary to discharge their functions.

Implications of the Act and Regulations

3. The Coronavirus Act 2020 received Royal Assent on 25 March 2020 and the Secretary of State has subsequently made regulations under that Act - the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the Regulations), which came into effect on 4 April 2020. The Regulations have the following key implications for local authority meetings:
4. They enable local authorities to hold meetings remotely, including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming. The requirement to hold a meeting in a physical place is removed, and meetings can take place entirely virtually. The Regulations provide that the existing requirements for a meeting to be “open to the public” are satisfied by a local authority holding the meeting

remotely and streaming it live;

5. Provision is made for members of local authorities to attend and participate in a meeting remotely, removing the need for physical attendance. For the purposes of any statutory requirement, members of the local authority will be considered as attending a meeting if they can hear, and where practicable see, and be heard and, where practicable, be seen by other members and the public. Any members of the public speaking must be heard, and where practicable be seen, by members and other members of the public;
6. The Regulations remove the requirement for local authorities to hold annual meetings, and provide that current appointments will continue until the next annual meeting of the authority, or when the local authority determines. This provides, in the absence of an annual meeting, continuity of membership;
7. The Regulations enable authorities to comply with requirements regarding public and press access to meetings and associated documents through remote means and website access;
8. Provision is made for authorities to alter the frequency and occurrence of meetings without further notice;
9. The Regulations override any existing standing orders authorities may have relating to the governance of meetings. However, the Regulations also allow local authorities to make standing orders about remote attendance at meetings in relation to voting; members and public access to documents; and what facilities will be employed to allow the meeting to be held remotely to suit their own circumstances.
10. For the purposes of these Regulations, a local authority includes Wiltshire Council, Town and Parish Councils, and Dorset and Wiltshire Fire and Rescue Authority. The Regulations apply to meetings of a local authority, an executive of a local authority, a joint committee of two or more local authorities, and a committee or sub-committee of any of those bodies.
11. The Regulations also enable all Police and Crime Panels in England and Wales to hold meetings remotely, and enable them to comply with the requirements regarding public and press access to meetings through remote means and website access;

12. The Regulations are time limited and apply only in relation to meetings taking place before 7 May 2021; they will be kept under regular review by the Government in line with public health advice.

Wiltshire Council's Response

13. The effect of these regulations is to provide as much flexibility as possible to local authorities in organising their meetings going forward. They allow essential business to continue whilst upholding democratic principles and protecting the health and safety of members, officers and the public in line with Government and Public Health guidance.

14. The Council intends to make use of these provisions to allow essential meetings to take place remotely in a public and transparent manner via means such as telephone conferencing, video conferencing, live webchat and live streaming.

15. With regard to the requirement for members to attend at least one meeting in every 6 months under section 85 of the Local Government Act 1972, the Ministry of Housing, Communities and Local Government (MHCLG) have confirmed remote attendance would satisfy this requirement, as could the local authority granting dispensation as is already possible. Otherwise Members can still be disqualified under the 6-month rule.

16. The Government has confirmed that it does not intend to issue guidance on remote meetings; as such the Council will consider guidance issued by the Local Government Association and [guidance](#) issued by Lawyers in Local Government, and the Association of Democratic Services Officers.

17. Town and Parish Councils will be able to seek guidance from the National Association of Local Councils and the Wiltshire Association of Local Councils (WALC).

Next Steps

18. Officers are working on delivering remote meetings and further details of this will follow. To protect public confidence in the good governance of the council and local democracy it will be important to ensure that procedures for remote meetings are robust, fair and consistent. To allow time to develop these, test the technology, consider relevant guidance (as above) and share with Group Leaders and the Constitution Focus Group, it is envisaged that (in most cases) remote public meetings will be implemented from mid-May.

19. Where remote meetings do take place, this will be where there is a clear requirement for the meeting to go ahead to determine urgent and essential business.
20. It is envisaged that, initially, public participation will be by way of written statements and questions for most meetings, although the meetings would be available for the public to listen to online, meeting the legal requirements. Where possible non-urgent or contentious items will be deferred until such as time as normal democratic arrangements resume, or live remote public participation is available.
21. The Council is in regular contact with other local authorities and will continue to share best practice on remote meetings.
22. It is envisaged that a supplementary protocol to the Constitution setting out how the Council will manage remote participation during this period will be prepared and agreed by the Monitoring Officer under Emergency Powers, sharing this with Group Leaders and the Constitution Focus Group. The protocol will apply only for the duration of arrangements for remote meetings.
23. Once current government guidance is relaxed, and public meetings are able to take place safely in the usual way, the normal arrangements for public meetings will resume, and remote attendance will not be permitted.

Decision-Making in the current circumstances

Officer decisions

24. It should be noted that most operational and incidental decisions are taken by officers. Officers have delegated authority to make executive and non-executive decisions under the Council's Scheme of Delegation to Officers. These delegations are interpreted widely to aid the smooth running of the council, the efficient delivery of services and the achievement of the council's goals.
25. Due to this emergency situation, it continues to be necessary for officers to determine urgent matters, and where this includes executive decisions, these decisions will be published on the Council's website and all councillors will be notified.

Cabinet decisions

26. Cabinet intends to meet remotely in May, provided technology is in place to allow for a meeting accessible to the public. Should this not be possible, a

greater reliance may be placed on the decision making powers of the Leader or individual Cabinet Members. Under the Constitution individual Cabinet Members can exercise any executive functions within their portfolio areas as determined by the Leader. These broad powers are not emergency provisions and in fact apply in normal circumstances. If, during the current situation, the Leader or individual Cabinet members need to take more significant executive decisions under these powers, additional opportunities for prior engagement with the public and non-executive councillors can be explored.

Full Council decision

27. Even when the technology is in place to deliver fully remote meetings, Full Council will be challenging to manage remotely because of the number of participants. The business items for Annual Council are therefore likely to be deferred until June or July. In this event the current appointments of the Chairman, Vice Chairman, and committee appointments would carry over until the date of the meeting or when Full Council decides.

Regulatory decisions

28. The majority of the Council's decisions as a local planning authority are taken by officers under delegated powers with the more contentious applications being "called in" by Wiltshire councillors for determination at a planning committee.
29. Following the implementation of the Regulations, arrangements are being developed to deal with planning applications that require determination by Members and cannot reasonably be deferred until the situation returns to normal. Specific guidance on these arrangements will follow at the earliest opportunity.
30. In relation to licensing matters, officers will work with applicants and objectors to seek resolution to concerns, and hearings may be delayed where it is in the public interest to do so. Where it is essential for a hearing to proceed, this will be conducted remotely once the technology is in place.
31. Officers supporting the Appeals Committee will seek to defer the appeal determination until technology is in place for remote attendance.

Area Boards

32. The elements of Area Board meetings that are not local authority meetings open to the public (Community Area Transport Group, Local Youth Network, Health and Wellbeing groups etc) are conducting priority business remotely,

where officer and Member resources allow. This principle also applies to informal meetings of the Area Boards (ABC meetings), which can take place via Skype for instance.

33. All public Area Board meetings will be cancelled for April and May. Urgent decisions, such as grant determination, can continue to be taken by the Leader, after consultation with the relevant Area Board Members, until such a time as technology allows for remote participation for public meetings to be held virtually and officer resource is available to support this.

34. Public engagement with the Area Board Members continues outside of formal meetings, and is currently dominated by the Covid-19 response. Community Engagement Managers will continue to work with community groups, local members and parish councils to support the response.

Other committees

35. In consultation with the relevant chairman, officers are considering what essential business other committees and advisory bodies have to conduct. Where meetings are essential, they may take place remotely once technology allows; where non-essential, these meetings will be cancelled to ensure officers and members can focus resources on essential Covid-19 response.

Overview and Scrutiny

36. The relevant Members and officers are considering appropriate Overview and Scrutiny activity during the current situation, and further information on this will follow.

Conclusion

37. Councillors will be kept informed of developments and this guidance will be updated as necessary in consultation with Group Leaders and the Constitution Focus Group as appropriate.

38. If councillors have any queries or concerns regarding these matters they should refer to the contact details below:

Libby Johnstone, Democratic Governance Manager,
libby.johnstone@wiltshire.gov.uk (01225) 718214

Henry Powell, Scrutiny Lead, henry.powell@wiltshire.gov.uk (01225) 718052



Councillors Briefing Note Briefing Note No. 20-015

Service Area: Waste Management
Further Enquiries to: Martin Litherland
Date Prepared: 14 April 2020
Direct Line: 01225 718524

Changes to the chargeable garden waste collection service renewal process and pro-rata charging 2020/21

1. Purpose

The purpose of this note is to provide an update on the chargeable garden waste collection service renewal process for 2020/21 following the council's decision to delay the start of the renewal process until 15 June 2020. Because of this change, some amendments to the renewal process and pro-rata charges have been agreed.

2. Background

Due to the pressure on council services because of COVID-19, the council took a decision to postpone the renewal process for the garden waste collection service until 15 June. While the renewal process was postponed, the garden waste collections will continue as normal, provided the council's contractor has sufficient staff to maintain service delivery.

Following the decision to postpone the renewal process, the council contacted all existing customers to advise them of the delay.

New customers to the garden waste collection service continue to be accepted. Any new customer signing up for the service from 1 April will pay £50 for collections until 30 June 2021.

Following the decision to postpone the renewal process, the renewal timetable has been reviewed and some changes have been agreed to ensure that customers have time to renew while not experiencing a break in their garden waste collection service.

3. Chargeable garden waste collection service renewal process

In previous years customers have been asked to renew their subscription for the garden waste collection service from April and have been asked to renew by mid-June to ensure that they pay for their service before the previous year's collections cease on 30 June each year.

Following the decision to delay the start of the renewal process, the renewals will now commence from 15 June 2020. Customers will be asked to renew from that date, paying £50 to cover collections from 1 July 2020 to 30 June 2021.

Customers will be asked to sign up by 14 August to ensure that they receive a continuous service. As per the existing process, we will send email reminders and a postal reminder to those residents who do not renew. All customers that renew in advance of 14 August will receive their new green sticker by 1 September 2020. Collections will have continued as normal in the meantime for all households which have a red sticker on their bin.

Any customers who sign up between 1 April and 30 June 2020 will pay £50 and sign up for the contract year to 30 June 2021. They will be sent a red sticker at the point of sign up. They don't need to renew in 2020 but will receive a new green sticker by 1 September 2020.

Revised timeline:

From 15 June	Renewal period starts, and customers contacted.
July	Renewal reminders are sent either by email or by post (if no email address is held) to those customers who have not renewed.
Early August	Final email reminders are sent if customers have not yet renewed.
14 August	Cut-off date for renewals to ensure customers receive no break in service.
1 September	End of renewal period. All customers who renewed their service before 14 August will have received their new green sticker. Cease collection from any customers who have not renewed and are not displaying their new sticker.

4. Chargeable garden waste collection service pro-rata charges

Residents can sign up to receive the garden waste service at any point throughout the year. A reducing pro-rata charge is applied depending on the month in which customers sign up for the service.

Due to the requirement to delay the renewal process and to encourage existing customers to renew before 14 August, therefore avoiding a break in service, we will also change the basis on which charges are reduced throughout the year for those who sign up as new customers, or who had allowed their subscription to lapse. These are set out in the table below.

Month you sign up	Amount you will pay
April, May, June, July, August	£50
September, October, November, December	£30
January, February, March	£12.50

5. Arrangements for subscription renewals for 2021

The renewals process for the 2021 contract year will commence on 1 April 2021, with the contract period running from 1 July 2021. The charge will be £50 plus any adjustments due to increases in the costs of collection. This process is subject to any requirement to suspend the service in the short term due to Covid-19 related resource issues. Collections will continue provided the council's contractor has sufficient staff to maintain service delivery. However, if the service does need to be suspended the 2020-21 garden waste collection service contract year would be extended from 1 July 2021 to ensure that those residents who had paid for the service during the period of any suspension would be compensated through the provision of additional collections.

6. More information

If you require any further information about the briefing outlined above, or if you have any questions, please contact the officers below –

Martin Litherland Head of Service – Waste Manager 01225 718524 Martin.Litherland@wiltshire.gov.uk	Vicki Harris Waste Manager - Technical 01225 718523 Vicki.Harris@wiltshire.gov.uk
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Virtual Meetings Briefing Note No. 20-16

Service: Democratic Services
Further Enquiries to: Ian Gibbons (Monitoring Officer)
Date Prepared: 04/05/20
Direct Line: 01225 713052 ian.gibbons@wiltshire.gov.uk

Purpose of Briefing Note

1. This Briefing Note sets out the Council's plans for virtual committee meetings and supplements [Briefing Note 20-14](#), which explained the implications of the Coronavirus Act and subsequent [Regulations](#) on local authority decision making.

Background

2. Government regulations now allow local authorities to hold democratic meetings remotely, to ensure the council can conduct essential business during the coronavirus pandemic in a manner that is open to the public, without the need for councillors to be physically present.
3. Since the draft Regulations were published, the Council has been exploring different technologies for virtual meetings and has identified Microsoft Teams Live Events as its preferred platform. Whilst MS Teams has been deployed to staff and councillor laptops, the Live Events function, which supports live streaming to the public, is new to the council and is currently under testing to ensure it will reliably deliver what is needed for a democratic environment. It is anticipated this function will become available to host virtual meetings in late May. Skype Broadcast, which the council has more experience of, will be used as a temporary measure to host essential council meetings in the interim.
4. Officers have worked with Group Leaders and the Constitution Focus Group to develop Temporary Rules of Procedure for Remote Attendance and Voting (Appendix 1) to ensure a clear process is in place to support virtual meetings. The procedures are in-line with model procedures provided by Lawyers in Local Government and the Association of Democratic Services Officers and have been adopted by the Monitoring Officer.
5. It is vital that all matters relating to public access and information security in virtual meetings are fully considered, and that members and officers are confident with the technology prior to meetings taking place. Initially, the public will be able to submit questions and statements in writing and listen to the proceedings online, meeting legal requirements. Live public participation will then be introduced once the technology and meetings become more established. This approach will ensure fair and legal decision-making, and safeguard the council against the issues that some local authorities have faced when introducing virtual meetings.

Next Steps

6. The council is testing and implementing technology to support virtual meetings. However, **virtual council meetings will only take place in the next few months where there is a clear requirement to determine urgent and essential business.** This includes Cabinet, Full Council, priority Overview and Scrutiny meetings and regulatory matters such as Planning and Licensing. Meetings are prioritised in this way to ensure the effective leadership of the council whilst being manageable at a time where officer and member resources remain focused on responding to the Covid-19 situation.
7. It is anticipated the full business-as-usual calendar of democratic meetings will not be resumed before the summer recess, with council resources likely to remain focused on responding to Covid-19.

Area Boards

8. Area Boards will not meet formally, however public engagement with Area Board Members continues outside of formal meetings, and Community Engagement Managers continue to work with community groups, local members and parish councils. Urgent decisions, such as grant determination, can continue to be taken by the Leader, after consultation with the relevant Area Board Members. The elements of Area Board work that are not open to the public (Community Area Transport Groups, Local Youth Networks, Health and Wellbeing groups, ABC meetings etc) can be conducted virtually where officer and Member resources allow.

Other Committees

9. Decisions will be taken by elected members where considered appropriate. However, during this ongoing major incident it continues to be necessary for officers to determine some urgent matters. Where officer decisions include executive functions, these decisions will be published on the Council's website and all councillors will be notified.

Supporting Members

10. Councillors will be supported to continue undertaking their important role during covid-19 through regular Members' Briefings, written updates and direct involvement in decisions and scrutiny where applicable.
11. A guide on how to access virtual meetings, which will initially take place over Skype Broadcast, is attached as Appendix 2. Also included in this are some procedural and etiquette guidelines to ensure a successful virtual meeting, summarising best-practice from the [Centre for Public Scrutiny](#) and the [London Office for Technology and Innovation](#). Training on Skype Broadcast will be provided to councillors required to participate as voting members in those virtual meetings taking place in the coming weeks (e.g. Strategic Planning). A protocol for the operation of planning committee meetings is also attached at Appendix 3. **If other members wish to attend these meetings please contact Democratic Services in advance via committee@wiltshire.gov.uk who will arrange access and training for you.**

12. Interactive training and a written guide on Microsoft Teams Live Events will be available to all members once testing is complete. Basic training on how to use MS Teams is also available to book on via [GROW](#) in advance. **In preparation for virtual meetings, members are asked to ensure they are able to access their laptop and should contact the IT service desk on 01225 718718 with any problems.**

Conclusion

13. Virtual council meetings will take place for essential business only in the coming weeks to allow resources to remain focused on responding directly to the Covid-19 situation.
14. Virtual council meetings will initially be conducted on the Skype Broadcast platform with public participation invited in writing. MS Teams Live, will be fully implemented once testing is complete.
15. The council will keep provisions for virtual meetings under regular review and updates will be provided to members as necessary and in consultation with Group Leaders and the Constitution Focus Group.

Appendix 1- Temporary Rules of Procedure for Remote Attendance and Voting

Appendix 2- Councillor Training guide and etiquette for virtual meetings

Appendix 3- Process for Strategic Planning

**Wiltshire Council
Constitution
Protocol 13**

**Temporary Rules of
Procedure for Remote
Attendance and Voting –
Council Meetings**

Contents

1. [Application](#)
2. [Exception](#)
3. [Remote Attendance of Members](#)
4. [Remote Attendance of Press and Public](#)
5. [Procedure for the meetings](#)
6. [Application of Public Participation at Planning Committees, Cabinet and Area Boards](#)

PROTOCOL 13

TEMPORARY RULES OF PROCEDURE FOR REMOTE ATTENDANCE AND VOTING – COUNCIL MEETINGS

1. Application

- 1.1. These rules of procedure are made in accordance with *The Coronavirus Act 2020* (“the Act”) and *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* (“the Regulations”) to enable robust, open and transparent decision making during the coronavirus pandemic and promote efficient and effective local democracy.
- 1.2. These rules apply to meetings of Cabinet, Full Council and its Committees, including Sub-committees, Wiltshire Pension Fund Committee, Wiltshire Police and Crime Panel, the Health and Wellbeing Board and Local Pension Board, notwithstanding any prohibition or other restriction in the Constitution governing meetings of the Council.
- 1.3. The rules will apply to meetings of the authority held on or before 7 May 2021 unless varied or revoked sooner. Except where in contradiction with the Act, Regulations or this Protocol, all other provisions in the Constitution continue to apply for this period.
- 1.4. Subject to paragraph 2 below, during the Coronavirus emergency when physical attendance of Members, officers or the public at meetings is impractical or a risk to public health, meetings of the Council will only take place where there is essential business to conduct and will do so remotely in accordance with these procedures.
- 1.5. The Monitoring Officer, after consultation with the Chief Executive Officers and relevant Members and taking into account any national governmental guidance on the Covid-19 situation, will determine which meetings are essential, and when it is safe and appropriate to revert to the usual arrangements for meetings under the existing provisions of the Constitution.
- 1.6. These procedures will be kept under review and may be varied at any time by the Monitoring Officer after consultation with the Chief Executive Officers and Group Leaders.

