

# Swindon Borough Council

## Cabinet

**Wednesday, 3 March 2021**

Teams Meeting - Teams Meeting

At 6.00 p.m.

### **Conservative Councillors**

David Renard (Chair)

Brian Ford

Dale Heenan

Russell Holland

Robert Jandy

Mary Martin

Cathy Martyn

Maureen Penny

Gary Sumner

Keith Williams

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## **AGENDA**

### **NOTE:**

There is no Cabinet Open Forum at this time but members of the public are invited to submit public questions two days in advance as set out on this agenda (15.00, Monday, 1<sup>st</sup> March 2021).

To watch the meeting, follow this link from 18:00: [Cabinet \(Press and Public\)](#). You do not need to register.

### **1. Apologies for Absence.**

### **PART 1: PRESS AND PUBLIC IN ATTENDANCE**

### **2. Declarations of Interest.**

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered as well as during the meeting if it becomes apparent that they have an interest in the matters being discussed.

**3. Minutes. (Pages 5 - 14)**

To receive the minutes of the meeting held on 3<sup>rd</sup> February 2021.

**4. Public Question Time.**

See explanatory note below. Please email [CommitteeServices@swindon.gov.uk](mailto:CommitteeServices@swindon.gov.uk) or phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

**5. Exempt Items - Exclusion of Press and Public. (CM: DR)**

*Certain items are expected to include the consideration of exempt information and the Cabinet is, therefore, recommended to resolve 'That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act'.*

<u>Item No.</u>	<u>Paragraph No.</u>
<b>11</b>	<b>3</b>

**6. Budget Management (March) CDFA (CM: RH) All Wards (Pages 15 - 20)**

**7. Capital Programme Update 3rd Quarter CDFA (CM: RH) All Wards (Pages 21 - 36)**

**8. Swindon Road Safety Strategy DSDG (CM: MP, GS) All Wards (Pages 37 - 110)**

**9. SEND Home to School Transport Policy 2021/22 HSSSEND, CDCS (CM: MM) All Wards (Pages 111 - 160)**

**10. Corn Exchange: Identification of Future Options CE, HPA (CM: DH, GS) OT (Pages 161 - 168)**

**PART 2: PRESS AND PUBLIC EXCLUDED**

**11. Disposal of Town Centre site CE, HP&RS (CM: DR, DH) CE (Pages 169 - 182)**

**Date of Despatch:** 23 February 2021

**Key:**

**Officers:**

CDCS	-	Corporate Director, Children's Services
CDFA	-	Corporate Director of Finance and Assets (Section 151 Officer)
CE	-	Chief Executive
DSDG	-	Director of Strategic Development and Growth
HPA	-	Head of Property Assets
HSSSEND	-	Head of Statutory SEND Services

**Wards**

CE	Central
OT	Old Town

**Cabinet Members Responsible for the Service Area concerned:**

DR	-	David Renard	Leader of the Council and Chair of Cabinet
RH	-	Russell Holland	Deputy Leader of the Council, Vice-Chair of Cabinet, and Cabinet Member for Commercialisation, Education and Skills
BF	-	Brian Ford	Cabinet Member for Adults and Health
DH	-	Dale Heenan	Cabinet Member for the Town Centre, Culture and Heritage
RJ		Robert Jandy	Cabinet Member for Organisational Excellence
MM	-	Mary Martin	Cabinet Member for Children's Services
CM		Cathy Martyn	Cabinet Member for Housing and Public Safety
MP	-	Maureen Penny	Cabinet Member for Highways, Maintenance and Waste Services
GS		Gary Sumner	Cabinet Member for Strategic Infrastructure, Transport & Planning
KW		Keith Williams	Cabinet Member for Climate Change

**Quorum:** The quorum for this meeting is 3 (one of whom shall be the Leader, the Deputy Leader, or a person nominated by the Leader to deputise in her/his absence).

**Diversity Impact Assessments** Diversity Impact Assessments (DIA's) are important to ensure the services we deliver are helping us to meet our vision to make Swindon an equal society ; we are also required by the Equality Act 2010 to demonstrate the equality analysis we have undertaken to support decision making, DIAs are our method of doing this.

Diversity Impact Assessments produced in respect of items to be considered at this meeting can be inspected via the following link: [Diversity impact assessments](#)

**Public Question Time** - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

The deadline for public questions is: 15:00 on Monday, 1<sup>st</sup> March 2021

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Chief Legal Officer, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the [Public Question Time at Council Meetings Protocol and Guidance](#), which is available on the Council website or from the Committee Officer named above. A privacy note about how we record Public Questions is available here: [Publication of public questions and questioners](#)

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## CABINET

**WEDNESDAY, 3 FEBRUARY 2021**

PRESENT:- Councillors David Renard (Chair), Brian Ford, Dale Heenan, Russell Holland, Mary Martin, Cathy Martyn, Maureen Penny, Gary Sumner and Keith Williams

Apologies for absence were received from Councillor Robert Jandy

The following councillors attended the meeting and spoke to the respective Minutes listed below: Councillor Emma Bushell - 47, 49 and 51; Councillor Jim Grant - 44, 45, 47 and 51; Councillor Vinay Manro - 49; Councillor Jane Milner-Barry - 51; Councillor Barbara Parry - 52; Councillor Kevin Parry - 52, and Councillor Bob Wright - 44 and 45.

### **40. Applause for Captain Sir Tom Moore RIP**

The Chair led Cabinet as part of the national applause in recognition of Captain Sir Tom Moore RIP, the centenarian, veteran, and fund-raiser for NHS Charities Together, who had become a victim of Covid-19.

### **41. Declarations of Interest.**

The Chair reminded Members of the need to declare known interests in any matters to be considered at the meeting. On advice from legal officers, Councillor Gary Sumner made a personal and prejudicial declaration of interest in Agenda Item 14 (Minute 53) - Transfer of Land (Clays Close) – by virtue of being a Director of the Swindon Housing Company.

### **42. Minutes.**

Resolved – That the minutes of the meeting held on 2<sup>nd</sup> December 2020 be confirmed and signed as a correct record.

### **43. Public Question Time.**

Mr Roy Worman submitted questions concerning the Budget report, to which written responses had been provided. Mr Worman asked a supplementary question concerning government funding to cover Covid-10, to which the Deputy Leader of the Council and the Corporate Director of Finance and Assets responded at the meeting. Mr Daniel Adams submitted questions concerning the Oasis, to which written responses had been provided.

### **44. Budget Management Update (February)/Draft Budget 2021/22**

Councillor Russell Holland, the Cabinet Member for Commercialisation, Education and Skills along with the Corporate Director of Finance and Assets (Section 151 Officer) submitted joint report setting out the current budget management position

for the 2020/21 financial year and proposing a Budget for 2021/22. It was noted that, under the Council's Constitution, the Cabinet is required to recommend a budget to Council as part of its formal Council Tax Setting responsibilities.

Councillor Holland introduced the joint report and thanked all staff for their efforts in bringing the 2021/21 to a projected balance by the end of the financial year, having warned Cabinet at previous meetings that this might not be so. He also noted the government's financial support that had contributed towards this.

Councillor Holland added that the draft budget 2021/22 was seeking to propose to Council a Council Tax increase of 4.99%, which would include 3% permitted as the Adult Social Care precept. The Cabinet Member outlined some of the demographic and inflationary cost pressures the Council was facing. The Leader added that this proposed increase was in-line with similar councils in England.

Councillors Jim Grant and Bob Wright asked a number of questions to which Councillor Holland and Councillor Ford - the Cabinet Member for Adults and Health - responded at the meeting.