2. Exception

- 2.1. The Monitoring Officer may determine, following consultation with Chief Executive Officers and relevant Members, that due to the level of attendance of some meetings, or for other reasons, they are not suitable for remote attendance from all Members, and a physical meeting of a quorum of Members is more appropriate to ensure efficient and effective decision making.

3. Remote Attendance of Members

- 3.1. Members may join, participate and vote in meetings of the Council held remotely via an electronic invite to Members. If Members wish to participate in a Committee or Cabinet meeting of which they are not a member (at the discretion of the Chairman), they should contact Democratic Services in advance of the meeting to provide them with electronic access.
- 3.2. All Members shall attend remotely, with the exception of the Chairman, Vice Chairman and supporting officers, who may if they wish attend a council hub in order to conduct the meeting, at all times complying with national guidance on social distancing. All Members are expected to attend remotely unless their apologies have been presented.
- 3.3. Members attending remotely will be treated as present at the meeting for the purposes of determining a quorum and fulfilling the requirements of the 6 months attendance requirements under section 85 Local Government Act 1972.
- 3.4. In accordance with the Regulations, a Member in remote attendance attends the meeting at any time if all of the conditions below are satisfied:
 - 3.4.1 the Member is able to hear, and where practicable see, and be so heard and, where practicable, be seen by the other members in attendance;
 - 3.4.2 the Member is able to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
 - 3.4.3 the Member is able to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

4. Remote Attendance of the Public and Press

- 4.1. Members of the public and press may observe meetings of the council held remotely and participate by means of written submissions. Access to the meeting will be made via an electronic invite, details of which will be published on the meeting agenda.

- 4.2. Public statements and questions will for most meetings be taken in written form, and made available through an Agenda Supplement. Members of the public who wish to make submissions must provide details in writing to the Democratic Services Officer for the meeting no later than 5pm two clear days before the meeting to ensure that submissions can be published ahead of the meeting. Questions and statements so submitted shall be read out to the meeting, subject to the normal limits on the number of speakers. Members of the public may, if they wish, contact their local Member to provide a statement on their behalf to the Democratic Services Officer.
- 4.3. Where necessary the Committee will exclude the public and press from access to meeting discussions which are held in Part 2 (Confidential or exempt business) under the Access to Information Rules in Part 5 of this Constitution and relevant legislation. Members in remote attendance must be careful to ensure that the requirements on confidentiality are strictly observed in respect of such business.

5. Procedure for the meetings

- 5.1. The meeting will be accessible online to the public, press and Members, and the arrangements for access will be publicised by way of the agenda on the Council's website.
- 5.2. All Members attending remotely will be required to identify themselves at the start of the meeting for recording in the minutes. Members must indicate to Democratic Services if they have to leave a meeting before the end, or join the meeting after the start, so this may be recorded in the minutes.
- 5.3. The Chairman shall manage participation from Members as necessary to ensure the smooth and efficient running of the meeting. This may include inviting Members to speak only when called, and requiring them to indicate in advance if they wish to speak on an item.
- 5.4. When speaking, each Member must introduce themselves for the benefit of anyone listening who may or may not have access to video.
- 5.5. The Chairman shall manage voting as necessary considering the level of member attendance at each meeting. This may include the Democratic Services Officer calling out names of each member present to indicate their vote. This would not count as a recorded vote for the purposes of the minutes unless this is specifically requested. The Democratic Services Officer will record the outcome of all votes and announce these to the meeting. For procedural

items such as approval of minutes, in some instances it may be appropriate for approval to be indicated through general assent of the meeting.

- 5.6. In the event that the Chairman or Democratic Services Officer identifies or is made aware of a failure of the remote participation facility, the Chairman may declare a brief adjournment while the fault is addressed.
- 5.7. If it is not possible to address the fault and the meeting is inquorate the meeting will be abandoned until such time as it can be reconvened. If the meeting is quorate, the meeting will continue.
- 5.8. If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the Monitoring Officer, in consultation with the Chief Executive Officers and the relevant Chairman or Cabinet Member, as the case may be, shall explore in exceptional circumstances such other means of taking the decision as may be permitted under the Council's Constitution.

5.9

Where a member would withdraw from the meeting in their capacity as a Member as a result of a disclosable pecuniary interest or another reason, they must not speak or otherwise participate for the item(s) in question.

6. Application of public participation at Planning Committees, Cabinet and Area Boards

- 6.1. Specific arrangements will apply in respect of public participation at Planning Committees.
- 6.2. In respect of public participation at Cabinet meetings, the Leader may adopt such arrangements as the Leader considers appropriate in accordance with the Act and the Regulations.
- 6.3. In respect of Area Boards the procedure, rules and guidance will be at the discretion of the Chairman, subject to any guidance issued from time to time by the Leader in accordance with the Act and the Regulations.

7. Access to Information

- 7.1 For all purposes of the Constitution for the duration of the Covid 19 pandemic and pursuant to the Regulations the terms "notice", "summons", "agenda", "report", "written record" and "background papers" when referred to as being a document that is:

(a) "open to inspection" shall include for these and all other purposes as being published on the website of the Council; and

(b) to be published, posted or made available at offices of the Council shall include publication on the website of the Council.

Accessing Virtual Meetings

Skype Broadcast will initially be used to allow for virtual committee meetings during the Covid-19 pandemic. The relevant committee members will be invited to online training and a trial committee meeting will take place in advance of meetings which will take place virtually.

Microsoft Teams 'Live Events' has additional features to Skype, and is being tested as a long-term solution for virtual meetings. 'Live Events' will replace Skype in the coming months. To familiarise yourself with 'Teams' in advance, training is bookable on [GROW](#) or a guidance note is available [here](#).

The information below is a guide to support councillors accessing virtual committee meetings via Skype, and also includes top tips for virtual meetings held on all platforms.

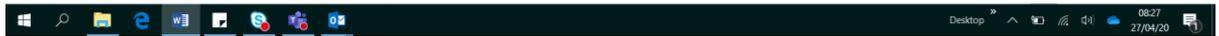
Preparatory Advice

- Ensure you are able to access Skype using your **council laptop** in advance of the meeting. Please contact the IT service desk on 01225 718218 if you have any problems using your laptop.
- **Contact Democratic Services if you are a councillor who is not usually part of a committee that will meet virtually, but who wishes to participate**, either as a substitute member, or at the discretion of the Chairman. **You will not be able to participate virtually in the meeting unless you have informed Democratic Services that you need access to the online meeting.**
- Ensure your laptop is charged and your broadband connection is sufficiently stable to join the meeting. Use your microphone only to participate (not video) unless you are invited to share video. If your connection has low bandwidth, you can attend a council hub or another location to connect to the internet, whilst keeping to social-distancing rules.
- Ideally, plug in your headset to the laptop, as this provides better sound quality and reduced feedback. However, Skype and Microsoft Teams can still be used without this.
- Ensure the volume is turned up on your laptop so you can hear incoming calls, and those talking in the meeting.

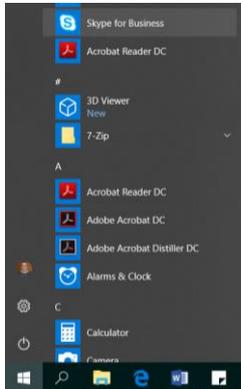
Joining the Skype meeting

1. To participate in a Skype meeting please sign into Skype on your Wiltshire Council laptop 15 minutes before the meeting is due to start. **Committee members (and other members that have also asked to participate) will be dialled into the meeting 15 minutes before it starts to allow the necessary 'housekeeping' to take place before the meeting goes live.** You will not be able to participate in the meeting via a tablet, or Smartphone or another personal device.

2. Wiltshire Council laptops automatically sign into Skype and the icon should appear on your start bar, as shown by the blue 'S' below.



If Skype does not automatically start up, you can access it from the Start/Windows button on the bottom left hand-side of your screen and selecting it from the menu, as shown below.



3. You will be dialled into the call by Democratic Services 15 minutes before the meeting is due to start, please accept this call when it comes through.
4. You are now in the Skype meeting, and will be able to talk to other attendees before the broadcast is started by Democratic Services. Members of the public will not see this and will be kept in the virtual 'lobby' until the meeting is ready to start.
5. When the meeting is ready to start, Dem Services will mute all microphones and start the broadcast, there will be a 30 second delay whilst it is confirmed that the meeting is streaming live. The Chairman will then start the meeting and explain the process for the virtual meeting, including how public participation will take place. Please keep your microphone muted until you are called to speak. It may be helpful for those listening at home, if you say your name before you speak.
6. The Chairman will move slowly through the agenda to ensure all points are covered and everyone is able to participate and vote clearly. The Chairman may call councillors by name to participate at the relevant points, however during the meeting you can use the chat bar to indicate to the Chairman you wish to speak. The chat function should only be used to assist in the meeting management, and not for general discussion.
7. If the meeting contains Part 2 information, Democratic Services will stop the broadcast at the relevant agenda point, and you should stay on the line for the Part 2 discussion. Microphones will be muted, and there will be a 30 second delay whilst officers confirm the broadcast has ceased. The Part 2 discussion can then take place.
8. The chairman will announce when the meeting has ended, and you will be asked to leave the call.

Tips for an effective meeting

- It is anticipated that video will not frequently be used for committee meetings. However, if you are using video, bear in mind this will be seen online and so please ensure your attire, and the background environment is suitable. A blank wall in the background is ideal. Ensure the camera is positioned to provide a clear, front-on view of your face. This may involve thinking about lighting in the room you're in (for example, sitting in front of a window may plunge your face into shadow).
- Ensure you are participating in the meeting in a quiet location with minimal background noise, so that you are unlikely to be disturbed. Please silence your mobile phone, and switch off recording devices such as Amazon Alexa. Any Part 2 discussion should also not be able to be overheard.
- Switch off emails, and other background documents unrelated to the meeting, to allow you to focus on the meeting.
- When referring to reports or recommendations during debate, it can be helpful to reference page numbers in the agenda to allow those at home to follow.
- You can minimise the Skype meeting to allow you to open agenda papers at the same time, whilst still being able to participate in the meeting.
- Please do not take and share 'screen shots' of the meetings where the chat bar, background documents or confidential documents are showing, this could breach information security.
- Try to stay in the meeting for the duration, as you would a normal committee meeting, and indicate to the Democratic Services officer if you have to leave early.
- If you only wish to watch a meeting (as a member of the public would do), you can do this via an iPad or Smartphone by following the link to the virtual meeting that appears on the meeting agenda. This link is a public link, and will only allow you to watch a broadcast rather than participate in it. A welcome screen will show 'Broadcast has not yet started' until it goes live
- The LGA have also produced some training materials for councillors, including a session on chairing and managing remote meetings, these can be accessed [here](#).
- Written guides on managing virtual meetings, from a variety of local government partners are also available [here](#).

Public Participation

- Public Participation will take place via written statements and questions which will be published as an Agenda Supplement.
- The public will be able to watch the meeting by following the hyperlink on the agenda, where they will also find instructions about how to do this.

Technical Problems

- In the event your internet connection is poor during the meeting and you are unable to hear, please contact the Democratic Services Officer via Skype message or email. The officers will try and get you back into the call. If the issues can be resolved quickly, the Chairman will attempt to re-cover discussion you may have missed, alternatively if you have missed a significant proportion, you should consider whether you have enough information to vote on that item, **particularly for regulatory matters it is important you have heard all of the discussion**. If the technical problems are unable to be resolved for you, the Chairman will continue with the meeting, provided it remains quorate.
- If there is a significant problem with the public broadcast, every effort will be made to rectify this. If problems persist, the Chairman, in consultation with officers, may terminate the meeting, until a future date when the public are able to access the meeting to allow it to be undertaken whilst open to the public

If you have any further questions about the content of this guide, please contact committee@wiltshire.gov.uk

Remote Planning Committee Meeting Procedure and Public Participation

Background

1. The standard procedure for all planning committee meetings is included at paragraph 8 of Protocol 4 to the Constitution.
2. As a result of Government guidance on social distancing and other restrictions on public gatherings during the Covid-19 emergency standard operation of planning committees cannot proceed.
3. *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* (the Regulations) provide for remote attendance at local authority meetings by elected Members to enable the continued operation of committees during Covid-19 restrictions.
4. This document sets out the alternative procedure that will apply for Planning Committee meetings that are held remotely in accordance with the Regulations. These provisions will apply for the period permitted under the Coronavirus Act 2020 and the Regulations and apply notwithstanding any prohibition or other restrictions contained within the Council's Constitution relating to attendance and participation at meetings. This procedure will be kept under review and may be varied by the Monitoring Officer in consultation with the Chief Executive Officers and Group Leaders at any time.

Pre-meeting

6. All who have made representations on an application to be determined by the relevant Planning Committee will be contacted by Wiltshire Council and provided with the following details:
 - Date and time of the committee meeting;
 - A link to the agenda for the meeting;
 - A link from which they will be able to view the meeting as it occurs
7. Those who have made representations will be advised that they may contact the Democratic Services Officer for the meeting, as listed with the agenda, and provide a statement that they would like to be read out at the meeting.

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8. Any such statements must:

- State whom the statement is from (including if representing another person or organisation)
- State clearly whether the statement is in objection to or support of the application
- If read aloud, be readable in approximately 3 minutes
- Be provided no later than 5pm two working days before the meeting.

9. All statements will be included in an agenda supplement published before the meeting. Longer representations should be provided to the Planning Officer listed for the application.

Agenda Order

10. Applications will be determined in the order they appear on the agenda unless the Chairman, with the agreement of the Committee, considers there are reasons for changing the order.

11. Officers will seek to ensure that applications which are likely to attract significant viewership or interest appear earlier in the agenda.

12. If the order is changed, this will be announced at the start of the meeting.

Meeting Procedure

13. In the interests of fairness, consistency and transparency, the procedure below must be followed at each meeting. Members of the public should note that it is not permissible during meetings to communicate with members debating the proposal by any means as this may give the appearance of bias. Any participation in the meeting should be as set out below.

14. For each application the Planning Officer will introduce the application and the key issues involved, as well as the reasoning behind the recommendation as set out in their report. They will also set out any representations, amended plans or material considerations which have been received or come to light in the period between the publication of the agenda and the committee meeting, including those contained within any agenda supplement.

15. Committee Members may then ask the officer to clarify any points/ask technical questions.

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16. Statements in opposition to the application will then be read out by the Democratic Services Officer. Up to three statements of up to three minutes each may be read.
17. Statements in support of the application will then be read out by the Democratic Services Officer. Up to three statements of up to three minutes each may be read.
18. Statements from any statutory consultees, except for parish councils, of up to three minutes in length may then be read out by the Democratic Services Officer, whether in support or in objection to the application.
19. A statement from the parish council for the area in which the applications sits, if provided, will then be read out by the Democratic Services Officer for a length of up to four minutes. This must be the formal view of the parish council not an individual representation. If the application is on the edge of several parishes which are directly affected, the Chairman may allow the reading out of statements from other parishes, to a maximum of three in total, for up to four minutes each. Individual members of a parish council may send statements to be read out, whether in agreement or disagreement with the formal view of the parish council, but would need to use a public statement slot.
20. The Unitary Division Member for the application, or nominated substitute, if present, will then be invited to make a representation. The Chairman may allow a neighbouring or any other Member of the Council to make a representation at this time if they consider it appropriate. Non-committee members should give prior notification if they wish to speak.
21. The Planning Officer will then have an opportunity to respond to comments or provide clarification of any points raised by the public or Members.
22. The Committee will then debate the application. The first Member to speak will be expected to move a proposal for deliberation. The rules of debate as detailed in Part 4 of the Constitution will apply, except where these are inconsistent with the Regulations and the *Wiltshire Council Temporary Protocol on Remote Meeting Procedures* in which case the latter will apply.
23. When speaking, each Member must introduce themselves for the benefit of anyone listening who may or may not have access to video.
24. At the beginning of each item each Member of the Committee will confirm that they are able to see or hear all relevant information. This will also be confirmed immediately prior to any vote.
25. For each vote, the Democratic Services Officer will call each Member of the

This document is not part of the Constitution

Committee in turn to indicate their vote. This will not count as a recorded vote for the purposes of the minutes, which would need to be specifically requested by three members of the committee.

General Public Participation

25. In the case of all public speaking categories, as stated above, those who wish to have a statement read out at the meeting must contact the Democratic Services Officer for the meeting no later than 5pm two working days prior to the committee meeting.
26. Statements will be read out by the Democratic Services Officer in order of submission, with any further statements received beyond the three to be read out in objection or support to be included in the agenda supplement. Exceptionally, the Chairman may direct statements to be read in a different order, for instance if the first three statements submitted were all from the same organisation or household, or repetitive, in order to ensure the broadest inclusion of views.
27. While the Chairman of a committee has discretion over the timings and number of statements to be read out in the case of controversial or large-scale applications, in the interests of natural justice any increase should be applied equally between those speaking for and against the application.
28. No contributions from the public will be accepted outside the public statement slots detailed above.

Questions and Petitions

29. Submitted questions and petitions on non-determined planning applications are excluded from the usual Council procedures at Part 4 of the Constitution. This means that any questions or petitions in relation to an agenda item at a meeting will be logged by Planning Officers as a representation and addressed in their introduction of the item.