- i. How was the budget taking into account the costs of supporting the victims of 'long-Covid' as well as the additional pressures from increased domestic violence and mental health issues? Officers were aware of the budget pressures and the Council was working with the Clinical Commissioning Group and the NHS to support a 'long-Covid' treatment protocol.
- ii. How did the budget interpret the Government's concept of levelling up? This is a central government focus on regional inequalities. Swindon has received significant amounts through the Local Enterprise Partnership and the New Towns Fund.
- iii. Was the budget's focus on investment appropriate, should it address more demand issues now? The budget was continuing to focus on long-term investments that would bring tangible benefits to the Borough.

The Leader of the Council agreed to a request from Councillor Dale Heenan - Cabinet Member for the Town Centre, Culture and Heritage – to send a communication to all staff members to thank them for their efforts in balancing the budget.

Resolved: (1) That Cabinet notes the medium term financial context and impact on Swindon of the draft Local Government Finance settlement;  
(2) That Cabinet notes the projected out-turn for 2020/21;  
(3) That Cabinet notes the consultation feedback summarised in Appendix 3,  
(4) That Cabinet notes the detailed Dedicated Schools Grant budget for 2021/22, based on a provisional funding envelope of £216.131m;  
(5) That Cabinet notes that, in line with the requirements of the Local Government Act 2003, the Corporate Director of Finance and Assets, confirms the robustness of the estimates underlying the recommended Budget and adequacy of reserves, in the context of the earmarked reserves and proposed budget risk contingency.  
(6) That the virements set out in Appendix 2 be approved;  
(7) That the medium term financial strategy, set out in Appendix 6, be endorsed;  
(8) That the specific reserves held in support of the 2021/22 Revenue Budget set out in Appendix 5 be agreed;  
(9) That the Corporate Director of Finance and Assets be authorised to balance any changes between the provisional and final local government finance settlements by

adjusting the Budget Risk Contingency;

(Minute for Confirmation)

(10) That Cabinet recommends to Council, subject to any changes resulting from the Government's announcement of the final local government finance settlement for 2021/22, that:-

(a) The 2021/22 Budget be set at £153.277m;

(b) The council tax be increased by 4.99%, comprising 1.99% for the basic amount of council tax and a specific adult social care precept of 3%, and;

(c) It be determined that the proposed increase in the basic amount of Council Tax for 2020/21 is not excessive in accordance with Schedule 5 of the Localism Act 2011 and therefore does not trigger the requirement for a referendum.

The reasons for the decision and alternative options are as set out in the report to the meeting.

#### **45. Capital Programme to 2025/26**

Councillor Russell Holland, the Cabinet Member for Commercialisation, Education, and Skills along with the Corporate Director of Finance and Assets, submitted joint report to provide an update to the Capital Strategy and report new capital investment requirements through to 2025/26.

Councillor Holland introduced the joint report and tabled the following additional recommendation: 'To allocate £5m to the 2021/22 Capital Programme to be used as part of a leisure opportunity in Swindon, subject to the approval of a business case by Cabinet identifying the source of funding and setting out how this can be achieved at no additional cost to the Council's revenue budget.'

Councillors Jim Grant and Bob Wright asked a range of questions to which Councillor Holland and the Leader responded at the meeting.

- i. How will this £5m be funded? This would have to be addressed in any business case. If agreed, it would form part of the Capital Financing Requirement
- ii. Is this money for the strictly for the Oasis? The Council cannot act as a 'white knight' or speculative but would continue to work with Seven Capital and GLL. The amount would be to be to facilitate leisure opportunities across Swindon.
- iii. Are the issues delaying the SnowDome related to Brexit or Covid-19? The leisure sector has been affected harshly by Covid, which has had an impact on both GLL and the SnowDome proposal.
- iv. Would the money be ring-fenced for leisure? It would be linked only to a specific business case. If that did not come forward, the money would not be borrowed.
- v. Why was the money not identified before now? This is the correct time as Council will be considering the budget for the next financial year in February 2021.
- vi. How would the Council be repaid for this money, would it be a loan or an investment? This would have to be addressed in the business case as happens with other uses of Council borrowing.
- vii. Would the Council be able to pay more? Yes if, and only if, there was a business case that justified the spending.
- viii. How was the figure of £5m reached? This was based on the Council's previous knowledge and experience.

Councillor Dale Heenan, Cabinet Member for the Town Centre, Culture, and Heritage, pointed out how Covid-19 had already delayed a listing application to Historic England. He also informed colleagues about the range of work to support leisure across the Borough.

**Resolved:** (1) That it be recommend that Council approves (Minute for Confirmation):

(a) The additions to the Capital Programme and funding sources for the schemes set out at Appendix 1;

(b) That the budget for the Bus Boulevard be increased to £33m following the award of £25m Future High Streets grant as detailed in paragraph 3.8;

(c) Entering into a funding agreement with the Swindon & Wiltshire Local Enterprise Partnership for £4m of Getting Building capital grant as detailed at paragraph 3.9;

(d) That further updates to the Capital Programme can be approved by Cabinet within the approved capital financing revenue budget and prudential indicators;

(e) The Capital Strategy attached at Appendix 2 and

(f) A feasibility study to help inform the Council on the development potential of the Corn Exchange and the Council's adjoining land as detailed in paragraphs 3.10 to 3.11.

(g) To allocate £5m to the 2021/22 Capital Programme to be used as part of a leisure opportunity in Swindon, subject to the approval of a business case by Cabinet identifying the source of funding and setting out how this can be achieved at no additional cost to the Council's revenue budget.

(2) That the impact on long term borrowing of the approvals sought in this report, as set out at paragraph 3.7 be noted; and

(3) That it be approved that schools capital funding is distributed as detailed in paragraph 3.18.

The reasons for the decision and alternative options are as set out in the report to the meeting.

#### **46. Treasury management strategy statement 2021/22**

Councillor Russell Holland, the Cabinet Member for Commercialisation, Education, and Skills along with the Corporate Director of Finance and Assets submitted a joint report on the Treasury Management Strategy for 2021/22, including Prudential Indicators up to 2025/26, the Annual Investment Strategy, and the Minimum Revenue Provision Policy Statement.

Councillor Holland introduced the joint report and summarised the Strategy, which has an important role in delivering the Capital Programme and is subject to scrutiny through the Audit Committee.

**Resolved:** (1) That the Treasury Management Strategy, Minimum Revenue Provision Policy and Prudential Indicators, as set out in Appendix 1, be recommended for approval by Full Council on 18th February 2021.

(2) That the prohibition of borrowing from the Public Works Loan Board to support the purchase of "debt for yield" investments, as detailed in paragraphs 3.27 to 3.29, be noted.

The reasons for the decision and alternative options are as set out in the report to the meeting.

(Councillor Dale Heenan, Cabinet Member for the Town Centre, Culture, and Heritage, left the meeting at the end of this item but returned for Agenda Item 14/Minute 53.)

#### **47. Housing Revenue Account (HRA) - Rents and Charges 2021/22**

Councillor Cathy Martyn, the Cabinet Member for Housing and Public Safety along with the Director of Housing submitted a joint report setting out the proposed rents, service charges, support charges for 2021/22 and proposed Housing Revenue Account (HRA) budget for 2021/22.

Councillor Martyn introduced the joint report setting out the outcome of the on-line consultations on a 1.5% rent increase. The Cabinet Member also informed colleagues about the impact of four years of government-mandated rent reductions, and the ongoing pressures on the maintenance and repair programme because of the loss of income. Councillor Martyn drew Members' attention to the specific modifications and improvements that were being made to homes to help meet the Council's carbon reduction targets.

Councillors Emma Bushell and Jim Grant asked the Cabinet Member about when the work on the two high-rise blocks, first put forward in 2015/16, would take place as their condition is continuing to deteriorate. Councillor Martyn responded that this would be addressed in an options report that she would bring to Cabinet in the 2021/22 financial year.

Councillor Keith Williams, the Cabinet Member for Climate Change, welcomed how the Council owned-housing was ahead of the private sector in being improved to improve energy efficiency and reduce the carbon footprint.

Resolved: (1) That Council be recommended to approve the proposed average social rent for Housing Revenue Account (HRA) dwellings for 2021/22 of £82.55 per week (52 week basis), which is an increase of 1.5% (£1.22 per week per average dwelling). The range of increases is shown in paragraph 3.7.

(2) That the Director of Housing be authorised to seek authority from the Secretary of State to extend permission to continue providing a budget of £200k within the HRA for payments to Council's tenants under the Discretionary Housing Payments scheme in 2021/22 as detailed at paragraphs 3.22.

(3) That the housing related support charges for 2021/22 and service charges for 2021/22 as outlined in Appendix 2 be approved.

(4) That the leaseholder service charges for 2021/22 as shown in Appendix 3 be approved.

(5) That both the Housing Revenue Account (HRA) proposed budget 2021/22, set out in Appendix 4, and the HRA Capital Budget and Funding as set out in Appendix 5 be approved.

(6) That the draft 5 year capital projects and planned maintenance programme at an indicative funding level of £16.0m (2020/21 prices) for 2021/22 as shown in Appendix 5 be approved.

(7) That the revision to the budget for the two bungalow schemes in the New Development Programme of £800k included in Appendix 5 be approved, reflecting additional costs associated with our commitment to delivering low carbon energy efficient homes.

(8) That the Director of Housing be authorised to undertake a new acquisition programme and approves the acquisition programme budget of £8m for 2021/22 in accordance with

paragraph 3.18, to include the purchase of 1-4 bedroom properties to help meet priority housing needs arising from homelessness and clients supported by Adult Social Care.

(9) That the increase in rents charged on General Fund properties in line with the Government's Direction on the Rent Standard 2019 also applied to Housing Revenue Account rents be authorised. This allows for rent increases of up to the Consumer Price Index (CPI) for the September of the preceding financial year, plus 1%. Increases for 2021/22 will therefore be capped at 1.5%.

(10) That the service charges for General Fund properties for 2021/22, as shown in Appendix 6, be authorised.

(11) That the charges for Private Sector Leased (PSL) accommodation for those accepted as homeless to remain at the pre-Covid 2020/21 Local Housing Allowance rates as set out in Appendix 6 be authorised.

(12) That it be noted that any underspend or overspend on the 2020/21 Housing Revenue Account be managed through the general revenue reserves.

The reasons for the decision and alternative options are as set out in the report to the meeting.

#### **48. Pay Policy Statement: April 2021 (Minute for Confirmation)**

Councillor Robert Jandy, the Cabinet Member for Organisational Excellence along with the Director Human Resources & Organisational Development submitted a report as the Localism Act 2011 requires local authorities to agree and publish a Pay Policy Statement by 1st April each year. The joint report sets out the Council's Pay Policy Statement for 2021/2022 for consideration by Cabinet, prior to referral to Full Council for approval.

As Councillor Jandy was unable to be present, the Leader introduced the joint report and invited Members to note a slight reduction in the ratio of highest to lowest paid from 1:7 to 1:6.7. The Leader drew Members' attention to the fact that the increase in the number of officers paid over £50,000 was the consequence of a national pay-award benefiting existing staff, not the creation of new posts. The Deputy Leader and Cabinet Member for Commercialisation, Education and Skills advised Members to note that around two thirds of staff members were paid less than £30,000 per year, which may help to refute myths about salaries. The Deputy Leader also noted that some posts were highly specialised and hence needed appropriate pay levels to retain staff.

Resolved (1) That it is noted that Cabinet reviewed the Council's Pay Policy Statement for 2021 / 2022, as set out in Appendix 1 to the report Clear statement of what is recommended and who is to be authorised to take the actions required and by when.  
(Minute for Confirmation)

(2) That Cabinet recommends the Pay Policy Statement to the Council for approval, and, if approved, authorise the Director of Human Resources & Organisational Development to update the salary information on 1st April 2021 prior to publication.

The reasons for the decision and alternative options are as set out in the report to the meeting.

#### **49. Introduction of a Permit Scheme for Roadworks**

Councillor Maureen Penny, Cabinet Member for Highways, Maintenance, and Waste Services along with the Director of Strategic Development, submitted a joint report setting out details and the reasons for introduction of a street works permit scheme into Swindon to manage works on the highway network. Introduction of a permit scheme will contribute towards delivery of the Council Plan.

Councillor Penny advised Cabinet that the introduction of this scheme would give officers more authority to check and control road works on the Borough's network.

Councillors Emma Bushell and Vinay Manro asked a range of questions to which Councillor Penny and the Service Manager, Transport Planning, Development & Streetworks Management responded at the meeting.

- i. Why had the Council not introduced this sooner? The Council wished to learn from the experiences from other authorities. Additional work was needed to enhance the IT system to implement a permit scheme.
- ii. What mitigations or risks had other councils identified? None has been brought to the Council's attention requiring mitigation.
- iii. Does the Council have adequate, existing powers? Currently, the Council has fewer powers as it cannot issue permits. The new scheme would provide this as well as additional enforcement powers.
- iv. Have the software upgrade and ongoing licensing issues been taken into account? The Council has now moved on to the new software, which has the capability to manage a street works licence scheme.

Councillor Russell Holland, the Deputy Leader and Cabinet Member for Commercialisation, Education, and Skills invited the Cabinet Member and Officers to produce a suitable 'info-graphic' or equivalent to describe how the process would work.

Resolved: (1) That it be agreed in principle to the introduction of a Street Works Permit Scheme subject to consultation and to note the detail of the scheme be determined by the cabinet member for Highways, Maintenance and Waste Services  
(2) That the Director of Strategic Development be authorised to proceed with a consultation, as prescribed under Regulations, to introduce a Street Works Permit Scheme into Swindon.

The reasons for the decision and alternative options are as set out in the report to the meeting.

(Councillor Brian Ford, Cabinet Member for Adults and Health, left the meeting at the end of this item.)

## **50. School Admission Arrangements and Home to School Transport Policies 2022-23**

Councillor Russell Holland, the Deputy Leader of Council and Cabinet Member for Commercialisation, Education and Skills, along with the Commissioner Education Place Planning and Admissions, submitted a joint report. This sought Cabinet's agreement to put in place co-ordinated admission arrangements for the normal point of entry (Reception, Year 3, Year 7), In-year admission arrangements for all Swindon Schools, and the Admissions Policy and Published Admission Numbers (PAN) and Catchment Areas for

Community and Voluntary Controlled Schools in Swindon for September 2022. The report also sought Cabinet's agreement on the Mainstream Home to School Transport Policy for 2022-23.

Councillor Holland tabled the joint report and thanked Officers for their work in producing the arrangements, which enabled so many children to receive a place at one of their preferred schools.

Resolved: (1) That the co-ordinated scheme of admission arrangements for the normal point of entry (Reception Year, Year 3 and Year 7) for all primary schools and secondary schools in Swindon from September 2022 (attached at Appendix 1) be approved;  
(2) That the co-ordinated In Year admission arrangements for all primary schools and secondary schools in Swindon from September 2022 (attached at Appendix 4) be approved;  
(3) That the admission numbers and arrangements for Community and Voluntary Controlled schools from September 2022 (attached at Appendix 2) be approved;  
(4) That the Mainstream Home to School Transport Policy 2022-23 (attached at Appendix 5) be approved.