Overview and Scrutiny during COVID-19

Briefing Note No. 20-17

Service: Scrutiny – Democracy
Lead officers: Ian Gibbons, Director of Legal Electoral and Registration Services, and
Monitoring Officer
Date Prepared: 30/04/2020
Direct Line: (01225) 718052

Purpose of this Briefing note

1. To outline how Overview and Scrutiny (OS) will exercise its statutory role¹ and add value to the council's Executive decision-making during the covid-19 pandemic.
2. This supplements the following previous briefing notes on council decision making:
 - [Briefing note 20-13 Council Decision Making](#)
 - [Briefing note 20-14 Coronavirus Act 2020 and Council decision making](#)

Background

3. Under the council's Constitution, the role of OS is to,
 - Review and/or scrutinise decisions or actions taken in connection with any of the council's functions;
 - Make reports and recommendations to Full Council, Cabinet and any relevant partner in connection with their functions;
 - Foster and encourage an inclusive, structured, non-partisan and non-adversarial approach that is reliant on evidence rather than anecdote.
4. In normal circumstances, OS is integral to the good governance of the council. The council's four OS select committees, supported by their task groups and other ad hoc activities, review all the organisation's key corporate priorities. Around 70% of matters determined by Cabinet are normally subject to some form of prior OS input.
5. Since the covid-19 pandemic was declared a major incident in Wiltshire², officers have been working at pace to maintain delivery of critical services and protect

¹ As set out in the Local Government Act 2000

² As declared by the Local Resilience Forum (LRF) on 19 March 2020

residents. Decisions have needed to be taken rapidly, often under directors' emergency powers. While focusing on the protection of 'life and limb', normal democratic engagement on decisions has not been feasible or in the best interests of Wiltshire residents. Councillor visibility on the covid-19 situation and response has been provided through:

- The dedicated council covid-19 [webpage](#)
- Councillor briefing notes
- Regular email updates to all councillors
- Remote councillor briefings from senior officers, including Q&A.

Current context

6. It is now considered appropriate for OS to recommence exercising its statutory role in a proportionate manner. This is supported by:
 - The gravity of the incident and the decisions being taken regarding the council's response
 - Changes to the council's operational context and priorities
 - The council's commitment to open, transparent and inclusive decision making in the Business Plan 2017-27
 - [Guidance](#) from the Centre for Public Scrutiny (CfPS) that some form of non-executive scrutiny should be maintained by local authorities at this time
 - Other councils now implementing OS engagement on their local situation and response
 - Potential challenge and reputational damage in the absence of public scrutiny
 - The OS roles of 'acting as a voice for the public' and 'providing a "critical friend" challenge to the executive'
 - The covid-19 response benefitting from the wider, evidence-based input derived from OS.
7. It is acknowledged that the emergency is still in progress and the council's incident response remains the priority. OS will not return to a business-as-usual structure at this time and its engagement on the covid-19 response will aim to be efficient in terms of witness participation and the sourcing of information.
8. Cabinet will meet on 19 May 2020 and will receive a report on the covid-19 situation and response. This provides an opportunity for OS to consider that report and brings its comments to Cabinet.

Approach to OS during Covid-19

9. OS Management Committee leads the OS function and manages its work programme. Its membership includes all three chairmen of the other select committees. It is therefore well placed to lead any **public** scrutiny engagement on the council's response to covid-19.
10. To support OS Management Committee, its chairman (Cllr Graham Wright) will propose that it establishes a dedicated Wiltshire Covid-19 Task Group to provide scrutiny that is more flexible and focused, without the limitations and resource requirements of a formal committee.
11. The task group membership will comprise:
 - The Chairman and Vice-chairman of OS Management Committee
 - The Chairman **or** (where nominated by the Chairman) Vice-chairman of each of the other three select committees
 - The Chairman of Financial Planning Task Group.
 - The Chairman of Audit Committee.
12. The task group will meet virtually, in closed session (as is usual practice), and at a frequency to be agreed. The task group will bring public reports to OS Management Committee and Cabinet as appropriate. Participants will be mindful of the council's ongoing emergency response and the need for efficiency and effectiveness in the task group's approach. It will therefore comment and make recommendations directly to decision-makers. As a consequence, this will involve an element of retrospective reporting to the OS Management Committee.
13. The task group's **first meeting** will be a scoping meeting to consider its methodology, terms of reference and work priorities.
14. The task group's **second meeting** will take place **between** Cabinet agenda publication and Cabinet meeting on 19 May 2020. It is likely to include discussion of:
 - a) The report on the covid-19 situation and response to Cabinet on 19 May
 - b) The task group's forward work programme
 - c) Any information and witness attendance required at future meetings.
15. **Future meetings** of the task group will focus on agreed priorities and monitor the developing situation and the Executive decisions taken, to include any further covid-19 update reports coming to Cabinet in June/July.
16. **OSMC will then meet on 2 June** to:
 - a) Retrospectively endorse the task group's formation, terms of reference and membership and receive an update on its first meeting.

- b) Determine how OS will function generally during the pandemic, covering covid-19 scrutiny, other essential activity, select committee meeting cancellations etc.

17. The May-July meetings of the Children’s, Environment and Health Select Committees will be **cancelled**, following consultation with the chairmen, as set out below (with the following round of meetings scheduled for September). This is in line with the cancellation of other non-essential committee meetings during the same period.

5 May	Children’s Select Committee	Cancelled
6 May	Environment Select Committee	Cancelled
19 May	<i>Cabinet</i>	
2 June	OS Management Committee	Proceed
9 June	<i>Cabinet</i>	
16 June	Environment Select Committee	To be cancelled
23 June	Health Select Committee	To be cancelled
30 June	Children’s Select Committee	To be cancelled
7 July	OS Management Committee	Proceed as necessary
14 July	<i>Cabinet</i>	

18. Most OS task group and rapid scrutiny activity remains suspended. Task group meetings that do not require officer or Executive member input are proceeding on a priority basis and where capacity allows.

Conclusion

19. Until the August recess,
- Public OS engagement on the council’s covid-19 response will be undertaken by OS Management Committee
 - By agreement with OS Management Committee, it will be supported by a dedicated Wiltshire Covid-19 Response Task Group
 - Meetings of other task groups that do not require officer or Executive member attendance can proceed where capacity allows
 - The May-July meetings of the Children’s, Environment and Health Select Committees will be cancelled.
20. This approach to OS will be reviewed following the August recess.

Further Enquiries to:

Henry Powell, Scrutiny Lead, henry.powell@wiltshire.gov.uk, (01225) 718052

Community Governance Review - Consultation Briefing Note No. 20-18

Service: Legal, Electoral and Registration Services
Date Prepared: 6 May 2020
Further enquiries to: CGR@wiltshire.gov.uk

Background

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

This note is further to [Briefing Note 19-032](#) advising Members of the commencement of a Community Governance Review for 2019/20, and [Briefing Note 20-01](#) on commencement of a public survey on potential governance changes.

Stage 2

As part of Stage 2 of the review process, the committee resolved to undertake a public survey in relation to all relevant proposals or 'Schemes' which it received in relation to the areas included within the review. The survey ran from 6 January 2020 to 26 February 2020. Electors resident in any area proposed to be moved to another parish, or merged with another parish, were written to by the Committee.

Over 500 responses were received to that survey, along with other information received from emails, public meetings and information gathering sessions.

Draft recommendations

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

The consultation will run from 15 May to at least 10 July 2020.

Further information including full details and reasoning for each recommendation can be found at the council's webpage:

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

The online consultation can be accessed at:

<https://surveys.wiltshire.gov.uk/snapwebhost/s.asp?k=158819314903>

The draft recommendations document can be access at:

<https://cms.wiltshire.gov.uk/ecsddisplayclassic.aspx?name=sd4468&id=4468&rpId=21703780&path=14165>

COVID-19 situation

The committee is mindful of the ongoing COVID-19 situation and government guidance. It has taken advice on progressing the Community Governance Review in the current situation.

Any changes to electoral arrangements for parishes, arising from the current Community Governance Review, would need to come into effect at the next scheduled ordinary parish council elections in May 2021.

Any changes to the areas of parishes would have to be effective from the start of the financial year on 1 April 2021. In order to meet the timescale for implementation on those dates, the Order making any community governance changes would need to be made by October 2020, to enable the necessary amendments to be made to electoral rolls and council tax registers, prior to the setting of precepts. This means that approval to the changes would need to be given by Full Council before the end of September 2020. Given the need for the Electoral Review Committee to formulate its preferred options and then consult on those options, it would not be feasible to delay the process and still meet the required timescale.

If any recommended electoral changes were not implemented in May 2021, they would not then be able to come into effect until the next scheduled elections in 2025. It would not be appropriate to delay such changes until then, as that would not be consistent with the need to secure effective and convenient governance for the parishes affected.

As a result of the situation and the advice above the committee has moved back the dates of its consultation to the dates listed and extended the period for which the consultation would run in order to maximise responses.

Most responses to the previous survey received were online, but all those previously written to would nevertheless receive a list of all recommendations, along with a hard copy response form. They would be able to post any such form whilst undertaking daily exercise or other key activities. Those without the internet could write to the council to request further details relevant to their area by mail or telephone as appropriate.

Additionally, the 2019/20 review has involved extensive engagement with public and interested parties beyond that required for the process. This has included early engagement with parishes on proposals prior to commencement of the review, individual sessions with potentially affected parish councils and unitary councillors, public meetings on submitted proposals, regular briefing notes to parish councils, an online survey and a physical survey to potentially affected residents.

The committee is therefore satisfied a consultation can be undertaken during this situation, given the previous engagement and its efforts to physically write to those in the areas affected, and that interested parties will continue to be able to make representations.

Public meetings

The Committee had intended to hold a series of public meetings in May 2020 but in light of current guidance and advice this will not be possible. However, should public restrictions be relaxed in June or July, it is possible public meetings may be able to be held later in the summer.

If this proves possible, the council will communicate this with parishes and in briefing note and press releases. The letter sent to residents in potentially affected areas notes the possibility of public meetings and advises them to look for further detail from such sources. The committee may extend the consultation period further if possible to allow public meetings to be held, or some form of streamed meeting may be appropriate

Next step

The committee will analyse responses to the consultation and will then determine whether to formulate its final recommendations, to be considered at council in September 2020.

Parish name change

There is also a survey relating to proposals to change the names of the parishes of Fittleton, Cheverell Parva, and the Joint Parish Council of Fyfield and West Overton which will be uploaded to the same page at

<https://surveys.wiltshire.gov.uk/snapwebhost/s.asp?k=157779718986>

This would also need to be determined by Full Council in September 2020.

**Phased return to school and
early years settings 1 June
onwards
Briefing Note No. 20-19**

Service : Education and Skills
Further Enquiries to: Helean Hughes
Date Prepared: 29/05/2020

DfE guidance

From today (1 June) primary schools in England are able to welcome back children in key transition years – nursery, Reception, Year 1 and Year 6.

Secondary schools, sixth forms and colleges will also work towards the possibility of providing some face-to-face contact with young people in Year 10 and Year 12 to help them prepare for exams next year.

Priority groups, including vulnerable children and children of critical workers who have been eligible to attend throughout school closures, will continue to be able to attend schools, colleges and early years settings as they are currently- **Gavin Williamson 11th May 2020.**

On 24 May the Prime Minister announced that secondary schools should plan on the basis that from the week commencing 15 June, they can invite year 10 and 12 pupils (years 10 and 11 for alternative provision schools¹) back into school for some face-to-face support with their teachers, subject to the government's five tests being met.

We are asking secondary schools to offer this face-to-face support to supplement the remote education of year 10 and year 12 pupils, which should remain the predominant mode of education during this term for pupils in these year groups- DfE Updated guidance 25 May 2020.

Wiltshire position

The Leader of the Council wrote to all schools on 22 May 2020:

As Leader of the Council my paramount concern is obviously for the safety of all school communities in Wiltshire. I therefore want to reassure you that you should not feel compelled to open to all the additional year groups on 1 June. Whilst it is recognised that it is of the utmost importance for children to resume their education, so they can learn and interact with their peers, it is the council's responsibility to work

with you to ensure that this is done in such a way that we minimise the risks to the school community. The council will support you in implementing a phased return of pupils and students if this helps you to manage this situation safely.



Message from the
Leader of Wiltshire Council

Detailed guidance has been published to all schools regarding the next phase:



COVID-19 Guidance
and Advice for Secondary Schools



COVID-19 Guidance
and advice for the phasing of schools

All schools are developing detailed risk assessments addressing:

1. Maintaining social distancing – external areas
2. Social distancing– internal areas and during breaks
3. Hygiene and cleaning
4. Site and buildings
5. Equipment and furniture
6. Health and Wellbeing

PPE has been procured for all schools and settings to purchase.

From today (1 June), we estimate that approx. 60% of the early years settings will be open.

From today (1 June), all primary schools will be either preparing schools to welcome back children or phasing year groups back.

A guidance booklet for families has been prepared:



COVID-19 Returning
to School 28-05-2020

Briefing Note on Housing Land Supply No. 20-20

Service: Economic Development and Planning
Date Prepared: June 2020
Further Enquiries to: Chris Roe (01225 713979) or Georgina Clampitt-Dix (01225 713472)

WILTSHIRE HOUSING LAND SUPPLY AND DECISION-TAKING

This Briefing Note provides information and an update on the five year housing land supply position for Wiltshire.

Government policy

The National Planning Policy Framework (NPPF) (February 2019) requires:

“Local planning authorities should identify and update annually a supply of specific deliverable sites sufficient to provide a minimum of five years’ supply of specific deliverable sites against their housing requirement set out in adopted strategic policies, or against their local housing need where the strategic policies are more than five years old⁹⁷.” (Paragraph 73)

Wiltshire’s housing land supply position

As the Wiltshire Core Strategy is now five years old, the housing requirement to be used in the five-year housing land supply calculation is Wiltshire’s Local Housing Need (LHN), based on the Government’s method¹.

The current LHN for Wiltshire is 2,024 homes per annum compared to the Core Strategy figure of 2,100 homes per annum over the period 2006 to 2026.

When the next update to the housing land supply position is published, this will be presented against the county-wide LHN figure. In accordance with the NPPF, this is the figure that will be used for the assessment of the Council’s five-year housing land supply.

The supply of sites should include a buffer to ensure choice and competition in the market for land. The buffer that is applied depends on the Government’s Housing Delivery Test, which measures housing delivery for each Local Planning Authority against its housing requirement over the past three years. The Council is required to apply a 5% buffer to its five-year housing land supply (as set out in the latest [Housing Delivery Test](#)).

The council recently won an appeal during which housing land supply was considered. The published HLSS formed the basis for the evidence presented. However, during the appeal the Council’s ability to demonstrate five-year supply was challenged and as a result the Council accepted that it could only demonstrate **4.62 years** supply.

¹ <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments>
Government confirmed in February 2019 that they would be reviewing the methodology in the next 18 months (i.e. by July 2020).

Until the five-year housing land supply can be recovered, the council will need to favourably consider the determination of applications in the interim period (as has happened in the past) in line with Government policy. This is discussed further below.

Five-year housing land supply and decision-taking

For applications involving the provision of housing, the NPPF, at paragraph 11 states: “... where the local planning authority cannot demonstrate a five year supply of deliverable sites (with the appropriate buffer) ...” then “policies which are most important for determining the application are out of date”, and permission should be granted unless:

- i) There is a clear reason for refusal due to protection policies as listed in footnote 6 e.g. Green Belt; Local Green Space; Area of Outstanding Natural Beauty; designated heritage assets; or
- ii) Any adverse impacts would significantly and demonstrably outweigh the benefits

This does not mean that in these circumstances all proposals for housing should be permitted, only that the most important policies including Core Policy 2 in relation to settlement boundaries and the relevant Community Area Strategy policy in the Wiltshire Core Strategy should not have full weight applied to them in decision making. The weight to be given is a matter of judgement for the decision maker. Cases where adverse impacts would significantly and demonstrably outweigh the benefits can, and should, still be refused.

However (as with the appeal case mentioned above), where applications are being considered for sites at settlements but outside the defined settlement boundaries there may be the opportunity to improve housing supply by favourably considering such proposals. This would depend on the judgements made as to where the planning balance lies, and considerations may include limited impacts and benefits to local communities that arise from the proposal.

Paragraph 14 of the NPPF makes special provision for areas with ‘made’ Neighbourhood Plans. This indicates that where the presumption in favour of sustainable development applies, then the adverse impact of allowing development that conflicts with a Neighbourhood Plan is likely to significantly and demonstrably outweigh the benefits, providing the following criteria all apply:

- i) the neighbourhood plan became part of the development plan less than 2 years ago;
- ii) the neighbourhood plan contains policies and allocations to meet its housing requirement;
- iii) the local planning authority has a 3-year housing land supply; and
- iv) the local planning authority’s housing delivery was at least 45% of that required over the last 3 years²

The update of the five-year housing land is in progress, which will reset the base date to 1 April 2019 (and cover the period to 31 March 2024). The allocations in the Wiltshire Housing Site Allocations Plan, which will improve supply, will be included in the calculation.

Wiltshire Council’s approach to restoring a five-year land supply

- i) Wiltshire Council will update the evidence base for our Housing Land Supply with 2019 figures.
- ii) Key strategic sites will be taken forward through the planning system, working positively with developers on existing complex applications.
- iii) Continue supporting Neighbourhood Plans, identifying any suitable sites for housing within these.
- iv) Grant permission for speculative applications where there are no major policy obstacles (which would not be possible to defend at appeal).

² The latest Housing Delivery Test results for Wiltshire (published 13 February 2020) indicate the Council met 149% of its required housing over the last 3 years.

**Community Facility Funding
programme 2020/21
Briefing Note No:20-21**

Service : *Communities and Neighbourhoods*
Further Enquiries to: Paul Pritchard, Communities Project Officer, Community Development
Date Prepared: 11/06/2020
Direct Line: 01249 706452

A Covid-19 and financial update report was presented to [Cabinet](#) on Tuesday 9th June 2020. This report included emerging plans for the recovery and further detail on the Council's financial position for the year ahead, with the provisional capital and revenue outturn.