The reasons for the decision and alternative options are as set out in the report to the meeting.

## **51. Carbon Reduction Strategy**

Councillor Keith Williams, the Cabinet Member for Climate Change, along with the Director of Economy, Growth and Place, submitted a joint report seeking Cabinet's approval of the final Carbon Reduction Strategy

Councillor Williams introduced the joint report and drew Members' attention to the global impact of the climate crisis, hence the need for all to act. He advised Members about the challenge to make both the Council and the whole Borough carbon neutral; however, Swindon was already producing the power necessary for every domestic property in a sustainable manner within the Borough boundaries. The investment at Waterside had also reduced landfill, which had reduced methane emissions – a more potent 'greenhouse' gas than carbon dioxide.

Councillors Emma Bushell, Jim Grant and Jane Milner-Barry asked a number of questions to which Councillor Williams and the Leader responded at the meeting.

- i. Why was the Buildings, Industry, Economy and Planning sub-group disbanded?  
There was an issue about how to maintain cross-party working if one of the parties is being openly critical. However, the aim is for this to transcend party politics. There were further issues about the large size of the sub-group.
- ii. How can the Council retain the specialist knowledge that was making a contribution through the sub-group? The Cabinet Member has sought to contact them and make them aware of how to engage with the new structure. The new structure will include members of the public and there will be cross-party membership and no councillors will be excluded.
- iii. Will the consultation replies be made public? Officers will make them available to Members.
- iv. Will the government's new target be included in the strategy? Achieving this target



- is likely to be dependent on additional funding from government.
- v. Will the new CMAG have representatives from both Public Health and PPS? Yes
- vi. What training have senior officers received? There will be discussions with the Cabinet Member for Organisational Excellence and the Director of Human Resources and Learning and Development about how to implement this.
- vii. Can there be some clarity about the terms CMAGs, cross-party, and working groups. The Leader agreed that Committee Services would provide some information and he would be willing to discuss the matter further.

Resolved: That content of the final Carbon Reduction Strategy as summarised in the body of the report and attached at Appendix 1 be approved.

The reasons for the decision and alternative options are as set out in the report to the meeting.

Councillor Williams and the Leader thanked the Director of Economy, Growth, and Place, who was leaving the Council for a new appointment with another local authority.

## **52. Apprenticeships**

Councillor Russell Holland, the Deputy Leader of Council and Cabinet Member for Commercialisation, Education and Skills, along with the Head of Skills and Education Partnerships, submitted a joint report setting out the role that Apprenticeships play in the Inclusion Early Years, Education and Skills Strategy to provide an alternative pathway to skills, qualifications and career progression for Employers and Swindon's residents. The report provides an overview of the work overseen by the Growing the Economy Overview and Scrutiny Committee to identify the key opportunities and challenges to increase Apprenticeship numbers and to set out the key recommended activity to achieve an increase in Apprenticeships offered and taken up in Swindon.

Councillor Holland introduced the joint report and offered it as a model of how Overview and Scrutiny Committees could contribute towards policy formation. The Cabinet Member also drew Members' attention to National Apprentice week – 8<sup>th</sup> to 14<sup>th</sup> February 2021.

The Leader invited Councillor Kevin Parry, Chair of the Growing the Economy Overview and Scrutiny Committee and Councillor Barbara Parry, Chair of the Children's Health, Social Care and Education Overview and Scrutiny Committee to address the meeting. The Councillors Parry drew members to their own vocational qualifications, the positive role apprenticeships were playing to support business and innovation, the need to ensure that apprenticeships are valued as highly as degrees – especially as apprenticeships may lead to higher qualifications without the financial burden of a degree course – and the desire to support and encourage more Swindon firms to take on apprentices.

Resolved: (1) That the recommendation that Apprenticeships specifically and vocational and technical pathways more broadly are firmly positioned in the Inclusion, Early Years, Education and Skills Strategy as a clear alternative to academic pathways to enable young people and residents to gain the skills and qualifications to achieve their potential in education, employment and training be approved.  
(2) That the priority activity to increase the number of Apprenticeships outlined in the

paper and in the Apprenticeship Action Plan (attached at Appendix One) be approved.

(3) That the progress that has been made by the work of the Growing the Economy Overview and Scrutiny Committee, led by Councillors Kevin and Barbara Parry, be acknowledged and that they be thanked for their significant contribution.

(4) That the Head of Skills and Education Partnerships in consultation with the Cabinet Member for Commercialisation, Education and Skills be authorised to implement the measures set out in the joint report.

The reasons for the decision and alternative options are as set out in the report to the meeting.

(Councillor Dale Heenan, Cabinet Member for the Town Centre, Culture, and Heritage, returned during this item to participate fully in the remainder of the meeting.)

### **53. Proposed Transfer of land for Residential Development Proposal**

Councillor Russell Holland, the Deputy Leader of Council and Cabinet Member for Commercialisation, Education and Skills, along with the Director of Housing presented a joint report to transfer property to the Swindon Housing Company.

The Leader invited Members to agree that Appendix Two be treated as an exempt item and, should Members wish to refer to it, he had been advised that the meeting would have to resolve to exclude the press and public. Councillor Holland introduced the joint report and requested that the document be corrected to show that the proposal affects the Penhill and Upper Stratton ward rather than St Margaret and South Marston. Councillor Holland pointed out how the proposal would preserve an historical building albeit at a lower return to the Council.

Resolved: (1) That Appendix Two to the report be treated as an exempt item as it contained commercially sensitive information under Paragraph 3, Schedule 12A, Local Government Act 1972.

(2) That the Head of Property Assets in consultation with the Director of Housing be authorised to dispose of the freehold of the land at Clays Close, Swindon shown edged red on the plan attached as Appendix 1 ('the Site') to Swindon Housing Company Ltd at a value of 75,000. This disposal to be on such detailed terms and conditions as are determined by the Head of Property Assets in consultation with the Chief Legal Officer and as are considered necessary in order to protect the Council's interests.

(3) That it be agreed to a disposal at an undervalue of between £325k and £375k in order to secure wider benefits of retaining the Victorian building.

The reasons for the decision and alternative options are as set out in the report to the meeting.

(Councillor Gary Sumner, Cabinet Member for Strategic Infrastructure, Transport and Planning made a personal and prejudicial declaration of interest as a Director of the Swindon Housing Company and left the meeting at before the start of this item.)

## Budget Management Update

**Cabinet**

**Date: 3<sup>rd</sup> March 2021**

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Author: Cabinet Member for Commercialisation, Education and Skills  
Corporate Director of Finance and Assets

Wards: All

Parishes Affected: All

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### **1. Purpose and Reasons**

- 1.1 This report presents the 2020/21 revenue budget forecast out-turn.
- 1.2 The effective management of financial resources through robust financial management processes underpins the Council's ability to achieve its plans and priorities.
- 1.3 Responsible budget management helps ensure that the Council consistently makes the best use of all available resources as well as providing focus for the Council's improvement programmes.

### **2. Recommendations**

Cabinet is recommended to:

- 2.1 Note the 2020/21 revenue budget forecast out-turn for each service area set out in Table 1 and Appendix 1.

### **3. Detail**

Forecast Out-turn for 2020/21

General Fund

- 3.1 The forecast position is that the General Fund is anticipated to be on budget at the year end.
- 3.2 The current forecast is after the application of the COVID-19 emergency funding from the Government of £16.7m, and is based on the COVID-19 pressures during the remainder of the financial year continuing to be offset by government support.
- 3.3 The significant changes since the last report are:
  - 3.3.1 Children Services are forecasting a reduction in costs of £1.3m. This is mainly due to reductions in the assumed levels of demand for placements along with underspends on staffing due to staff turnover and recruitment challenges.

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Further information on the subject of this report can be obtained from Mick Bowden, on direct dial 07392 109917 or email [mbowden@swindon.gov.uk](mailto:mbowden@swindon.gov.uk)

# Budget Management Update

Cabinet

Date: 3<sup>rd</sup> March 2021

3.3.2 Adults are forecasting a reduction in costs of £0.9m. This is primarily due to a reduction in placements and costs across Learning Disability, Memory & Cognition and Physical & Sensory Support.

3.4 The budget and out-turn by Department is set out in Table 1 below and the full details are contained in Appendix One.

Table 1 – Revenue Budget Forecast

Department	Budget 2020/21	Forecast	Variance	Movement since last report
	£'000	£'000	£'000	£'000
Adults	66,567	68,476	2,139	(790)
Children Services	47,229	49,104	1,875	(1,412)
Operations	23,303	28,815	5,512	244
Enabling	16,180	16,917	737	61
Economy & Development	2,577	4,708	2,131	(43)
Finance & Assets	(6,782)	(3,272)	3,510	1,179
<b>Sub-Total</b>	<b>149,074</b>	<b>164,978</b>	<b>15,904</b>	<b>(761)</b>
COVID-19 Grant Funding		(16,665)	(16,665)	0
Budget Risk Contingency set aside for 2021-22 budget		761	761	761
<b>Total General Fund</b>	<b>149,074</b>	<b>149,074</b>	<b>0</b>	<b>0</b>

## Dedicated Schools Grant (DSG)

3.5 The forecast overspend on the DSG has increased by £674k to £3.167m since the last report. This is due to further pressures relating to Early Years as a result of costs of supporting providers and a reduction in income due to a fall in numbers.

3.6 This pressure increases the cumulative deficit on the DSG to £4.8m. Work is underway on the deficit recovery plan and an update on this will be provided to Cabinet in July.

## Housing Revenue Account

3.7 HRA Budget Managers are currently forecasting a net underspend of £279k. This has reduced by £44k since the last report due to pressures on staff cost recovery due to the

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# Budget Management Update

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Date: 3<sup>rd</sup> March 2021

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pandemic. This is been largely mitigated by reduced contract, materials and staff costs across the service.

## 4. Alternative Options

4.1 None as this is for information only.

## 5. Implications, Diversity Impact Assessment and Risk Management

### Financial and Procurement Implications

5.1 The General Fund is forecasting to be on budget for the current financial year after the application of the COVID-19 emergency funding from the Government of £16.7m. However, should there be a residual overspend, this would be a call on the Council's reserves.

5.2 The DSG is forecasting a cumulative deficit of £4.8m. Work is underway on the deficit recovery plan and there will be an update on progress to Cabinet in July.

5.3 The HRA is currently forecasting an underspend of £279k. The HRA is ring-fenced and therefore any variances at year end will be managed within the HRA.

### Legal and Human Rights Implications

5.4 None as this is for information only.

### Climate Change Impact

None as this is for information only.

### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

5.5 There are no such direct implications.

### Diversity Impact Assessment

5.6 A Diversity Impact Assessment (DIA) has not been done as this report is reporting on past performance and does not make any recommendations to reprioritise the future funding of services.

### Risk Management

5.7 None other than those highlighted in the body of the report.

## 6. Consultees

6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

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Further information on the subject of this report can be obtained from Mick Bowden, on direct dial 07392 109917 or email [mbowden@swindon.gov.uk](mailto:mbowden@swindon.gov.uk)

# Budget Management Update

**Cabinet**

**Date: 3<sup>rd</sup> March 2021**

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**7. Background Papers**

7.1 None

**8. Appendices**

8.1 Appendix 1: Forecast Out-turn by Directorate 2020/21

**9. Key Decision/Decision in Cabinet Work Programme and Forward Plan**

9.1 This is not a Key Decision and is included in the Cabinet Work Programme and Forward Plan for March 2021.

Tier 1 Pillar	Tier 2 Function	Budget 2020/21 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Movement since last report £'000	Commentary on Reasons for Variance
Resources - Enabling	Business Support & Facilities Management	3,694	3,666	(28)	0	Reduced income at the Registrars due to Covid, partially mitigated by vacancy savings.
	Communications & Engagement	395	427	32	0	
	Customer Strategy & Operations	720	1,395	675	10	
	Data, Performance and Insight	859	859	0	0	
	Digital & Business Change	2,450	2,432	(18)	(1)	
	Elections and Democracy	1,826	1,664	(162)	(16)	Variance on settlement of European Elections reimbursement of costs
	Human Resources and Organisational Development	2,141	2,141	0	0	Increase in costs of temporary staff to fill vacancies
	Information Technology	2,827	2,879	52	0	
	Legal Services	1,268	1,454	186	68	
		<b>16,180</b>	<b>16,917</b>	<b>737</b>	<b>61</b>	
Resources - Finance & Assets	Corporate Finance	(7,227)	(5,587)	1,640	1,179	Provision for the Collection Fund pressures highlighted in the 2021/22 budget report.
	Finance & Procurement Service	2,313	2,466	153	19	Reduction in insurance recharges income from schools partly offset by vacancies
	ASC Finance Services	572	539	(33)	0	
	Revenues & Benefits	2,593	3,099	506	(9)	
	Internal Audit and Health & Safety	713	704	(9)	(9)	
	Architecture	42	38	(4)	(1)	
	Property	(5,788)	(4,531)	1,257	0	
Resources - Operations		<b>(6,782)</b>	<b>(3,272)</b>	<b>3,510</b>	<b>1,179</b>	
	Streetsmart	16,219	17,443	1,224	136	Increased waste disposal costs (£90k) to be monitored in January for profiled Christmas tonnages; Additional fleet costs for repairs and hire costs (£45k)
	Highway Operations and Car Parking	(601)	3,405	4,006	90	Reduction in forecast parking income due to new lockdown (£100k)
	Operations Management	139	391	252	0	
	Transport	7,546	7,576	30	18	Forecasts for concessionary transport based on updated demand information and DfT guidance
Children Services		<b>23,303</b>	<b>28,815</b>	<b>5,512</b>	<b>244</b>	
	Inclusion and Achievement	4,650	5,124	474	(112)	The timing of the recruitment has resulted in a reduction in forecast cost pressures in the SEND Team.
	Children, Families and Community Health Services	42,579	43,980	1,401	(1,300)	The forecast spend has reduced due to lower than anticipated demand for placements as a result of the pandemic. In addition, there have been delays in recruiting the additional resources required to meet growing demand pressures as well as general staff turnover and a difficulty in recruiting to fill vacant posts.
Adults, Housing & Public Health		<b>47,229</b>	<b>49,104</b>	<b>1,875</b>	<b>(1,412)</b>	
	Adults	66,838	67,866	1,028	(862)	Reduction in placements and costs across Learning Disability, (£303k), Memory & Cognition (£51k) and Physical & Sensory Support (£473k). Increase in vacancies/slippage in recruitment across Care Management & Safeguarding (£137k). These improved forecasts are mitigating pressures from increased demand for placements/costs in Mental Health (£51k) and additional resources required, mainly for pre-assessment/assessments in care management (£143k).
	Enterprise Works	53	445	392	4	
	Public Health	0	0	0	0	
	Housing Services	(324)	395	719	68	Increased pressure relating to support for those in private rentals
		<b>66,567</b>	<b>68,706</b>	<b>2,139</b>	<b>(790)</b>	
Economy & Development	Culture & Heritage	1,048	1,922	874	(101)	Reduced utility spend and use of casuals/temps at Steam due to Covid. Savings at Lydiard due to staff vacancies unfilled and additional car parking income as a result of increased park usage.
	Economy, Growth and Place	940	974	34	0	
	Highways & Transport	8	120	112	19	Minor variances
	Strategic Planning	(76)	983	1,059	51	Additional staff allowance costs unforeseen at the beginning of the year plus other minor miscellaneous costs.
	Regulatory Services	657	709	52	(12)	Minor variances
		<b>2,577</b>	<b>4,708</b>	<b>2,131</b>	<b>(43)</b>	
		<b>149,074</b>	<b>164,978</b>	<b>15,904</b>	<b>(761)</b>	