Cabinet considered and approved, as part of this report, the review of the Capital Programme 2020/21, which defers the funding of schemes totalling £101.683m into the 2021/22 financial year. As part of this, the £400,000 Capital funding that had been allocated by cabinet in October 2019 to support community areas to develop local facility projects, has been deferred to 2021/22.

The Community Facility Funding programme was due to open for applications during May 2020 but was paused while the Council prioritised its response to the Coronavirus outbreak. The funding programme will now not open for applications during 2020/21. This decision is not taken lightly and reflects the significant financial challenge we currently face.

We are aware of a multitude of funding partners who are already supporting our local communities. We will continue to work closely with them to ensure that our communities have access to suitable funding streams for their respective community projects including those that require capital investment.

While capital schemes funded through the National Lottery are temporarily closed for applications, we would encourage our Officers and Councillors to continue to work very closely with our local partners and community groups to ensure they receive the guidance and support they need to submit robust applications once these funding programmes reopen.

Community led initiatives and projects will be critical to our collaborative recovery efforts and we are very keen to ensure that they continue to thrive in Wiltshire.

Jessica Gibbons
Director Communities and Neighbourhoods
jessica.gibbons@wiltshire.gov.uk

**Clarification of council's
financial position following
recent media reports
Briefing Note No. 20-22**

Service : Executive Office
Further Enquiries to: Alistair Cunningham, Chief Executive Officer, Place
Terence Herbert, Chief Executive Officer, People
Date Prepared: 26 June 2020

Clarification of council's financial position following recent media reports

In response to recent media reports that Wiltshire Council is facing 'bankruptcy', this briefing is to provide clarification and reassurance that this is not the case.

In response to a media survey sent round to all local authorities two weeks ago, the following answer was supplied by the council:

Question: Does your council forecast it will meet the criteria to file a S114 notice?

Answer: The estimated financial impact will exhaust the General Fund reserves balance before the end of the 2020/21 financial year and represents a potential section 114 notice situation, however there is much uncertainty within these current estimates that will become clearer as time progresses, such as the impact on Council Tax and Business Rates. We have had internal discussions around the uncertainty and the triggers, implications and timing of a section 114 notice and are aware that this is a possibility, but at this stage we have not considered this course of action to be appropriate.

As you can see, the response provided was measured and stated the council did not believe the issuing of a section 114 notice was appropriate at this stage. Unfortunately, the council's response was rather sensationalised in a manner that was disproportionate to the information provided.

Like all other local authorities during COVID-19, Wiltshire Council has had reduced income due to services such as leisure and car parking halting temporarily, and has had to spend more money to protect the vulnerable, and ensure people have what they need to get through this difficult time. This has included setting up the Wiltshire Wellbeing Hub, which has coordinated supporting thousands of residents with food packages, supporting cares home with the supply of PPE, and working closely with schools as they provide lessons for key worker children and remote learning for other pupils.

Cabinet recently agreed to revise the council's capital programme, originally agreed in February 2020, so that the focus of its capital resources is on the key investment projects during 2020/21 and is aligned with the upcoming recovery. Although there have been

projects deferred into 2021/22, no project or scheme within the programme has been stopped or removed.

It is still too early to say for certain what the true financial impact to the council will be. However, with the total level of funding support from central Government currently estimated at £29.8 million, of which £0.4 million has been allocated to cover costs incurred in the last financial year, a shortfall in our finances is forecast to be in the region of £50 million, which is equivalent to 15% of the council's net budget. However, it's still relatively early in the financial year with time to turn this around.

Wiltshire Council Leader Philip Whitehead conducted a number of local and national media interviews on 25 June to clarify Wiltshire's position and stated that the council has always been efficient, and that with further Government financial support together with the council's cabinet and senior officers continuing to work closely together, he is confident that there will be no need to issue a section 114 notice.

Here's a summary of the interviews carried out by Cllr Whitehead.

- [Radio 4 – starts at 1:09](#)
- [Radio 5 Live – starts at 2:08](#)
- [BBC Lunchtime News reported live from outside County Hall \(no interview with Cllr Whitehead\) – starts at 26:30](#)
- [BBC Points West – starts at 18.43](#)
- ITV West Country (programme not online, [but you can read the news story here](#))

The council has been open and transparent on its financial position throughout this situation and that will continue through the normal democratic process.

For information, here is the definition of a Section 114 Notice:

A Section 114 notice is a legal notice issued by the council's Director of Finance (Section 151 Officer) to the council, warning that the budget will be unbalanced and exhaust all available funding by the end of the financial year. If a notice is issued it immediately puts a stop on all new spending, except on essential statutory services e.g. providing packages of care to vulnerable residents. A report is then presented to a meeting of the council within 21 days of the notice being issued on the setting of a revised balanced budget and the proposals needed to be taken to achieve that.

Consultation on libraries reopening safely during COVID-19 pandemic Briefing Note No. 20-23

Service: Communities & Neighbourhood Services
Date Prepared: 29 June 2020
Further enquiries to: david.redfern@wiltshire.gov.uk

We wanted to update you on Wiltshire Council's plans to reopen library services safely in Wiltshire during the COVID-19 pandemic. We are keen to receive ideas from residents about what they think the "new normal" might be.

Government has confirmed that library facilities can be reintroduced from 4 July at the earliest.

Before this happens in Wiltshire, we will be holding a four-week public consultation to seek people's views on our plan to gradually return library services safely in a careful phased way during the COVID-19 pandemic.

During this challenging time the council has to manage its resources carefully and has put forward three possible options for how the service might operate during the COVID-19 pandemic. People are being encouraged to provide their own ideas of the "new normal" to help the council deliver the most appropriate service for the circumstances and within current resources.

The options take into account COVID-19 guidelines and social distancing measures, and the resources available – meaning that there will be a staggered reopening of library services.

The possible options being considered include:

1. An 'order and collect' service to be introduced in Wiltshire from 10 August at some main library hubs and in each community area across the county from the end of September.
2. The above option plus bookable computer access. From 10 August some main library hubs would reopen with the aim of operating in each community area across the county at the end of September.
3. From the end of August the public will have socially distanced access to a maximum of six libraries with browsing/loan of stock and computer access. A maximum of a further four libraries to open from the end of September. The aim, in time, is for one library opening per community area subject to staff capacity and distancing requirements.

Following analysis of the feedback received, the favoured option will be likely be introduced initially for a six-month period from 10 August. Monthly reviews will also be carried out to assess how the impact of COVID-19 is changing, the financial impact of operating, lessons learnt and the opportunities for change.

The consultation is now underway and is available on the Wiltshire Council website. It closes on 26 July. You can also find a copy of the [single paper decision notice](#) with more information which has been published on the [Wiltshire Council website](#). We will keep you updated.

Annual canvass 2020
Briefing Note No. 20-24

Service: Electoral Services
Date Prepared: 3 July 2020
Further enquiries to: caroline.rudland@wiltshire.gov.uk

The way the annual canvass is carried out is changing.

Each year the Electoral Registration Officer (ERO) has a legal requirement to conduct an annual canvass to ensure the electoral register is accurate and complete.

The 2020 annual canvass has been reformed by the Cabinet Office. They have set new instructions for the ERO to follow and these are set in law.

For those properties where there may not be any changes to the information held, Electoral Services will email the residents in the property on 7 July where they have provided the council with an email address.

If the same email address has been used for more than one resident, then they will receive more than one email. Only one person within the household needs to respond to the email.

People need to respond to this email to either confirm the information is correct or to advise electoral services of any changes.

If a response is not received, then a form will be sent to them by post at the beginning of August and they will only need to respond to that if the information has changed.

For those properties where we are aware there may be changes which is around 58k properties, they will be sent a form later in July.

If neither of those options gets a response, canvassers may visit properties later in the autumn (observing any social distance measures in place), and they will have equipment to confirm residents' details there and then.

Everyone is being encouraged to respond electronically if they can, as this is much more convenient for the resident, and saves the council valuable money and time.

Last year, 200,571 responses were received during the annual canvass and 85,562 responded via telephone, text or online.

More details, including FAQs can be found at www.wiltshire.gov.uk/elections

Leisure centres to start reopening next month

Briefing Note No. 20-25

Service : Leisure Services
Further Enquiries to: Louise Cary
Date Prepared: 23rd July 2020
Direct Line: 01225 754274

Leisure centres to start reopening next month

Following recent confirmation from Government that leisure facilities can reopen, we intend to make a phased return of some of our services in Wiltshire from next month.

From 3 August, Five Rivers Health and Wellbeing Centre, Salisbury and Springfield Community Campus, Corsham, will open their doors to the public for the first time since 20 March, with customers able to initially access the fitness suite, swimming pool and group exercise classes.

Then, from 10 August, the council plans to reopen Nadder Centre, Tisbury; The Vale Community Campus, Pewsey; and Devizes Leisure Centre. Marlborough Leisure Centre will follow later in August or early September.

On 10 August, a number of the sites managed on behalf of the council by Places Leisure will reopen, including The Olympiad, Chippenham; The Activity Zone, Malmesbury; Castle Place Leisure Centre, Trowbridge; Melksham Blue Pool and Warminster Sports Centre.

In September, Lime Kiln Leisure Centre, Royal Wootton Bassett; Bradford on Avon Swimming Pool; Westbury Swimming Pool; and Leighton Recreation Centre, Westbury will reopen.

To manage the number of people at each centre at any given time, customers must book in advance, and follow social distancing and increased hygiene measures.

The opening schedule has been devised to ensure that both ourselves and Places Leisure can manage resources effectively during the COVID-19 pandemic while keeping customers and staff as safe as possible at each centre – this means not all leisure centres will initially reopen. These arrangements will be regularly reviewed.

Facilities such as cafes and creches will remain closed at this stage, and due to the restrictions on group swimming it is not possible to continue with under 16s free swimming at present.

Calne Leisure Centre will reopen later this autumn, when its development work is complete. Repair works are continuing at Trowbridge Sports Centre, with work set to be complete before the end of the year. Amesbury Sports Centre and Durrington Swimming and Fitness Centre will remain closed for the time being. The council is working with the MOD on the reopening of Tidworth Leisure Centre at a later date.

We will be communicating with leisure members directly and have tried to be as flexible as possible to allow them to come back to the centres when they feel ready.

More information can also be found on the [Individual Cabinet Member Delegated Decision](#).

This decision is subject to the usual five-day call-in period and final confirmation will be sent to leisure centre members after this time.

Three biggest libraries to open next week Briefing Note No. 20-26

Service: Communities & Neighbourhood Services
Date Prepared: 29 July 2020
Further enquiries to: rebecca.bolton@wiltshire.gov.uk

Following our recent consultation on reopening some library services during the COVID-19 pandemic, the libraries in Chippenham, Salisbury and Trowbridge will reopen next week.

Trowbridge Library will open from 3 August, and Chippenham and Salisbury Library on 4 August, with safety measures in place to ensure social distancing to keep people as safe as possible.

These libraries will be fully reopened for people to browse for a certain amount of time, to select and loan books and use the computers.

More than 7,000 people took part in a consultation on how the council could reopen library services during the COVID-19 pandemic.

In looking through the feedback throughout the duration of the consultation, it was apparent that people are keen for some libraries to reopen as soon as possible. Therefore, the council will open three of Wiltshire's biggest libraries first, with more expected to follow in due course.

The following measures have been brought in to help keep staff and visitors safe:

Here's the key information customers need to know:

- Opening hours will be:
 - Trowbridge: Monday, Thursday and Saturday - 10am – 1pm and 2pm – 4pm.
 - Chippenham & Salisbury: Tuesday, Thursday and Saturday - 10am – 1pm and 2pm – 4pm.
- Loan items continue to be renewed automatically, currently to the end of September, so there is no rush to return items
- People can attend one of these libraries and browse for up to 30 minutes
- People are advised to be sensible and not pick up and put back lots of books
- Social distancing measures will be in place, with clear signage
- Hand sanitiser will be available at each library
- Depending on how many people are using the library, people may have to queue outside upon arrival
- Computers in the libraries can be used for 45 minutes, but people must book them in advance. They can be booked by phoning the relevant library.
- People should bring their library cards
- Returned books will be stored for 72 hours before being put back on shelves
- Screens will be in place at main customer service desk
- People will be asked to provide contact details as part of the COVID-19 test and trace system. Details will be handled in accordance with GDPR laws

The following will not be available at the three libraries for the time being:

- Toilet facilities
- Group activities such as book clubs and rhyme time sessions
- Newspapers and magazines
- Reservation service

The online library content, which has proven to be hugely popular over the lockdown period, will continue. So far, there has been more than 100,000 views of library videos, such as rhyme and story time, since March.

Plans are underway to reopen more services and libraries, and more information on that will be available in due course.

We will keep you updated.

Temporary Pavement Licences

Briefing Note No. 20-27

Service : Enforcement, Highways Operations
Further Enquiries to: Tom Ince
Date Prepared: 04/08/2020
Direct Line: (01380 826334)

Temporary Pavement Licences

1.0 Purpose

- 1.1 The purpose of this briefing note is to brief the Licensing Committee on the introduction of Temporary Pavement Licences in response to central Government's proposals to stimulate the UK economy and the introduction of the Business and Planning Bill 2020.

2.0 Background

- 2.1 The Country was placed into national lockdown on 23 March 2020 due to the Covid-19 pandemic. Lockdown restrictions have been eased throughout May, June and July 2020. A proportion of hospitality businesses, pubs, bars, restaurants and cafes reopened on 4 July 2020.
- 2.2 Businesses reopening must adhere to strict social distancing measures and cleansing regimes to ensure the safety of their staff and customers. Social distancing measures have reduced the space for tables and chairs indoors and the space in general to accommodate standing customers in all establishments.
- 2.3 Central government announced the Business and Planning Bill 2020 on 25 June 2020, the aim of the bill is to make provision relating to the promotion of economic recovery and growth.
- 2.4 The Business and Planning Bill 2020 included provision for Temporary Pavement Licences. Local Authorities were instructed to make it easier for establishments selling food and drink to apply and utilise the highway/paved area outside of their premises for siting tables and chairs. It is hoped the provision of additional seating outside will encourage economic recovery.
- 2.5 The Bill reduced the current 30-day consultation period for considering highway table and chair applications to 10 working days.

- 2.6 The Government indicated that a fee of up to £100 could be charged for each licence. Wiltshire Council took the decision to issue the licences for free to support Wiltshire Businesses.
- 2.7 Temporary Pavement Licences will last for a period of 12 months from the date of issue.
- 2.8 A full Covid Secure risk assessment must accompany each application, and this will be reviewed by the council before the application is processed. All applicants must have appropriate public liability in place to site tables and chairs on council land.
- 2.9 Through effective team working between multiple departments the council has devised a process that allows applications to be processed within the 10-working day timeframe. A copy of the process flow is attached as Appendix A.

3.0 Current Position

- 3.1 The Council issued a countywide communication on 7 July 2020 inviting all relevant businesses to apply for a temporary pavement licence and setting out the application requirements. Applications will be managed by the Markets Team within the Enforcement Service who currently deal with applications for street furniture on the highway.
- 3.2 Each application will be assessed on a case by case basis. A set of standard terms and conditions have been drafted and are attached as Appendix B. It should be noted that there may be specific conditions attached to a pavement licence if the location demands as such. In addition, some applications may be refused due to there not being sufficient space on the proposed highway location where safe passage or Covid Secure space cannot be maintained. This criterion will remain the priority for the council over and above any licence request.
- 3.3 As of today, 23 July 2020, the Council has received 10 expressions of interest resulting in 7 formal applications for a temporary pavement licence. 1 licence has been issued to date with 6 applications in progress.

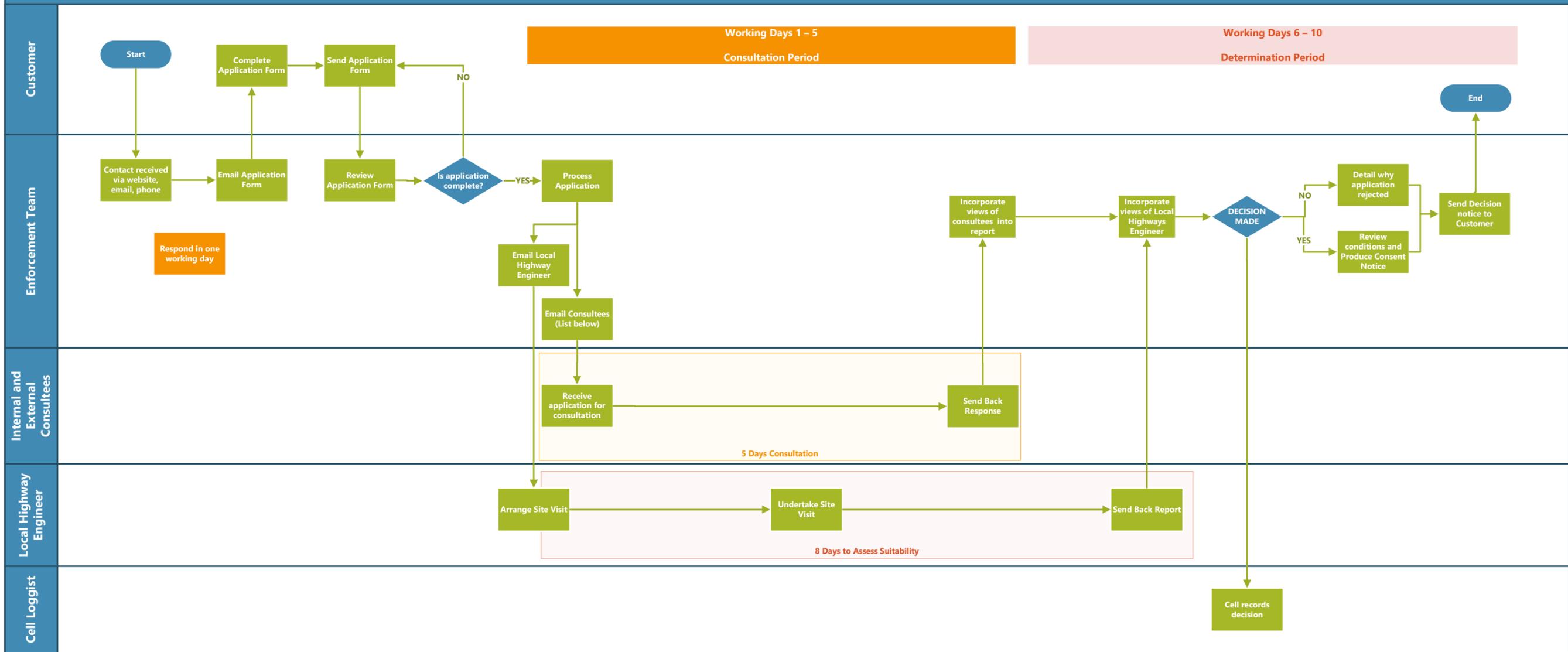
4.0 Summary

- 4.1 The Business and Planning Bill 2020 was approved on 22 July 2020. The council has moved quickly, ahead of the legislation becoming law, to implement a fast track a process for Temporary Pavement Licences.
- 4.2 The process has been successfully implemented and Wiltshire Council are now issuing Temporary Pavement Licences in an effort to support Wiltshire Businesses through the current difficult economic circumstances.