Tier 1 Pillar	Tier 2 Function	Budget 2020/21 £'000	Full-Year Projected Out-turn £'000	Projected Variance £'000	Movement since last report £'000	Commentary on Reasons for Variance
<b>Health Adults</b>	Health Adults	5,859	5,794	(65)	(318)	Additional monies expected from CCG Covid scheme Funding to cover Equipment costs in the pooled budget As additional CCG funding will be received the contributions from all parties will now be closer to budget
	Health Adults Funding	(5,859)	(5,794)	65	318	
<b>Children's Health Commissioning</b>	Children's Health Commissioning	2,524	2,527	3	0	
	Children's Health Commissioning - CCG Funded	(2,524)	(2,524)	0	0	
<b>Children's Health Delivery Services - CCG Funded</b>	Children's Health Delivery Services - CCG Funded	1,836	1,833	(3)	0	
	Children's Health Delivery Services - CCG Funded	(1,836)	(1,836)	0	0	
		0	0	0	0	
<b>DSG Commissioning</b>	DSG Skills and Attainment	78,849	82,534	3,685	489	There has been an increase in pressure relating to Early Years due to the cost of supporting providers and a reduction in income due to a fall in numbers.
	DSG Skills and Attainment	(78,849)	(79,367)	(518)	185	
		0	3,167	3,167	674	
<b>HRA - Housing</b>	Supervision & Management	(35,547)	(35,621)	(74)	(66)	Reduced costs due to changes in working practices, additional rent income and savings on vacant posts have mitigated pressures on IT equipment to facilitate remote working and void rents.
	Special Services	342	342	0	0	
	HRA Capital Financing	25,139	25,179	40	0	
<b>HRA - Operations</b>	Repairs	10,066	9,821	(245)	110	Staff redeployment due to lockdown has resulted in an under-recovery of £200k. Additionally, there is a reduction in the value of capital works being completed by the repairs team resulting in reduced recharges. This is partially mitigated by underspends on staff costs and reduced used of external contractors.
		0	(279)	(279)	44	



## Capital Monitoring Outturn Q3 2020/21

**Cabinet**

**Date: 3<sup>rd</sup> March 2021**

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Author: Cabinet Member for Commercialisation, Education and Skills  
Corporate Director of Finance and Assets

Wards: All

Parishes Affected: All

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### **1. Purpose and Reasons**

- 1.1 This report presents the year-end monitoring position for the Council's capital programme and some proposed changes to the programme.
- 1.2 The effective management of financial resources through robust financial management processes underpins the Council's ability to achieve its plans and priorities.

### **2. Recommendations**

Cabinet is recommended to:

- 2.1 Note the 2020/21 year end projected out-turn position as set out in Tables 1 & 2 and Appendices 1 and 2;
- 2.2 Approve the amendments to the current approved capital programme budgets as detailed at paragraph 3.2:
  - 2.2.1 To reduce the IT infrastructure budget (line 7) budget by £29k to reflect revised cost of the project;
  - 2.2.2 To reduce the William Morris Primary School budget (line 36) budget by £400k to reflect revised cost of the project;
  - 2.2.3 To reduce the Regulatory & Statutory Services Case Management System budget (line 167) budget by £3k to reflect revised cost of the project;
  - 2.2.4 To note that Mead Way (line 163) is currently forecasting an overspend of £475k, and that officers are in contractual negotiations as well as reviewing other budgets to mitigate this position; and
  - 2.2.5 To remove the £3.5m capital contingency fund budget (line 3).
- 2.3 Approve the additions to the programme detailed at paragraphs 3.4. This further update to the Capital Programme can be accommodated within the approved capital financing revenue budget and prudential indicators as set out in the 2020/21 Budget approved by Council.

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Further information on the subject of this report can be obtained from Ian Burbidge on Direct Dial No. 07769 281641 or Email [iburbidge@swindon.gov.uk](mailto:iburbidge@swindon.gov.uk)

# Capital Monitoring Outturn Q3 2020/21

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Date: 3<sup>rd</sup> March 2021

2.3.1 To allocate £585k of grant funding to improve cycling provision in the town centre and Old Town.

## 3. Detail

### Capital Programme Outturn

3.1 Table 1 below shows the current status of the 2020/21 capital budget and forecast outturn position. The significant budget movements are detailed in paragraph 3.2 below. Table 2 shows how the capital programme is being funded.

Table 1 - Total expenditure in 2020/21

Service Area	Total Scheme Budget £000's	Projected Out-turn £000's	Projected Overspends £000's	Projected Underspends £000's
Resources - Enabling	8,098	8,069		(29)
Resources - Finance & Assets	53,572	53,572		
Resources - Operations	16,661	16,661		
Children Services	24,736	24,236		(500)
Adults, Housing & Public Health	13,515	13,515		
Economy & Development	283,431	284,597	1,169	(3)
<b>Total General Fund</b>	<b>400,013</b>	<b>400,650</b>	<b>1,169</b>	<b>(532)</b>
HRA	179,975	179,975		
<b>Total Existing Programme</b>	<b>579,988</b>	<b>580,625</b>	<b>1,169</b>	<b>(532)</b>
New Approvals	585	585		
<b>Revised Total programme</b>	<b>580,573</b>	<b>581,210</b>	<b>1,169</b>	<b>(532)</b>

Further information on the subject of this report can be obtained from Ian Burbidge on Direct Dial No. 07769 281641 or Email [iburbidge@swindon.gov.uk](mailto:iburbidge@swindon.gov.uk)

# Capital Monitoring Outturn Q3 2020/21

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Date: 3<sup>rd</sup> March 2021

Table 2 - Capital Programme funding

	<b>Total Funding Required £000's</b>	<b>Funded to 31/3/20 £000's</b>	<b>Funding still required £000's</b>	<b>Additional Funding Required £000's</b>	<b>Revised Total Funding £000's</b>
Capital Receipts	16,742	3,253	13,489	(29)	16,713
Section 106 Deposits	37,466	6,509	30,957		37,466
Grant Funding	201,059	41,054	160,005	560	201,619
Revenue Contributions	3,408	1,409	1,999		3,408
HRA balances	165,925	18,209	147,716		165,925
Invest to save borrowing repaid from future revenue budgets	1,468		1,468		1,468
Change in Borrowing Requirement	153,920	33,766	120,154	691	154,611
<b>Total to be financed</b>	<b>579,988</b>	<b>104,200</b>	<b>475,788</b>	<b>1,222</b>	<b>581,210</b>

## Projected Variances

- 3.2 Noted below are the significant changes to the capital programme, there are no other budget movements that have not already been reported to Cabinet. Appendix 1 contains a summary of the current capital programme & Appendix 2 contains the details of the individual schemes in the capital programme, together with their forecast spend.
- 3.2.1 IT infrastructure – line 7 underspend £29k. This project is now complete and the borrowing requirement will be reduced.
- 3.2.2 William Morris Primary School – line 36 underspend £400k. The project is in the final stages of completion and has been delivered under budget. This project is funded from grant, which will be recycled to fund other education projects.
- 3.2.3 Mead Way – line 163 overspend £475k. This is due to the specific challenges brought about by the pandemic, particularly associated with utility diversions. In order to mitigate this forecast overspend, officers are in negotiation with the contractor to seek compensation and will also identify funding from other approved budgets within the capital programme.
- 3.2.4 Regulatory & Statutory Services Case Management System – line 167 underspend £3k. This project is now complete and the borrowing requirement will be reduced.
- 3.2.5 Capital Contingency Fund – In September 2020 Cabinet approved the re-allocation of £3.5m of funding from the HR & Finance System to provide a capital

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# Capital Monitoring Outturn Q3 2020/21

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contingency on the basis that the project was not progressing as originally intended. However it was anticipated that improvement works would be still be required to the current infrastructure and it was therefore agree to re-allocate this funding to provide a capital contingency for investment or improvement as required. Work is still on-going but there is currently no commitment against this capital budget and it is therefore proposed to remove this from the current capital programme and bring any new proposals back to Cabinet at a future date.

- 3.3 Appendix 2 also contains a project status indicator to assist members in understanding the current status of each scheme. The indicators and their meaning are set out below:-

- 1 *Project/Scheme budget based on initial guide costs only, which may be subject to change during detailed design and delivery phases.*
- 2 *Consultation and/or planning permission in progress. Programme/scheme budget based on estimated detailed design costs, which are may be subject to change during delivery phase.*
- 3 *Contractor appointed. All necessary planning applications and consultations complete. Programme/scheme completion anticipated within budget.*
- 4 *Project under construction*
- 5 *The budget represents an annual funding envelope*
- 6 *Project is complete, although there may be retention payments due*

## Addition to current programme

- 3.4 Cabinet is asked to approve the following additions to the existing programme.

- 3.4.1 Active Travel Fund - £585k of capital grant funding. The funding is available to improve facilities for cyclists in the town centre and Old Town areas.

## **4. Alternative Options**

- 4.1 Any alternative options for specific areas are set out within the report.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 The general fund capital programme is currently projecting a net overspend of £637k at year-end as compared to an underspend of £217k reported at Quarter 2 (including the £1m reduction in budget for Fessey House). Of this position, £691k needs to be funded

# Capital Monitoring Outturn Q3 2020/21

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from borrowing. This results in an annual revenue cost of £30k (based on current interest rates and average MRP required).

- 5.2 All borrowing costs, including new proposals, can be funded within existing capital financing budgets.

## Legal and Human Rights Implications

- 5.3 All legal and human rights considerations have been taken fully into account in compiling this report. It is considered that the recommendations of this report are compatible with Convention rights.

## Climate Change Impact

- 5.4 The proposals would not bring a change in service delivery and Officers believe that there is no expected effect on the Council's carbon footprint.

## All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.5 There are no such direct implications.

## Diversity Impact Assessment

- 5.6 A Diversity Impact Assessment (DIA) has not been done as this report does not make any new recommendations that would affect services.

## Risk Management

- 5.7 None other than those highlighted in the body of the report. Individual schemes will have individual Risk Assessments and DIAs, these can be obtained from the project managers.

## **6. Consultees**

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None

## **8. Appendices**

- 8.1 Appendix 1 – Capital Programme Overview

- 8.2 Appendix 2 – Detailed Capital Budget

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Further information on the subject of this report can be obtained from Ian Burbidge on Direct Dial No. 07769 281641 or Email [iburbidge@swindon.gov.uk](mailto:iburbidge@swindon.gov.uk)

# Capital Monitoring Outturn Q3 2020/21

**Cabinet**

**Date: 3<sup>rd</sup> March 2021**

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**9. Key Decision/Decision in Cabinet Work Programme and Forward Plan**

- 9.1 This is not a key decision and is included in the Cabinet Work Programme / Forward Plan for March 2021.

## Appendix 1 - Capital Summary Report

Fund	Tier 1 Pillar	Tier 2 Function	Function Ref	Heads of Service	Project Budget £'000	Project Actual Spend £'000	Projected Out-turn £'000	Projected Variance £'000	Projected Variance - last report £'000	Movement since last report £'000
Capital	Resources - Enabling	Digital Services & Corporate Programmes	PFW11	Sam Mowbray	6,983	1,460	6,954	(29)		(29)
		Performance, Organisational Improvement & Communications	PFW13	Sam Mowbray	1,115	924	1,115			
					8,098	2,384	8,069	(29)		(29)
	Resources - Finance & Assets	Property & Assets	PFW12	Rob Richards	12,452	2,383	12,452			
		Regeneration Schemes	PFW14	Mick Bowden	41,120	2,759	41,120			
					53,572	5,142	53,572			
	Resources - Operations	Operations Management	PFW15	Brian Pinchbeck	5,900	5,747	5,900			
		Transport	PFW16	Brian Pinchbeck	10,761	313	10,761			
					16,661	6,060	16,661			
	Children Services	Routes to Employment & Libraries	PFW30	Sally Burnett	235	126	235			
		Skills & Attainment	PFW31	Annette Perrington	22,844	10,617	22,344	(500)	(100)	(400)
		Children, Families & Community Health Services	PFW32	Angela Clark	1,657	781	1,657			
					24,736	11,524	24,236	(500)	(100)	(400)
	Adults, Housing & Public Health	Adults	PFW40	Angela Plummer	13,515	2,481	13,515		(1,000)	1,000
					13,515	2,481	13,515		(1,000)	1,000
	Economy & Development	Culture & Heritage		Richard Bell	11,567	2,915	11,567			
		Economy, Growth and Place	PFW56	David Dewart	170,420	56,069	170,420		210	(210)
		Strategic Planning and Highways	PFW24	Richard Bell	101,444	35,373	102,610	1,166	673	493
					283,431	94,357	284,597	1,166	883	283
	HRA	HRA Capital Financing	PFW90	Mike Ash	179,975	28,702	179,975			
					179,975	28,702	179,975			
Grand Total					579,988	150,650	580,625	637	(217)	854

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Appendix 2 - Detailed Capital Programme

Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Forecast 2025/26 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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Resources - Enabling  
Digital & Business Change

1	2	Data Centre	Peter Eagle	750				366	384				750	
2	1	IT security	Peter Eagle	250		18		50	50	50	50	50	250	
3	4	Capital Contingency Fund	Kim Chequer	3,500				3,500					3,500	
4	4	Information Technology Service	Philip Murkin	75				75					75	
5	4	Mobile Working Project	Philip Murkin	385				385					385	
6	4	Avaya Telephony Stabilisation	Philip Murkin	330	179		151						330	
7	6	IT Infrastructure	Philip Murkin	1,100	1,043	27	28						1,071	(29)
8	4	Corporate EDRMS	Philip Murkin	493	72	35	148	273					493	
9	4	Digital Strategy Seed Fund	Philip Murkin	100	19	67	81						100	
		Strand Total		6,983	1,313	147	408	4,649	434	50	50	50	6,954	(29)

Performance, Organisational Improvement & Communications

10	4	Hay Lane Gypsy Site Drainage	Michael Ash	272	161		111						272	
11	4	Estates Rationalisation	Jim Catton	843	386	377	457						843	
		Strand Total		1,115	547	377	568						1,115	

Resources - Enabling Total	PFW11	8,098	1,860	524	976	4,649	434	50	50	50	8,069	(29)
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Resources - Finance & Assets