Briefing Note produced by Tom Ince (Principal Compliance Officer)

Email: tom.ince@wiltshire.gov.uk

Temporary Pavement Licence Application Process



List of Consultees

Internal:

Public Protection (Licensing): publicprotectionnorth@wiltshire.gov.uk
 Public Protection (Food Safety Team): publicprotectionwest@wiltshire.gov.uk
 Traffic Engineering: Integrated.Transport@wiltshire.gov.uk
 Webteam: webteam@wiltshire.gov.uk
 Note: Standard instructions to web team on template consultation email to redact and upload as part of public consultation.
 Local Highways: Relevant Area Highway Manager
 Parking Services: parkingservices@wiltshire.gov.uk

External:

Local Ward Member – relevant to area.
 City/Town/Parish Council – relevant to area.
 Police: policeenquiryoffice@wiltshire.gov.uk
 Fire: fire.safety@dwfire.org.uk
 Chamber of Commerce: info@wessexchambers.org.uk

Consent Conditions for a Temporary Pavement Licence

1.0 General Conditions

- 1.1. Seating areas covered by this pavement licence must be placed directly against the frontage of the business and should not extend beyond the frontage of its own premises (unless previously authorised).
- 1.2. On footways a clear pedestrian route must be maintained. This should be a minimum width of 2 metres. Emergency exits from the premises or adjacent buildings must not be obstructed. Outside of town centres where footfall or traffic is infrequent, a minimum of 1.8 metres should be left between the boundary of the display and any space used by vehicles.
- 1.3. In pedestrianised areas a larger clear area may be required to aid the passage of emergency and delivery vehicles; disabled persons or in the area of bus stops, outside theatres or schools; or other places where the passage may be additionally narrowed by groups of pedestrians.
- 1.4. The design of the licensed area should be well defined so as to be clear to people with visual impairment and include solid elements near to ground level which are detectable by stick (visually impaired walker).
- 1.5. The area is for eating and drinking only; other activities such as cooking, live demonstrations or other activities or events that may draw additional crowds are not permitted and may require street trading consent or further permission from the council.
- 1.6. The licensed area must be kept clean and litter free by the licence holder who should ensure that litter does not stray onto neighbouring areas. Regular litter picking of the area, and if necessary the wider street, must be carried out to ensure this. Regular table clearance should be carried out to prevent litter. Litter bins must be provided and should be emptied on a regular basis.
- 1.7. This licence does not imply an exclusive right to the area and others may have rights over it for events, maintenance, repairs etc. In particular, utility providers, e.g. gas water, electricity, have rights under legislation. The licensed area may have to be removed while repairs are being carried out. There will be no compensation claims from the licence holder in these circumstances.
- 1.8. Licence holders must remove all furniture and the end of each trading day from the highway or council land. Businesses may also be requested to remove the furniture when the area is closed for community events or regular weekly markets and there will be no compensation in this circumstance.
- 1.9. The Council will take action to remove any furniture which does not form part of the agreed temporary licence. The licence may be withdrawn if a business fails to comply with the conditions listed within this document.
- 1.10. Adequate space must be left between tables for wheelchair access. If toilet facilities do not meet the requirements necessary for wheelchair access, a sign should be displayed to ensure people are aware of this.
- 1.11. When the licensed area is in use an enclosure will be required. The colour and materials of the enclosure should be considered carefully to ensure that it is not too visually dominant, but at close range contains key elements which stand out against the background. In some circumstances a design may be required to retain some continuity of design in the immediate area.
- 1.12. Good quality seating and tables are expected. A mixture of furniture is not recommended. The materials and colours should not be too bright, garish or overly reflective. Tables should be of a design to permit wheelchair use (Picnic-type benches are not suitable for people with disabilities).

- 1.13. The use of parasols, if proposed, should be considered as part of the overall design along with their locations, material and colour. These should be positioned so they cannot overhang the enclosure even if adjusted, as this could cause danger to passing pedestrians. They must be able to withstand moderate wind and be quickly lowered or removed in high wind.
- 1.14. Patrons should be seated only and their numbers should not exceed the permitted number.
- 1.15. Where alcohol is to be consumed, an alcohol licence is required that specifically includes the licensed area.
- 1.16. The conduct of people within the licensed area is the responsibility of the business operator. Unruly or rowdy behaviour may lead to the withdrawal or non-renewal of the temporary licence. Any request from the Police for this withdrawal or non-renewal will be taken extremely seriously. The Police may also request other conditions, for example the use of plastic containers, or increased supervision at their discretion.
- 1.17. The hours of operation of the temporary licensed area must be agreed and be adhered to at all times. They are subject to Police approval and are dependent on the location of the licensed area. In some areas delivery vehicle access will mean the operation must be restricted to certain hours.
- 1.18. No music is to be played within the area covered by the licence (or existing consented area).
- 1.19. No other items are permitted - this includes patio heaters.
- 1.20. Where new outdoor space is being allocated to practise social distancing for the purpose of eating and drinking, the licence holder should consider making this smoke-free. Where this is not possible, due to limited space, a designated smoking area, separate to a non-smoking dining area should be provided. This will ensure that both the comfort and safety of the public and employees can be maintained at all times. The licence holder should also provide waste receptacles for smoking to prevent littering of the highway. Any necessary cleaning of the area due to smoking related waste will be the responsibility of the licence holder.
- 1.21. The licence holder should be aware that smoking is prohibited in any substantially enclosed (less than 50% of the wall space is open) structure whether permanent or temporary, to include enclosed awnings, gazebos and marquees. Considerations should be made to avoid smoke drifting into enclosed areas.

2.0 COVID Secure Conditions

- 2.1 The proprietor must undertake a suitable and sufficient 'Covid Secure' risk assessment. Failure to complete a risk assessment which takes account COVID-19 or completing a risk assessment could constitute a breach of health and safety law and will negate these conditions and a licence will not be granted.
- 2.2 The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. Therefore, the proprietor should assist this service by keeping a temporary record of customers and visitors for 21 days, in a way that is manageable for the business, and assist NHS Test and Trace with requests for that data if needed. All GDPR protocols must be robustly applied by the proprietor.
- 2.3 The proprietor must provide clear guidance on expected customer behaviours, social distancing and hygiene to people on or before arrival. For example, on online booking forms and on-site signage and visual aids which explains to customers that failure to observe safety measures will result in service not being provided.
- 2.4 Before arrival it is advised that the proprietor request that customers order online, on apps or over the telephone to reduce queues and to make it easier to trace possible infection chains should the need arise.

- 2.5 Tables and chairs should be configured to accommodate for social distancing of a minimum of one metre plus the obligatory COVID secure precautions.
- 2.6 The proprietor should erect signage, displaying clearly to customers that social distancing guidelines must be adhered to at all times.
- 2.7 Staff to make regular announcements to remind customers to follow social distancing advice. The use of floor tape to mark areas to help people keep to a 1m distance is a good option.
- 2.8 Proprietors are to locate hand sanitiser at entry and exit points – staff to insist that customers use this precaution before being seated.
- 2.9 The proprietor must have in place, stringent sanitation and disinfectant procedures of tables, chairs, etc. which will need to be applied before and after every customer is seated.
- 2.10 Staff may wish to use face coverings when serving customers.
- 2.11 The same staff member must serve the customers throughout their stay.
- 2.12 The proprietor must provide single use menus, disposable condiments / single sachets or clean non-disposable condiment containers after each use.
- 2.13 The proprietor must consider where congestion maybe caused by people flow and 'pinch points' – Consideration must be given to safe pedestrian access at all times – **do not block pedestrian footpaths**. Note – Regular inspections will be conducted to ensure safe passage is maintained. Highway users and the safe passage to ensure social distancing on pavements and roads takes priority over any outdoor seating areas.
- 2.14 The proprietor must frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.
- 2.15 Table service will need to be modified to minimise contact, reduce table touches and the use of disposable food service items. It is advised to change napkins and tablecloths after each customer or party's use.
- 2.16 The proprietor should encourage the use of contactless payments where possible, without disadvantaging older or vulnerable customers. If cash is offered, ask customers and staff to exchange cash by placing on a receipt tray.
- 2.17 Customers may arrive wearing face masks – do not let customers discard their face masks inappropriately or leave them on the tables. Normal cleansing and litter management arrangements should be applied.
- 2.18 Toilet facilities should be provided to customers. The proprietor must provide adequate hand washing and hand drying facilities (either paper towels or electrical driers) – **do not make 'cotton towels' available for this purpose**. Special care must be taken for thorough and regular cleaning of customer toilets. Setting clear use and cleaning guidance for staff assigned to toilet cleaning duty must be in place to ensure they are kept appropriately clean and social distancing is achieved as much as possible.

By signing this document, I confirm agreement to the above conditions for a period of 12 months and will adhere to them at all times. I understand that this temporary licence may be revoked if I breach any of the above conditions.

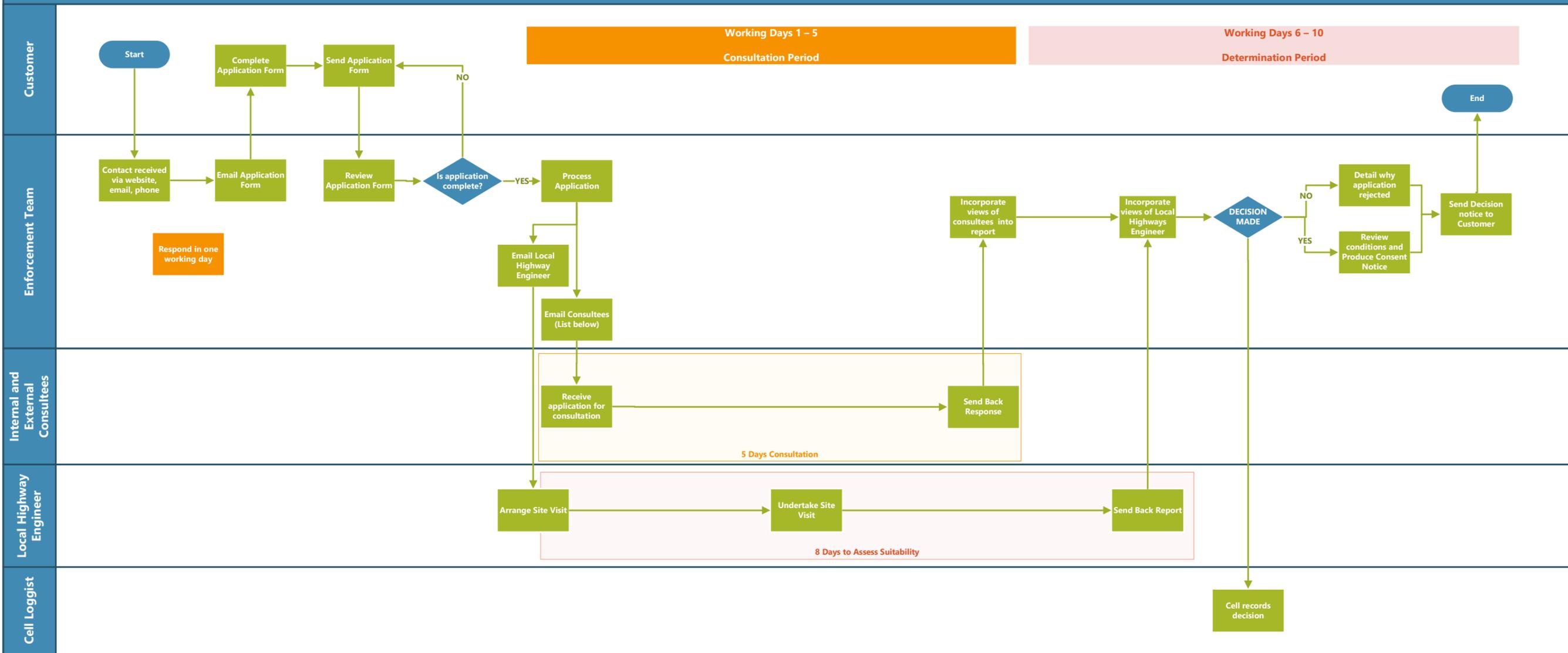
Signed:.....

On behalf of:.....

Print Name:.....

Dated:.....

Temporary Pavement Licence Application Process



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- 1.3. In pedestrianised areas a larger clear area may be required to aid the passage of emergency and delivery vehicles; disabled persons or in the area of bus stops, outside theatres or schools; or other places where the passage may be additionally narrowed by groups of pedestrians.
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- 1.7. This licence does not imply an exclusive right to the area and others may have rights over it for events, maintenance, repairs etc. In particular, utility providers, e.g. gas water, electricity, have rights under legislation. The licensed area may have to be removed while repairs are being carried out. There will be no compensation claims from the licence holder in these circumstances.
- 1.8. Licence holders must remove all furniture and the end of each trading day from the highway or council land. Businesses may also be requested to remove the furniture when the area is closed for community events or regular weekly markets and there will be no compensation in this circumstance.
- 1.9. The Council will take action to remove any furniture which does not form part of the agreed temporary licence. The licence may be withdrawn if a business fails to comply with the conditions listed within this document.
- 1.10. Adequate space must be left between tables for wheelchair access. If toilet facilities do not meet the requirements necessary for wheelchair access, a sign should be displayed to ensure people are aware of this.
- 1.11. When the licensed area is in use an enclosure will be required. The colour and materials of the enclosure should be considered carefully to ensure that it is not too visually dominant, but at close range contains key elements which stand out against the background. In some circumstances a design may be required to retain some continuity of design in the immediate area.
- 1.12. Good quality seating and tables are expected. A mixture of furniture is not recommended. The materials and colours should not be too bright, garish or overly reflective. Tables should be of a design to permit wheelchair use (Picnic-type benches are not suitable for people with disabilities).

- 1.13. The use of parasols, if proposed, should be considered as part of the overall design along with their locations, material and colour. These should be positioned so they cannot overhang the enclosure even if adjusted, as this could cause danger to passing pedestrians. They must be able to withstand moderate wind and be quickly lowered or removed in high wind.
- 1.14. Patrons should be seated only and their numbers should not exceed the permitted number.
- 1.15. Where alcohol is to be consumed, an alcohol licence is required that specifically includes the licensed area.
- 1.16. The conduct of people within the licensed area is the responsibility of the business operator. Unruly or rowdy behaviour may lead to the withdrawal or non-renewal of the temporary licence. Any request from the Police for this withdrawal or non-renewal will be taken extremely seriously. The Police may also request other conditions, for example the use of plastic containers, or increased supervision at their discretion.
- 1.17. The hours of operation of the temporary licensed area must be agreed and be adhered to at all times. They are subject to Police approval and are dependent on the location of the licensed area. In some areas delivery vehicle access will mean the operation must be restricted to certain hours.
- 1.18. No music is to be played within the area covered by the licence (or existing consented area).
- 1.19. No other items are permitted - this includes patio heaters.
- 1.20. Where new outdoor space is being allocated to practise social distancing for the purpose of eating and drinking, the licence holder should consider making this smoke-free. Where this is not possible, due to limited space, a designated smoking area, separate to a non-smoking dining area should be provided. This will ensure that both the comfort and safety of the public and employees can be maintained at all times. The licence holder should also provide waste receptacles for smoking to prevent littering of the highway. Any necessary cleaning of the area due to smoking related waste will be the responsibility of the licence holder.
- 1.21. The licence holder should be aware that smoking is prohibited in any substantially enclosed (less than 50% of the wall space is open) structure whether permanent or temporary, to include enclosed awnings, gazebos and marquees. Considerations should be made to avoid smoke drifting into enclosed areas.

2.0 COVID Secure Conditions

- 2.1 The proprietor must undertake a suitable and sufficient 'Covid Secure' risk assessment. Failure to complete a risk assessment which takes account COVID-19 or completing a risk assessment could constitute a breach of health and safety law and will negate these conditions and a licence will not be granted.
- 2.2 The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. Therefore, the proprietor should assist this service by keeping a temporary record of customers and visitors for 21 days, in a way that is manageable for the business, and assist NHS Test and Trace with requests for that data if needed. All GDPR protocols must be robustly applied by the proprietor.
- 2.3 The proprietor must provide clear guidance on expected customer behaviours, social distancing and hygiene to people on or before arrival. For example, on online booking forms and on-site signage and visual aids which explains to customers that failure to observe safety measures will result in service not being provided.
- 2.4 Before arrival it is advised that the proprietor request that customers order online, on apps or over the telephone to reduce queues and to make it easier to trace possible infection chains should the need arise.

- 2.5 Tables and chairs should be configured to accommodate for social distancing of a minimum of one metre plus the obligatory COVID secure precautions.
- 2.6 The proprietor should erect signage, displaying clearly to customers that social distancing guidelines must be adhered to at all times.
- 2.7 Staff to make regular announcements to remind customers to follow social distancing advice. The use of floor tape to mark areas to help people keep to a 1m distance is a good option.
- 2.8 Proprietors are to locate hand sanitiser at entry and exit points – staff to insist that customers use this precaution before being seated.
- 2.9 The proprietor must have in place, stringent sanitation and disinfectant procedures of tables, chairs, etc. which will need to be applied before and after every customer is seated.
- 2.10 Staff may wish to use face coverings when serving customers.
- 2.11 The same staff member must serve the customers throughout their stay.
- 2.12 The proprietor must provide single use menus, disposable condiments / single sachets or clean non-disposable condiment containers after each use.
- 2.13 The proprietor must consider where congestion maybe caused by people flow and 'pinch points' – Consideration must be given to safe pedestrian access at all times – **do not block pedestrian footpaths**. Note – Regular inspections will be conducted to ensure safe passage is maintained. Highway users and the safe passage to ensure social distancing on pavements and roads takes priority over any outdoor seating areas.
- 2.14 The proprietor must frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.
- 2.15 Table service will need to be modified to minimise contact, reduce table touches and the use of disposable food service items. It is advised to change napkins and tablecloths after each customer or party's use.
- 2.16 The proprietor should encourage the use of contactless payments where possible, without disadvantaging older or vulnerable customers. If cash is offered, ask customers and staff to exchange cash by placing on a receipt tray.
- 2.17 Customers may arrive wearing face masks – do not let customers discard their face masks inappropriately or leave them on the tables. Normal cleansing and litter management arrangements should be applied.
- 2.18 Toilet facilities should be provided to customers. The proprietor must provide adequate hand washing and hand drying facilities (either paper towels or electrical driers) – **do not make 'cotton towels' available for this purpose**. Special care must be taken for thorough and regular cleaning of customer toilets. Setting clear use and cleaning guidance for staff assigned to toilet cleaning duty must be in place to ensure they are kept appropriately clean and social distancing is achieved as much as possible.

By signing this document, I confirm agreement to the above conditions for a period of 12 months and will adhere to them at all times. I understand that this temporary licence may be revoked if I breach any of the above conditions.

Signed:.....

On behalf of:.....

Print Name:.....

Dated:.....

Planning Update August 2020

Briefing Note No. 20-28

Service:	Spatial Planning Economic Development and Planning
Further Enquiries to:	Georgina Clampitt-Dix Head of Spatial Planning
Date Prepared:	14 August 2020
Direct Line:	(01225) 713472

This planning update provides notification of:

1. Publication of the Council's Statement of Community Involvement (July 2020);
2. Publication of an updated Local Development Scheme (July 2020); and
3. Government consultations on proposals for changes to the planning system.

Statement of Community Involvement

Following approval by [Full Council](#) on 21 July, our revised Statement of Community Involvement (SCI) has been published on the council's website and can be found via this [link](#).

The purpose of the SCI is to ensure that everyone who wishes to, has the ability to be engaged in and to help shape the areas in which they live and work, through both plan making and in decisions made for individual planning applications.

Alongside the SCI, temporary arrangements have been put in place in the light of the COVID-19 pandemic to ensure that plan-making and decision making on planning applications can continue, and community engagement is reasonable and effective in these circumstances.

Local Development Scheme

The council has a statutory duty to prepare and maintain a Local Development Scheme (LDS). The main purpose of the LDS is to set out the intended timetable, over a three-year period, for the preparation of new or revised planning policies, which will form the council's Local Plan.

The LDS approved by [Cabinet](#) on 24 March set out timelines for:

- the review of the Wiltshire Core Strategy, known as the Local Plan Review; and
- a separate Gypsies and Travellers Plan

This LDS has now been revised in the light of the COVID-19 pandemic to delay the start of the consultations planned for summer 2020 to the end of the year. The updated LDS can be viewed via this [link](#).

Government proposals on changes to the planning system

On 6 August, the Government published two consultation documents on the planning system:

- [Planning For the Future White Paper](#), which sets out wide ranging proposals to reform the planning system (consultation closes on 31 October 2020); and
- [Changes to the current planning system](#) (consultation closes on 1 October 2020).

Councillors Briefing Note

Briefing Note No. 20-29

Service : Economic Development and Planning
Further Enquiries to: Mary Moore
Date Prepared: 08/09/2020
Direct Line: N/A
Email: Mary.moore@wiltshire.gov.uk

Payphones Consultation

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

There are currently **34 public payphones** that have very low usage levels and BT propose to remove them following a full consultation. Details of these payphones are shown on the attached sheet, which include telephone numbers and addresses. BT has also placed consultation notices in the relevant payphone kiosks.

The following payphones kiosks have been listed for consultation:

CHARLTON PARK CHARLTON MALMESBURY
HILL RISE CHIPPENHAM
NEW ROAD CHIPPENHAM
LODGE ROAD CHIPPENHAM
CHARTER ROAD CHIPPENHAM
SHELDON ROAD CHIPPENHAM
HUNGERDOWN LANE CHIPPENHAM
WOODROW ROAD FOREST MELKSHAM
THREE LIONS THE STREET HOLT TROWBRIDGE
TYNING ROAD WINSLEY BRADFORD-ON-AVON
JUNCTION BROOK LANE THE HAM WESTBURY
CHURCH STREET STEEPLE ASHTON TROWBRIDGE
OLDFIELD PARK WESTBURY
MELBOURNE STREET BRATTON WESTBURY

PARSONAGE LANE MARKET LAVINGTON DEVIZES
ETCHILHAMPTON DEVIZES
EASTLEIGH ROAD DEVIZES
WEST KENNETT LAY-BY ON THE A4
HIGH STREET RAMSBURY MARLBOROUGH
EASTON ROYAL PEWSEY
O/S SUB POST OFFICE THE COMMON WINTERSLOW SALISBURY
TELEPHONE KIOSK BARBERS LANE HOMINGTON SALISBURY
JNC PEMBROKE RD WOODSIDE ROAD SALISBURY
HIGH STREET AMESBURY SALISBURY
STOCKTON WARMINSTER
CHITTERNE WARMINSTER
HIGH STREET HEYTESBURY WARMINSTER
CORNMARKET WARMINSTER
KINGSTON DEVERILL WARMINSTER
STOURTON WARMINSTER
FONTHILL GIFFORD SALISBURY
NR ROYAL OAK INN SWALLOWCLIFFE SALISBURY
CHURCH STREET MAIDEN BRADLEY WARMINSTER
FRONT OF VILLAGE HALL MOUNT PLEASANT WATER STREET BERWICK ST.
JOHN SHAFTESBURY

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

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

BT has provided some examples of factors that may be relevant (refer to their guidance at bottom of page):

- If there is predominantly privately rented or council housing in the area. This suggests people on a lower income without access to mobile and fixed telephones and supports the view that a public call box should be retained.
- There may be concerns about access to telephone services in areas with low population densities.
- The payphone may be sited in an area of poor mobile phone coverage.
- There may be a higher than average need to access emergency services, including breakdown services due to specific local factors for example, the call box is near a known accident black-spot.

BT offers the opportunity for parish councils and registered charities to adopt a kiosk for just £1, thereby protecting the heritage of the community.

Details about this can be found at <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>

The consultation period will close on **28 October 2020**, so please return your comments by **14 October 2020**. All responses will be collated and directed to a single point of contact.

Your response should be returned to Mary Moore at Wiltshire Council who will co-ordinate the response on behalf of the council:

Mary Moore
Development Officer, Regeneration
Economic Development and Planning
Wiltshire Council
Bythesea Road, Trowbridge, BA14 8JN
Mary.Moore@wiltshire.gov.uk

BT will remove payphones as soon as possible after the consultation period has ended.

Full guidance on the removal process can be viewed at:
<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

The guidance also details the appeals process BT is required to follow, in cases of unreasonable objections.

Wiltshire Council will submit a response to BT on each proposed payphone removal.

All correspondence to BT should be addressed to:
BT Payphones, 4TH FLOOR, Monument TE, 11-13 Great Tower Street, London, EC3R 5AQ
or via email to btp.authorisation.team@bt.com

Please return in this format to ensure that the telephone number of the kiosk is clearly shown

	Telephone Number	Address	Postcode	Average calls per month	Posting Completed Date	Agree Adopt Object	Reason for objection - based on need for telephony only not the kiosk
1	01666823594	PCO PCO1 CHARLTON PARK CHARLTON MALMESBURY	SN16 9DG	0	10/07/2020		
2	01249653763	PCO PCO1 HILL RISE CHIPPENHAM	SN15 1AZ	2	10/07/2020		
3	01249444101	PCO PCO1 NEW ROAD CHIPPENHAM	SN15 1EJ	25	10/07/2020		
4	01249443008	PCO PCO1 LODGE ROAD CHIPPENHAM	SN15 3SY	2	10/07/2020		
5	01249656242	PCO PCO1 CHARTER ROAD CHIPPENHAM	SN15 2RB	9	10/07/2020		
6	01249445416	PCO PCO1 SHELDON ROAD CHIPPENHAM	SN14 0DA	2	10/07/2020		
7	01249443212	PCO PCO1 HUNGERDOWN LANE CHIPPENHAM	SN14 0BB	0	10/07/2020		
8	01225791248	PCO PCO1 WOODROW ROAD FOREST MELKSHAM	SN12 7RD	0	10/07/2020		
9	01225782229	PCO THREE LIONS THE STREET HOLT TROWBRIDGE	BA14 6QH	0	10/07/2020		
10	01225862979	PCO PCO1 TYNING ROAD WINSLEY BRADFORD-ON-AVON	BA15 2JJ	2	10/07/2020		
11	01373822507	JUNCTION BROOK LANE PCO1 THE HAM WESTBURY	BA13 4HD	2	13/07/2020		
12	01380870221	PCO PCO1 CHURCH STREET STEEPLE ASHTON TROWBRIDGE	BA14 6EW	0	13/07/2020		
13	01373823285	PCO PCO1 OLDFIELD PARK WESTBURY	BA13 3LH	1	13/07/2020		
14	01380830450	PCO PCO2 MELBOURNE STREET BRATTON WESTBURY	BA13 4RW	0	13/07/2020		
15	01380813321	PCO PCO1 PARSONAGE LANE MARKET LAVINGTON DEVIZES	SN10 4AA	1	13/07/2020		
16	01380860248	PCO PCO1 ETCHILHAMPTON DEVIZES	SN10 3JY	1	13/07/2020		
17	01380724165	PCO PCO1 EASTLEIGH ROAD DEVIZES	SN10 3EH	1	13/07/2020		
18	01672539211	PCO PCO1 WEST KENNETT LAY-BY ON THE A4	SN8 1QG	0	13/07/2020		NOTE: This box is not WEST OVERTON Marlborough, incorrectly listed. Consult Avebury PC
19	01672520239	PCO PCO1 HIGH STREET RAMSBURY MARLBOROUGH	SN8 2PA	1	13/07/2020		
20	01672810411	PCO PCO1 EASTON ROYAL PEWSEY	SN9 5LY	0	13/07/2020		
21	01980862201	O/S SUB POST OFFICE PCO1 THE COMMON WINTERSLOW SALISBURY	SP5 1PJ	0	13/07/2020		
22	01722718208	PCO TELEPHONE KIOSK BARBERS LANE HOMINGTON SALISBURY	SP5 4NJ	0	13/07/2020		
23	01722328206	JNC PEMBROKE RD PCO1 WOODSIDE ROAD SALISBURY	SP2 9EB	0	13/07/2020		
24	01980623272	PCO PCO1 HIGH STREET AMESBURY SALISBURY	SP4 7ET	1	13/07/2020		
25	01985850242	PCO PCO1 STOCKTON WARMINSTER	BA12 0SE	0	13/07/2020		
26	01985850241	PCO PCO1 CHITTERNE WARMINSTER	BA12 0LL	3	13/07/2020		
27	01985840261	PCO PCO1 HIGH STREET HEYTESBURY WARMINSTER	BA12 0EA	1	13/07/2020		
28	01985219498	PCO PCO1 CORNMARKE T WARMINSTER	BA12 9BX	17	13/07/2020		
29	01985844416	PCO PCO1 KINGSTON DEVERILL WARMINSTER	BA12 7HE	0	14/07/2020		
30	01747840217	GASPER PCO1 STOURTON WARMINSTER	BA12 6QH	1	14/07/2020		
31	01747820208	PCO PCO1 FONTHILL GIFFORD SALISBURY	SP3 6PX	2	14/07/2020		
32	01747870391	NR ROYAL OAK INN PCO SWALLOWCLIFFE SALISBURY	SP3 5PA	0	14/07/2020		
33	01985844201	PCO PCO1 CHURCH STREET MAIDEN BRADLEY WARMINSTER	BA12 7HW	0	14/07/2020		
34	01747828226	FRONT OF VILLAGE HALL PCO1 MOUNT PLEASANT WATER STREET BERWICK	SP7 0HR	0	14/07/2020		

Area Board Boundary Review Briefing Note No. 20-30

Service: Democratic Services
Further Enquiries to: CGR@wiltshire.gov.uk
Date Prepared: 10 September 2020

Background

Following the Electoral Review of Wiltshire Council, Electoral Divisions for the May 2021 elections no longer align to the boundaries for the Council's 18 Area Boards, which are based on Electoral Divisions.

It is therefore necessary for Full Council to agree new Area Board boundaries for implementation in May 2021.

Electoral Review Committee

At its meeting on 21 July 2020 Full Council delegated authority to the Electoral Review Committee to conduct a review of Area Board boundaries and prepare recommendations for its consideration.

The Committee met with the Members of each Area Board in July to discuss the incoming Electoral Divisions and their impact, including on potential Area Board boundaries.

At its meeting on 13 August 2020 the Committee agreed a set of proposals for Area Board boundaries to be consulted upon.

Consultation

A consultation will run from **10 September 2020 – 31 October 2020** on the [Draft Recommendations](#) of the Electoral Review Committee for Area Board boundaries to take effect for May 2021.

This briefing note will be circulated to all parishes and Members, and where an Area Board meets it will have the opportunity to be briefed on the proposals.

Online surveys have been prepared for people to respond to the proposals, as follows:

Amesbury	Bradford on Avon
Calne	Chippenham
Corsham	Devizes
Malmesbury	Marlborough
Melksham	Pewsey
Royal Wootton Bassett and Cricklade	
Salisbury	South East Wiltshire
South West Wiltshire	Tidworth
Trowbridge	Warminster
Westbury	

Decision

The Committee will review all responses to the consultation and prepare Final Recommendations for consideration by Full Council on 24 November 2020.

Proposals for reform of the planning system

Briefing Note No. 20-31

Introduction

1. On 6th August, the Government published two consultation documents on the planning system.

Planning for the Future White Paper

2. The [Planning For the Future White Paper](#) sets out wide ranging proposals to reform the planning system. They include a fundamental reform of the plan-making process, much greater use of digital data and tools, a strengthened focus on design quality and environmental outcomes, and a new infrastructure levy which would replace both s106 agreements and the Community Infrastructure Levy.

3. The proposed reforms will mean:

- Local communities will be consulted from the very beginning of the planning process. By harnessing the latest technology through online maps and data, the whole system will be made more accessible
- Valued green spaces will be protected for future generations by allowing for more building on brownfield land and all new streets to be tree lined
- Homes will be built quicker by ensuring local housing plans are developed and agreed in 30 months
- Every area to have a local plan in place
- The planning process to be overhauled and replaced with a clearer, rules-based system.
- A new simpler national levy to replace the current system of developer contributions (Community Infrastructure levy and Section 106 payments)
- The creation of a fast-track system for beautiful buildings and establishing local design guidance for developers to build and preserve beautiful communities
- An ambition that new 'zero carbon ready' homes delivered under our new system will not require any future retrofitting.

4. New Local Plans

Under the proposals local areas would develop plans for land to be designated into 3 categories:

- **Growth areas** will back development, with development approved at the same time plans are prepared, meaning new homes, schools, shops and business space can be built quickly and efficiently, as long as local design standards are met.

- **Renewal areas** will be suitable for some development – where it is high-quality in a way which meets design and other prior approval requirements the process will be quicker. If not, development will need planning approval in the usual way.
- **Protected areas** will be just that – development will be restricted to carry on protecting our treasured heritage like Areas of Outstanding Natural Beauty and National Parks.

The Royal Town Planning Institute has produced a useful [one-page summary of the White Paper proposals](#).

5. The proposals in the White Paper have important implications for Wiltshire Council, as one of the largest local planning authorities in the country. There is a 12-week consultation period ending on 29th October 2020.

Changes to the current planning system

6. Alongside the Planning for the Future White Paper there is also a consultation on [Changes to the current planning system](#). This consultation sets out proposals for measures to improve the effectiveness of the current planning system. The 4 main proposals are:
 - **Changes to the standard method for assessing local housing need:** Proposals to revise the standard method to increase the overall number of homes being planned for and achieve a more appropriate distribution (delivering 300,000 homes nationally p.a.)
 - **Delivering First Homes:** Requiring 25% of all affordable housing to be First Homes and also consulting on a range of options for the remaining 75% off affordable housing.
 - **Section 106 and Small Sites:** supporting small and medium-sized builders by temporarily lifting the small sites threshold below which developers do not need to contribute to affordable housing. It is proposed to temporarily raise the threshold below which developers do not need to contribute to affordable housing, to up to 40 or 50 units for an 18-month period. In designated rural areas, the consultation proposes to maintain the current threshold. It also seeks views on whether there are any other barriers for SMEs to access and progress sites.
 - **Permission in Principle:** Proposals to increase the threshold for Permission in Principle by application, to cover sites suitable for major housing-led development, rather than being restricted to just minor housing development.
7. The 'Changes to the current policy system' consultation closes on 1 October 2020.

Wiltshire Council's Response to the Consultations

8. Due to the shorter timescale for the consultation on changes to the current planning system a response to that consultation will be submitted by the Director for Economic Development and Planning, in consultation with the Cabinet Member.
9. With regard to the White Paper, there is an online Member Briefing Session on Friday 2nd October 2020, at which all members of Wiltshire Council are welcome.

This will give members an opportunity to ask questions and clarify their understanding of the proposals, which can be viewed in full via the links within this document. The Planning White Paper will also be discussed at Full Council on 20th October.

Sam Fox
Director for Economic Development & Planning

Update on City Hall, Salisbury Briefing Note No. 20-32

Service: Communities & Neighbourhood Services
Date Prepared: 15 October 2020
Further enquiries to: david.redfern@wiltshire.gov.uk

We'd like to provide you an update on the immediate future of Wiltshire Council's live entertainment venue, City Hall in Salisbury.

On 13 October, cabinet agreed that the venue will remain temporarily closed for the foreseeable future until it is deemed safe and financially viable to reopen. The decision is still subject to a councillor call-in period, which comes to an end on 22 October.

With the future of indoor performances still uncertain at this time, the decision has been made now to suspend the current programme of events, which were scheduled to begin again next year, and we will look to reopen the venue when the industry is on a surer footing.

This means the events currently on the schedule will not take place, with customers getting a full refund on any tickets they've bought.

Staff from City Hall will soon begin to contact customers to arrange refunds on any performances booked, so there is no need for people to contact the venue.

With COVID-19 putting increased financial pressures on the council, it was deemed the most sensible option to take now and remove any immediate uncertainty.

At the moment, with COVID-19 cases rising nationally, it cannot be said with any certainty when performances can re-commence in 2021. In light of this it makes sense to formally temporarily close.

Staff affected by the decision have been kept fully up to date on the situation and will be redeployed where possible.

If you have any immediate questions, please contact David Redfern at david.redfern@wiltshire.gov.uk

Public Space Protection Orders (PSPO)
Briefing Note No. 20-33

Service: Public Health
Further Enquiries to: John Carter – Head of Public Protection or Kelly Fry - Public Health Principal
Date Prepared: 19th October 2020
Direct Line: (01225) 770590 or 01225 716614

The Anti-Social Behaviour, Crime and Policing Act (2014) gave the Local Authority, Police and other Stakeholders the opportunity to utilise a range of tools including. Public Space Protection Orders (PSPO). This allows for the council to work with partners to create conditions that the public must adhere to. This must be based on evidence, that the behaviour is having a detrimental effect on our community areas.

These orders can only continue if incidents of anti-social behaviour are reported to support their use. In Wiltshire, we are committed to supporting those vulnerable communities, to help them to improve resilience. We will continue to work with partners on long-term solutions to address anti-social behaviour.

Public Space Protection Orders last for a period of three years, the powers associated with this legislation have not been utilised during this time. Therefore, they will expire on the 21st October in the following community areas:

- Calne
- Chippenham
- Devizes
- Durrington
- Malmesbury
- Trowbridge
- Warminster

A PSPO is not a substitute for independent powers available to partner agencies. It is important that we continue to adopt a holistic, evidence-based approach to anti-social behaviour, and a review of PSPOs is underway.

Return to streamlined Overview and Scrutiny arrangements

Briefing Note No. 20-34

Service: Scrutiny – Democracy
Lead officers: Ian Gibbons, Director of Legal and Governance, and Monitoring Officer
Date Prepared: 02/11/2020
Direct Line: Henry Powell (01225) 718052

Purpose of this Briefing note

1. To inform members that, following discussion with the chairmen, meetings of the council's Overview and Scrutiny (OS) select committees scheduled in November have been cancelled. This is to allow officers to focus on the operational response to COVID-19 and to support Wiltshire communities in the context of rising infection rates and the recently announced national restrictions commencing on 5 November 2020.
2. This supplements the following previous briefing notes on council decision making:
 - [Briefing note 20-13 Council Decision Making](#)
 - [Briefing note 20-14 Coronavirus Act 2020 and Council decision making](#)
 - [Briefing note 20-17 Overview and Scrutiny during COVID-19](#)

Background

3. Under the council's Constitution, the role of OS is to review, scrutinise delivery of and make recommendations on, any of the council's functions and those of relevant partners.
4. Shortly after the COVID-19 pandemic was first declared a major incident in April, OS moved to a streamlined model of operating, comprising formal meetings of only the Wiltshire COVID-19 Response Task Group and its parent committee, OS Management Committee.
5. Having operated this streamlined model for several months, in September, OS Management Committee resolved that the other three select committee should resume formal, public meetings in November, focusing on the recovery from COVID-19 and other priority areas. The Wiltshire COVID-19 Response Task Group was therefore stood down.

6. However, the impact of national restrictions announced on 31 October, to be considered by Parliament on 4 November, has created additional resource pressures in what was already a challenging operational context. The Strategic Coordinating Group, a multiagency body leading the COVID-19 response in Wiltshire, has been stood up, along with other tactical officer groups to address the challenges presented by the latest restrictions, rising infection rates and the impact on Wiltshire communities.
7. Following discussion with the Leader, Deputy Leader and Chief Executive, the Chairman of OS Management Committee has therefore decided that the November meetings of all four select committees should be cancelled. This will enable officers who normally attend OS meetings and provide reports and information, particularly senior officers, to focus on coordinating the operational response to pandemic.
8. To provide efficient scrutiny engagement on Executive decisions, the Wiltshire COVID-19 Response Task Group will resume meeting. The Task Group's membership includes the chairmen of the four select committees, the chairman of Audit Committee and the chairman of Financial Planning Task Group.
9. The Financial Planning Task Group will also resume meeting and will lead scrutiny engagement on all financial matters, such as monitoring the council's 2020-21 budget and developing the council's budget for 2021-22.
10. Both task groups will provide updates on their activity and discussions to Cabinet meetings via their chairman.
11. Members of the four select committees will be supported by the Scrutiny team to raise issues and questions via their chairman, who can pursue these at meetings of the Wiltshire COVID-19 Response Task Group.
12. The Chairman of OS Management Committee will continue to liaise with the Executive and Corporate Leadership Team regarding the COVID-19 situation, the officer resources available and when it is appropriate to return to the business as usual select committee structure.

Conclusion

13. The November meetings of the council's four OS select committees will be cancelled.
14. The Wiltshire COVID-19 Response Task Group and Financial Planning Task Group will resume meetings in November.

15. This approach to OS engagement will be subject to ongoing review, taking into account the COVID-19 situation, by the Chairman of OS Management Committee in consultation with the other select committee chairman, the Leader, Deputy Leader and Corporate Leadership Team.

Further Enquiries to:

Henry Powell, Democracy Manager (Scrutiny), henry.powell@wiltshire.gov.uk, (01225) 718052

**COVID Direction Order issued
to Whitehall Garden Centre,
Lacock
Briefing Note No. 20 - 35**

Service: Public Health/Public Protection
Date Prepared: 30 November 2020
Further enquiries to: Terence.Herbert@wiltshire.gov.uk

We wanted to update you to confirm that we have issued Whitehall Garden Centre in Lacock with a COVID Direction Order.

This formal action has been taken following a number of complaints from customers of overcrowding and a lack of COVID-19 measures in place at the centre. These were followed up by public health and public protection officers who visited the centre and have had discussions with its management team.

The Direction Order issued under the Local Authority Powers to Impose Restrictions: Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020, instructs the management of the garden centre to comply with a number of directions. The Direction Order is now in effect.

The directions to the centre are:

1. Review any car parking management plan and amend as necessary to address measures needed to cope with peak demand. Provide dedicated supervisors to direct customer parking and turn away customers at peak periods if the car parks are full.
2. The number of customers in the premises at any time must be monitored and restricted to a pre-determined safe capacity, calculated for each internal retail section and outdoor areas, rather than the site as a whole, to ensure compliance with social distancing requirements within the premises.
3. Provide a clearly marked one-way system to guide customers to queue for entry and to follow clear, one-way routes in all the various retail and hospitality sections within the premises.
4. Provide adequate lighting so that customers can properly read signage and follow the one-way system at all times, including late opening hours.
5. All customers and staff must comply with the QR or other Test and Trace recording system employed prior to entry to relevant parts of the business, namely restaurants, cafes, the nail and beauty salon and any other temporary venues where the Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020 will be applicable.
6. All staff must have received individually documented training in respect of social distancing and compliance with the face coverings, Test and Trace and restricted sales regulations by 12 noon on 30 November 2020.
7. All staff, including any security staff, shall implement the rules on social distancing within the premises including, but not limited to, 2m separation distancing and one-way system and the entry requirements.

8. All staff must wear face coverings at all times, unless exempted by the provisions of The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020.
9. Provide clear web information, visible before the point of ordering, to direct 'Click and Collect' customers on how visits for the collection of pre-ordered items will be managed, including the 'drive through' collection point arrangements.
10. Provide clearly segregated queuing lanes for any mobile food operators to secure maintenance of adequate social distancing between these and the queuing lane for the entrance into the garden centre. Relocate any mobile food trailers to the overflow car park to facilitate this.
11. Provide floor markings to support social distancing for all external queues and any pinch points within the retail and hospitality areas, if these hospitality areas are re-opened.
12. Review the Covid risk assessment for the site and ensure this is regularly reviewed by senior management in collaboration with any professional consultant to reflect any change in government regulation or Covid guidance.
13. Ensure the current versions and any revisions of Covid risk assessments for the site are drawn to the attention and made readily available to all staff.
14. Review the cleaning arrangements for the business to ensure that enhanced cleaning of Covid risk hand touch points is addressed frequently throughout the retail open hours and working hours for staff where these are different.

The Order will be reviewed every seven days and the requirements set out in it have effect until midnight on 31 December 2020 or until varied or revoked before then by ourselves.

This type of formal action is always a last resort and our approach is to educate people and businesses on the restrictions and measures they need to take, rather than enforce. However, in order to keep people safe and prevent the virus from getting out of control in Wiltshire, we felt this action is vital and necessary.

Our public health and public protection team continue to regularly speak with businesses of all kinds to advise and support them to be as COVID-secure as possible. This work is also supported by the council's Wiltshire Together Champions network who are helping with our efforts to disseminate key messages and information out to our communities.

A full copy of the Order is attached with this briefing note.

Chief Executive
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Ref: 129731

27 November 2020

DIRECTION (INDIVIDUAL PREMISES)

THE HEALTH PROTECTION (CORONAVIRUS, RESTRICTIONS) (ENGLAND) (NO. 3) REGULATIONS 2020 (No.2020/750)¹, REGULATION 4(1)

1. Wiltshire Council (“the Authority”), in exercise of the powers conferred by regulation 4(1) of the Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020² (“the No. 3 Regulations”), gives the following Direction.
2. The Authority considers that the following conditions are met:
 - a. this direction responds to a serious and imminent threat to public health;
 - b. this direction is necessary for the purpose of preventing, protecting against, controlling or providing a public health response to the incidence or spread of infection by coronavirus in the Authority’s area; and
 - c. the prohibitions, requirements or restrictions imposed by this direction are a proportionate means of achieving that purpose.³
3. Before giving this Direction, the Authority has had regard to:
 - a. any advice given to it by its Director of Public Health and Wiltshire Police
 - b. the need to ensure that members of the public have access to essential public services and goods (including whether the individual premises forms part of essential infrastructure).
 - c. Other matters referred to in the guidance

¹ SI 2020/750 accessed at <https://www.legislation.gov.uk/uksi/2020/750/contents/made>; guidance on local authority powers at: <https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations/local-authority-powers-to-impose-restrictions-health-protection-coronavirus-restrictions-england-no3-regulations-2020>

² In this Direction, any reference to a regulation is a reference to a regulation of the Health Protection (Coronavirus Restriction) (No. 3) (England) 2020 (S.I. 2020/750).

³ See regulation 2(1)

DIRECTION

Person and premises

4. This Direction is given to the Company Secretary and all Directors of Whitehall Garden Centre Ltd involved in managing entry into, departure from and the operation of retail sales and deliveries at the premises to which this Direction relates.
5. This Direction is given in respect of **Whitehall Garden Centre, Corsham Road, Lacock, Chippenham, Wiltshire, SN15 2LZ** (“the premises”), including all external retail areas and car parks.

Direction given

6. Review any car parking management plan and amend as necessary to address measures needed to cope with peak demand. Provide dedicated supervisors to direct customer parking and turn away customers at peak periods if the car parks are full.
7. The number of customers in the premises at any time must be monitored and restricted to a pre-determined safe capacity, calculated for each internal retail section and outdoor areas, rather than the site as a whole, to ensure compliance with social distancing requirements within the premises.
8. Provide a clearly marked one-way system to guide customers to queue for entry and to follow clear, one-way routes in all the various retail and hospitality sections within the premises.
9. Provide adequate lighting so that customers can properly read signage and follow the one-way system at all times, including late opening hours.
10. All customers and staff must comply with the QR or other Test and Trace recording system employed prior to entry to relevant parts of the business, namely restaurants, cafes, the nail and beauty salon and any other temporary venues where the Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020 will be applicable.
11. All staff must have received individually documented training in respect of social distancing and compliance with the face coverings, Test and Trace and restricted sales regulations by **12 noon on 30 November 2020**.
12. All staff, including any security staff, shall implement the rules on social distancing within the premises including, but not limited to, 2m separation distancing and one-way system; and the entry requirements.
13. All staff must wear face coverings at all times, unless exempted by the provisions of The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020.
14. Provide clear web information, visible before the point of ordering, to direct ‘Click and Collect’ customers on how visits for the collection of pre-ordered items will be managed, including the ‘drive through’ collection point arrangements.

15. Provide clearly segregated queuing lanes for any mobile food operators to secure maintenance of adequate social distancing between these and the queuing lane for the entrance into the garden centre. Relocate any mobile food trailers to the overflow car park to facilitate this.
16. Provide floor markings to support social distancing for all external queues and any pinch points within the retail and hospitality areas, if these hospitality areas are re-opened.
17. Review the Covid risk assessment for the site and ensure this is regularly reviewed by senior management in collaboration with any professional consultant to reflect any change in government regulation or Covid guidance.
18. Ensure the current versions and any revisions of Covid risk assessments for the site are drawn to the attention and made readily available to all staff.
19. Review the cleaning arrangements for the business to ensure that enhanced cleaning of Covid risk hand touch points is addressed frequently throughout the retail open hours and working hours for staff where these are different.

Timing and duration of Direction

20. Any actions required to put into effect the prohibitions, restrictions or requirements set out in paragraphs 6-10 and 12-19 **must be undertaken by 8 am on 30 November 2020 when the Direction comes into effect.** The prohibitions, restrictions or requirements set out in paragraph 6 **have effect until midnight on 31 December 2020 or until varied or revoked before then by the Authority.**
21. In accordance with Regulation 2(2)(b) of the No. 3 Regulations, the Authority will review this Direction at least once every seven days. If the Authority considers that one or more of the conditions in regulation 2(1) are no longer met in relation to the Direction, it will either be revoked without replacement or revoked and replaced with another Direction.

Consequences of not meeting the requirements of the Direction

22. There may be consequences if this Direction is not complied with. For example, the Authority may issue a Prohibition Notice⁵ or Fixed Penalty Notice⁶ against you or may commence criminal proceedings against you.
23. A person commits an offence if, without reasonable excuse, the person:
 - contravenes a Direction under regulation 4(1); or
 - obstructs a person carrying out a function under the No. 3 Regulations, including any local authority designated officer under regulation 12 or a constable.

Such an offence is punishable on summary conviction by an unlimited fine.

⁴ There can be an exemption for those medically unable if need be.

⁵ See regulation 12(2) of the No. 3 Regulations.

⁶ See regulation 14(1) of the No. 3 Regulations

⁷ See regulation 13(1) of the No. 3 Regulations.

Appeal/representations

24. If you believe that this Direction should not have been issued, and/or it contains incorrect information, please inform the specified point of contact set out below, setting out your reason(s).
25. You have a right to appeal against this Direction to a magistrates' court by way of complaint for an order.⁸ There is a time limit of **up to six months from the date of issue of this Direction to appeal to the Magistrates' Court:**

The Clerk to the Justices
The Clerk's Office
Swindon Magistrates Court
Princes Street
Swindon SN1 2JB

However, bear in mind that this Direction will be reviewed by the Authority at least every seven days and it will decide whether to revoke this Direction or revoke and replace it with another Direction.⁹ The address of the Authority is at the end of this document.

26. You also have the right to make representations to the Secretary of State about this Direction.¹⁰ The Secretary of State must consider any such representations as soon as is reasonably practicable and decide whether it would be appropriate to exercise the Secretary of State's powers set out in regulation 3 of the No. 3 Regulations. The Secretary of State may direct the Authority to revoke this Direction, or revoke and replace this Direction. The Secretary of State must provide written reasons for the decision to the person who made the representations and to the Authority.
27. In making any representations to the Secretary of State about this Direction, the recipient of the Direction should do this via NHS Test and Trace, with representations emailed to directionnotification@dhsc.gov.uk. This should include:
- a. The name of the Authority;
 - b. The reference number listed at the top of this Direction;
 - c. An explanation as to how you have been impacted by the Direction and their relationship to the premises, such as whether you are the owner, occupier or involved in managing entry into, or departure from, the Premises, as set out in Regulation 4(5) of the No.3 Regulations;
 - d. An explanation of the basis upon which the Direction should not have been made and was or is not appropriate, with reference to the conditions set out in Regulation 2(1) / paragraph 2 of this Direction;
 - e. Any evidence which supports this contention; and
 - f. What action you would like to be taken.

⁸ See regulation 4(9)(a) of the No. 3 Regulations.

⁹ If this direction was made pursuant to a direction of the Secretary of State under regulation 3 of the No 3 Regulations, a summons is to be issued to both the Secretary of State and the local authority. See regulation 4(9)(b) of the No. 3 Regulations

¹⁰ See regulation 4(9)(b) of the No. 3 Regulations.

28. You are still required to comply with this Direction pending the outcome of any appeal to the magistrates' court or the Secretary of State.
29. You may wish to obtain independent legal advice should you seek to pursue an appeal.

Additional powers and requirements that accompany this Direction

Publication

1. This Direction may be published in such manner as the Authority considers appropriate to bring it to the attention of other persons who may be affected by it.

Notification

2. The Authority is required to notify any County Council whose area is adjacent to the initiating authority's area of this Direction by the No. 3 Regulations¹¹. Notification will be to all upper tier authorities adjacent to Wiltshire Council.
3. The Authority is required to notify the Secretary of State as soon as reasonably practicable after the Direction is given.

Specified point of contact email: legalservices@wiltshire.gov.uk

Post: Legal Services, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

Direction given by: Terence Herbert, Chief Executive Officer, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

Signature:

TERENCE HERBERT

Dated 27 November 2020

¹¹ See Regulation 11(1)(a) – (d) of the No. 3 Regulations

Councillors Briefing Note

Briefing Note No. 20-36

Service: Economic Development and Planning
Further Enquiries to: Mary Moore
Date Prepared: 11/12/2020
Direct Line: N/A
Email: Mary.moore@wiltshire.gov.uk

'Adopt a kiosk' – British Telecom Consultation

The council has received notification from BT regarding notification and consultation for the Adoption of Ditteridge, Box, public payphone kiosk.

Any recognised local authority, parish/community/town council, Registered Charity or any Community Interest Company throughout the UK or Scotland can apply to adopt their local phone box.

Box Parish Council has requested to adopt their telephone kiosk in **Ditteridge, Box SN13 8QF (01225 742466)**.

As the local authority, we are required to carry out our own consultation process to canvas the views of the local community. Therefore, we are seeking the views of Box Parish Council, Colerne Parish Council (nearest alternative kiosk at High Street, Colerne), Wiltshire Councillor for the area, Area Board representative and other groups and organisations representing the community on the de-commissioning of the payphone service.

For the adoption request to be processed by the service provider (BT), the local authority will agree not to raise an objection to the disconnection from the telecommunications network and the payphone equipment to be removed by BT.

The adopting community must also apply to the relevant authorities for any of the necessary consents to retain a phone box. This may involve planning consent depending on the Local Authority.

It is urgent to provide reasons for any objections to the removal of the payphone service at Ditteridge, Box before the 90-day consultation period end date on the **17 February 2021**.

BT has provided some examples of factors that may be relevant (please refer to their guidance):

- If there is predominantly privately rented or council housing in the area. This suggests people on a lower income without access to mobile and fixed telephones and supports the view that a public call box should be retained.

- There may be concerns about access to telephone services in areas with low population densities.
- The payphone may be sited in an area of poor mobile phone coverage.
- There may be a higher than average need to access emergency services, including breakdown services due to specific local factors for example, the call box is near a known accident black-spot.

Further details about the 'adopt a kiosk' scheme can be found at <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>

The consultation period will close on **27 January 2021**, please ensure you return your comments by **26 January 2021**. All responses will be collated and directed to a single point of contact.

Your response should be returned to Mary Moore at Wiltshire Council who will co-ordinate the response on behalf of the council:

Mary Moore
Development Officer, Regeneration
Economic Development and Planning
Wiltshire Council
Bythesea Road, Trowbridge, BA14 8JN
Mary.Moore@wiltshire.gov.uk

BT will disconnect the payphone service as soon as possible after the consultation period has ended.

Full guidance on the removal process can be viewed at:
<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

The guidance also details the appeals process BT is required to follow, in cases of unreasonable objections.

Wiltshire Council will submit a response to BT on the proposed Adoption.

All correspondence to BT should be addressed to:
BT Payphones, 4TH FLOOR, Monument TE, 11-13 Great Tower Street, London, EC3R 5AQ
or via email to btp.authorisation.team@bt.com



FAO: Scott Anderson
Wiltshire Council
Monkton Park
Chippenham
Wiltshire
SN15 1ER

15th October 2020

TIME SENSITIVE DOCUMENT – REPLY REQUIRED

Our reference: - PB/20/371/SS

Dear Scott

REMOVAL OF PUBLIC PAYPHONE SERVICE:

I am writing to advise you that BT Payphones has received a request from Box Parish Council to adopt the K6 telephone kiosk in Ditteridge, Box SN13 8QF (01225 742466).

Our obligation to provide a Universal Service will be maintained, as there are other kiosks within the vicinity. The nearest alternative kiosk is at High Street, Colerne, Chippenham SN14 8DD (01225 742660), which is 1,667 metres away.

Before we can remove public telephony we have an obligation to consult with relevant public bodies on the proposed removal. As part of the consultation process it is a requirement that the Council reply in writing to BT within 90 days giving their comments or any objections received from the local community. Further information on the consultation process can be found at: <http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

I am writing on behalf of the Parish Council to ask that Wiltshire Council does not raise any objection to cease of service so the parish can adopt the telephone box, which is their desire.

If you do not reply, it will be taken that the council and interested parties have no objection to the permanent removal of this payphone.

A notice of our proposal is being displayed in the kiosk and a copy is enclosed with this letter for your information.

If you require any further information or have any queries please do not hesitate to contact me via email at btpcf@bt.com

Yours sincerely

Phil Bennett

BT Payphones - Regional Field Officer

Date of this notice
20th October 2020



IMPORTANT NOTICE

**Public Telephone Kiosk
01225 742466**

**Box Parish Council has requested
To adopt this telephone box. We are therefore
proposing to remove Payphone
service at this location.**

The nearest alternative payphone can be found at:

**High Street
Colerne SN14 8DD
(01225 742660)**

If you have any comments about this, please contact
the planning department at
Wiltshire Council
within 42 days from
the date of this notice, quoting
telephone number of this payphone

BT Payphones
Email address: btpcfo@bt.com

Postal address:
4th Floor Monument Telephone Exchange 11-13 Great Tower Street London EC3R 5AQ
British Telecommunications plc. Registered office 81 Newgate Street, London. EC1A 7AJ
Registered in England No. 1800000

Councillors Briefing Note No. 20-37

Service: Economic Development and Planning

Further Enquiries to: Sam Fox

Date Prepared: December 2020

Direct Line: (01225) 713313

HOUSING LAND SUPPLY UPDATE

This Briefing Note provides an update on the housing land supply position for Wiltshire.

Summary

The council has now completed its update to Wiltshire's five-year housing land supply position. While the council cannot currently demonstrate the full five-year requirement, the shortfall is relatively modest. The current position is a **4.56 years** supply, which will inform decision-taking. Although the housing land supply is below the five years required by Government, recent housing delivery in Wiltshire is very strong, with the latest Housing Delivery Test indicating the council has met **149%** of its housing targets over the past three years. These are factors that can be applied in the decision-taking exercise when planning applications are determined.

Although a shortfall in housing land supply means the presumption in favour of sustainable development applies in decision-taking, this does not mean that every housing application should be granted permission. Careful consideration will need to be given to the merits of each case and appropriate weight afforded to development plan policies when determining applications, as well as the views of the local community.

2019 Housing Land Supply Statement

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

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

The HLSS represents a snapshot in time and it should be acknowledged that the assessment of housing land supply and prospects for future delivery is not an exact science. The housing land supply includes a number of sources, including sites with planning permission (or a resolution to

grant permission) at the base date of 1 April 2019. The trajectories of housing delivery for sites in the supply are based on the evidence that has been established during preparation of the HLSS.

Key points:

- There is now a single five-year housing land supply position for the whole unitary authority area.
- The council cannot currently demonstrate a five-year housing land supply. The current position indicates there is a **4.56 years** supply.
- Sites in the Wiltshire Housing Site Allocations Plan have been assessed in this HLSS and can now contribute to the housing land supply.

Local Housing Need

The council's strategic housing policies are set out in the Wiltshire Core Strategy (adopted January 2015) and are, therefore, now more than five years old. In such circumstances the NPPF requires local authorities to measure its housing land supply against its Local Housing Need, which is calculated using a nationally-set standard methodology. This methodology operates on a local authority basis, and does not attempt to disperse the Local Housing Need figure to a smaller geographic level. As such there is now a single housing land supply position for the whole unitary authority area.

Although the housing requirements set out in the Wiltshire Core Strategy are now superseded in the housing land supply calculation by the Local Housing Need, the HLSS continues to set out housing delivery and supply figures against the Wiltshire Core Strategy housing requirements. This provides a localised context of performance against the development plan.

It should be acknowledged that the current Local Housing Need figure (**2,006** dwellings per annum) is very similar to the sum of the housing requirements for the three HMAs in the Wiltshire Core Strategy (**2,055** dwellings per annum). This indicates that the Wiltshire Core Strategy housing requirement continues to effectively represent the housing need for Wiltshire, although it is not used in the five-year housing land supply calculation.

The updated position assessed against the Local Housing Need is summarised in the table below.

	Annual Local Housing Need (LHN)	Five year housing requirement (based on LHN)*	Deliverable supply 2019-2024	Number of years deliverable supply
Wiltshire	2,006	10,533	9,605	4.56

* The requirement includes a 5% buffer in accordance with the 2019 Housing Delivery Test results (see below)

Housing Delivery Test

The NPPF requires a buffer to be applied to the five-year housing land supply to ensure choice and competition in the market for land, and ensure land is made available in a timely manner to meet the housing requirement in the development plan. The appropriate buffer is established by the nationally-set Housing Delivery Test to establish whether a 5% or 20% buffer should apply.

The Housing Delivery Test measures housing delivery for each Local Planning Authority against its housing requirement over the past three years. The [2019 Housing Delivery Test results](#) (published February 2020) indicate that **149%** of the applicable housing requirement was delivered over the past three years in Wiltshire. This requires the council to apply a 5% buffer to its five-year housing land supply. A 20% buffer would be applied where there has been significant under delivery of housing over the previous three years, i.e. 85% or lower of the housing requirement.

Next steps

As well as producing the annual housing land supply update, the council is continuing its approach towards restoring a five-year housing land supply, as set out in Briefing Note 20-20.

Since the base date of 1 April 2019, the council has continued to grant permission on suitable sites. While these do not currently contribute to the housing land supply because they were permitted after the base date of 1 April 2019, they will help to boost housing land supply in the future. This helps replenish the supply as it is reduced due to housing completions, planning permissions lapsing, and delays in delivery on key sites. Table 4 of the HLSS contains a list of large sites (10 or more dwellings) that have been permitted since the base date up to the date of publication.

The council will continue to monitor housing planning permissions and progress on development plan allocations (including sites in the Wiltshire Housing Site Allocations Plan, Chippenham Site Allocations Plan, Wiltshire Core Strategy and Neighbourhood Plans) to update the housing land supply position on an annual basis in line with the requirements of the NPPF.

Five-year housing land supply and decision-taking

Where a five-year land supply (with the appropriate buffer) cannot be demonstrated, or the Housing Delivery Test indicates that the delivery of housing is substantially below (less than 75% of) the housing requirement over the three previous years, then the Presumption in Favour of Sustainable Development (sometimes referred to as the 'tilted balance') applies. The implications of this are that when determining planning applications, the most important policies should not be considered up to date.

This does not mean that in these circumstances all proposals for housing should be permitted, only that the most important policies should be given less weight in decision making, particularly Core Policy 2 in relation to settlement boundaries. Cases where adverse impacts would significantly and demonstrably outweigh the benefits can, and should, still be refused. However, where applications are being considered for sites at settlements but outside the defined settlement boundaries, there may be the opportunity to improve housing supply by favourably considering proposals where appropriate. This would depend on the judgements made as to where the planning balance lies, and considerations may include any limited impacts and/or benefits to local communities that arise from the proposal.

Although the current five-year housing land supply is below the five years' worth of housing required under national policy, it is not considered to be a significant shortfall in supply. The extent of the shortfall will be a material consideration when determining planning applications, and this can be weighed into the balancing exercise undertaken when officers and/or committee determine planning applications. In addition, evidence of recent housing delivery and current permissions and allocations at a more localised level (such as at a Market Town) may be of relevance in assessing the proposal against the strategy and the housing requirements for the area, as set out in local plan and neighbourhood plan policies.

The views of the local community, particularly those of town and parish councils will be important in considering potential benefits and impacts of proposals when planning applications are determined.

Home Farm Trust (HFT) Rowde Briefing Note No. 38

Service: Commissioning
Further Enquiries to: Helen Jones, Director of Joint Commissioning
Date Prepared: 15 December 2020
Direct Line: (01225) 718620
Email: Helen.Jones@wiltshire.gov.uk

Members briefing – Home Farm Trust (HFT) Rowde

Introduction

This briefing provides background information about the HFT site at Furlong Close, Rowde, which is home to 37 adults with complex needs.

The briefing responds to a communication recently sent to Members by families and supporters of customers whose care and support by Wiltshire Council and other public authorities is provided through HFT. It should be noted that Wiltshire Council's Care Act and commissioning duties apply only to Wiltshire customers.

Background

The Furlong Close, Rowde site near Devizes provides a mix of residential and supported living for adults with learning disabilities. It is provided by Home Farm Trust (HFT), a voluntary sector organisation. Wiltshire commissions 24 placements at the site (of which 18 are residential care, and 6 supported living), and a further 13 placements are commissioned by other Local Authorities. CQC re-inspected Furlong Close in March 2020 and gave it a rating of "Requires Improvement."

In October 2020, HFT announced their decision to close the site by June 2021 on the basis that, as a 'campus' site (i.e. group homes clustered together, sharing staff and some facilities), it was out-dated. In November 2020 in response to concerns raised by residents' families and other stakeholders, HFT announced that it would not be closing the site in June 2021. Any decision about the future of the site sits with HFT, who own the site and deliver the service. Wiltshire Council has supported the decision not to close in June 2021 and has sought clarity from HFT about its longer-term plans for the site. The Council agrees with HFT that the campus site does not provide the model of care it would want in the future and is concerned that the provider continues to be judged RI with RI outcomes increasing.

Decision-making

HFT has publicly stated that the original decision to close the site was a "joint decision" taken "in partnership with Wiltshire Council". It should be noted that Wiltshire Council cannot make a decision about what HFT, as an independent

provider, does with this site that HFT owns and operates. The Council does not provide or block-purchase the service and, therefore, Wiltshire Council, as one of a number of commissioners, cannot decide whether the service stays open or closes.

Given our responsibility to make commissioning decisions following the care and support planning process, having regard to the available options, we have asked HFT to confirm its longer-term intentions for the site. To date, HFT have not provided a response.

CQC rating

Some relatives have stated that in 2020 the Care Quality Commission praised standards of care at Furlong Close, Rowde. However, it should be noted that CQC in fact gave the service a “Requires Improvement” rating. This was the fourth consecutive RI or inadequate rating for the service with RI outcomes increasing compared to previous inspections in three areas: safety, effectiveness, and leadership. CQC noted a breach in relation to governance and issued the provider with actions it needed to take.

Financial issues

HFT has raised issues around the financial sustainability of Furlong Close long term. As an organisation, it has closed other sites and handed back contracts that it has considered unsustainable. In November 2019, following re-assessment of 17 CTPLD customers in 2019/20, Wiltshire Council increased residential fees by approximately 35% for its customers at Rowde. Wiltshire’s residential fees at Rowde are now at the high end of a fair market range for the support being delivered. Wiltshire Council cannot influence the rates that other Local Authorities pay and that is a matter between HFT and those Councils. In November 2020, rates for 11 customers using HFT supported living services also increased, following HFT’s successful application to the Good Lives Alliance (NB: these customers include people who do not live at Rowde).

Care Act Assessments

Some relatives and supporters have asked the Council to stop undertaking Care Act assessments. The Council has a responsibility to discharge its duties under the Care Act, including the regular review of adults’ care and support plans and identifying how the person’s eligible needs can best be met. The Council will be doing these reviews in order that we, the Local Authority, are able to ensure that we continue to meet the person’s care and support needs. In respect of Wiltshire Council undertaking reviews for those people who are from Wiltshire, the Care Act guidance places an expectation on Councils to review customers a minimum of every 12 months. Also, if there is a change in a person’s circumstances, then the Care Act places a duty on the Council to reassess. Wiltshire Council continues to fulfil its duties under the Care Act and in accordance with current Covid19 Public Health guidance.

Next steps

A project group was set up between the Council and HFT in November 2020 to help to inform options around the future of the Furlong Close site in Rowde. Whilst HFT has confirmed that the June 2021 deadline for closure is lifted, the Council has

requested a clear commitment to working with the Council to seek long term options. The Council is awaiting a written response from HFT as to whether the site will remain open in any form. This decision sits with HFT as owner/provider of the site. The Executive Director of People and the Director of Joint Commissioning are meeting with the new Chief Executive of HFT on Monday.

Management of Council business and publicity during the pre-election period

Briefing Note No. 20-39

Service : Legal and Governance
Further Enquiries to: Ian Gibbons (Director Legal and Governance and Monitoring Officer)
Date Prepared: December 2020

1. This note is issued to provide general guidance for members and officers on the management of council business and publicity in the run-up to the Unitary, Parish and Police and Crime Panel elections on 6 May 2021. It supplements the Council's Code of Conduct for Councillors and the Media Relations Protocol, included at Part 12 and Protocol 7 of the Constitution respectively.
2. The starting point is section 2 of the Local Government Act 1986, which expressly prohibits local authority publicity of a party political nature. The Council must not publish (or assist others to publish) material which, in whole or in part, appears to be designed to affect public support for a political party. Publicity is defined in section 6(4) of the 1986 Act as 'any communication, in whatever form, addressed to the public at large or a section of the public.'
3. This is reinforced by the Council's Code of Conduct for Members which states:
'You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.'
4. The Code of Recommended Practice on Local Authority Publicity 2011 (included as Appendix 1 to the Council's Media Relations Protocol) sets out seven key principles local authorities should apply when making decisions on publicity. Publicity by local authorities should be:
 - Lawful
 - Cost effective
 - Objective
 - Even-handed
 - Appropriate
 - Consistent with the council's equality and diversity responsibilities

- Issued with care during periods of heightened sensitivity

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

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

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

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

6. The Council's approach is consistent with this guidance, and particular care will be taken during the period of heightened sensitivity leading up to the Unitary, Parish and Police and Crime Panel elections on 6 May 2021.

7. For these purposes the pre-election period (informally known as 'purdah') will run from the notice of election on 11 March 2021 through to the elections on 6 May 2021. Further details will be issued upon the notice of election.

8. Generally, with regard to decision making within the Council the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In most cases the pre-election period will have no impact on normal council business, including the determination of planning applications. Proposals or issues which may be controversial and likely to arise during the critical period should be identified and a common sense view taken in each case as to how the matter is to be handled. In cases where time is not critical it may be sensible to defer the matter until after the election. In other cases, this will not be possible because of statutory, contractual or other constraints.

9. Councillors should note that the display of election campaign material on council land and property, including highway land, is not permitted and action will be taken to remove any offending material.

10. The LGA has produced a short-guide on publicity in the pre-election period. This was produced in 2019 and will be updated in due course for the 2021 elections [LGA Guide](#) . The LGA has also produced examples of what the pre-election period means in practice: <https://www.local.gov.uk/our-support/purdah/what-purdah-means-practice>

11. Further advice may be obtained from:
Ian Gibbons – Director of Legal and Governance/Monitoring Officer
email ian.gibbons@wiltshire.gov.uk

And on the handling of publicity:

Ceri Toccock – Head of Communications
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