Property & Assets

12	1	Barbury Castle Toilets - new scheme	Rob Austin	100				100					100	
13	2	Headland Site Development	Helen Haines	514	(7)	514	521						514	
14	5	Removal Treatment of Asbestos in Council Buildings	Rob Richards	209		25	209						209	
15	5	General Enhancement Works Corporate Buildings	Kathy Sherratt	8,150		672	750	1,900	1,900	1,900	1,700		8,150	
16	5	Feasibility Studies	Rob Richards	150		29	29	121					150	
17	5	Surplus Buildings Demolition	Helen Haines	484	27	112	273		184				484	
18	6	Village Centre Development	Rob Richards	520	506	17	14						520	
19	2	Redevelopment of Dorcan House / Eldene Shopping Centre	Sian Bowen	575	344		231						575	
20	1	Equity Share Properties	Kathy Sherratt	250	144			106					250	
21	1	Health Hydro Improvements	Rob Richards	1,500				1,500					1,500	
		Strand Total		12,452	1,014	1,369	2,027	3,727	2,084	1,900	1,700		12,452	

Regeneration Schemes

22	2	Cavendish Square Unit Shops	Sian Bowen	1,920	2			1,918					1,920	
23	3	Kimmerfields - Zurich	Rob Richards	36,000					36,000				36,000	
24	4	Barnfield Solar Scheme	Ian Burbidge	3,200	1,927	830	850	423					3,200	
		Strand Total		41,120	1,929	830	850	2,341	36,000				41,120	

Resources - Finance & Assets Total		53,572	2,943	2,199	2,877	6,068	38,084	1,900	1,700				53,572	
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Resources - Operations

Operations Management

25	4	Waterside Depot - Road Layout	Sam Price	5,900	5,702	45	46	153					5,900	
		Strand Total		5,900	5,702	45	46	153					5,900	

Transport

26	5	Vehicle & Plant replacement strategy	Ian McKinnon	9,873		133	1,805	1,150	2,338	4,475	105		9,873	
27	2	Waste collection vehicles	Ian McKinnon	888		180	180	708					888	
		Strand Total		10,761		313	1,985	1,858	2,338	4,475	105		10,761	

Resources - Operations Total	PFW50	16,661	5,702	358	2,031	2,011	2,338	4,475	105				16,661	
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Forecast 2025/26 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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### Children Services

#### Libraries

28	3	Libraries RFID	Allyson Jordan	149		55	85	64					149	
29	2	Library Shelving West Swindon	Allyson Jordan	15				15					15	
30	4	Library Management System	Allyson Jordan	71	51	20	20						71	
		<b>Strand Total</b>		<b>235</b>	<b>51</b>	<b>75</b>	<b>105</b>	<b>79</b>					<b>235</b>	

<b>Libraries</b>	<b>PFW30</b>	<b>235</b>	<b>51</b>	<b>75</b>	<b>105</b>	<b>79</b>							<b>235</b>	
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#### Schools Maintenance

31	5	Swindon Rugby Club	Helen Haines	66			66						66	
32	5	DFC Allocations to Schools	Helen Haines	372		202	202	170					372	
33	5	Healthy Pupils	Emily Heaton	104	83		21						104	
34	1	Capita One education	Emily Heaton	410		53	100	310					410	
35	5	Condition Works	Helen Haines	2,256		202	600	1,656					2,256	
		<b>Strand Total</b>		<b>3,208</b>	<b>83</b>	<b>458</b>	<b>989</b>	<b>2,136</b>					<b>3,208</b>	

#### Schools New Build

36	6	William Morris Primary School	Emily Heaton	8,900	8,402	(206)	98						8,500	(400)
		<b>Strand Total</b>		<b>8,900</b>	<b>8,402</b>	<b>(206)</b>	<b>98</b>						<b>8,500</b>	<b>(400)</b>

#### Mainstream Schools Extension

37	1	Dorcan Academy PAN	Emily Heaton	2,137			100	1,000	1,037				2,137	
38	1	Shaw Ridge Primary and Nursery School - Early Years Provision	Emily Heaton	77				77					77	
39	1	Bridlewood	Emily Heaton	350	194			56					250	(100)
40	1	South Marston Primary School	Emily Heaton	4,900	3	20	50	4,397	450				4,900	
		<b>Strand Total</b>		<b>7,464</b>	<b>197</b>	<b>20</b>	<b>150</b>	<b>5,530</b>	<b>1,487</b>				<b>7,364</b>	<b>(100)</b>

#### Special Schools Extension

41	1	Crowdys Mobile Classrooms	Emily Heaton	1,000			80	920					1,000	
42	6	Brimble Hill	Emily Heaton	101	95			6					101	
43	4	Capital Works - St Lukes	Emily Heaton	775	761	14	14						775	
		<b>Strand Total</b>		<b>1,876</b>	<b>856</b>	<b>14</b>	<b>95</b>	<b>926</b>					<b>1,876</b>	

#### SEND Funds

44	5	Special Education Needs and Disability Capital Investment Fund	Emily Heaton	1,396	499	294	300	597					1,396	
		<b>Strand Total</b>		<b>1,396</b>	<b>499</b>	<b>294</b>	<b>300</b>	<b>597</b>					<b>1,396</b>	

<b>Inclusion and Achievement</b>	<b>PFW31</b>	<b>22,844</b>	<b>10,037</b>	<b>580</b>	<b>1,632</b>	<b>9,189</b>	<b>1,487</b>						<b>22,344</b>	<b>(500)</b>
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#### Children, Families & Community Health Services

45	2	Independent living units	Dawn Sexstone	120				120					120	
46	4	Children's ICS Project	Philip Murkin	1,537	471	310	505	561					1,537	
		<b>Strand Total</b>		<b>1,657</b>	<b>471</b>	<b>310</b>	<b>505</b>	<b>681</b>					<b>1,657</b>	

<b>Children, Families &amp; Community Health Services</b>	<b>PFW32</b>	<b>1,657</b>	<b>471</b>	<b>310</b>	<b>505</b>	<b>681</b>							<b>1,657</b>	
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<b>Children's Services Total</b>		<b>24,736</b>	<b>10,559</b>	<b>965</b>	<b>2,242</b>	<b>9,949</b>	<b>1,487</b>						<b>24,236</b>	<b>(500)</b>
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Forecast 2025/26 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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Adults, Housing & Public Health

Social Care IT

47	4	Estate Rationalisation - CSS systems upgrade	Angela Plummer	671	425			246					671	
		Strand Total		671	425			246					671	

Housing & Supported Living

48	4	ASC & Health Community Equipment Store IT	Angela Plummer	255	80	74	175						255	
49	5	ASC Equipment	Angela Plummer	1,572			372	300	300	300	300		1,572	
50	1	H&SC Joint Working Projects	Angela Plummer	350	260		90						350	
51	1	Shared Living Accommodation	Angela Plummer	120				120					120	
52	1	Extra Care Sheltered Accomodation	Angela Plummer	153	47			106					153	
53	5	Disabled Facilities Grants	Damon Green	6,184		545	750	1,975	1,153	1,153	1,153		6,184	
		Strand Total		8,634	387	620	1,388	2,501	1,453	1,453	1,453		8,634	

New Provision

54	4	Fessey Extension	Angela Plummer	4,000	78	805	1,735	2,187					4,000	
		Strand Total		4,000	78	805	1,735	2,187					4,000	

Building Upgrades

55	4	Whitbourne / Fessy Renovations	Angela Plummer	210	154	12	56						210	
		Strand Total		210	154	12	56						210	

Adults		13,515	1,045	1,436	3,179	4,933	1,452	1,453	1,453		13,515	
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Adults, Housing & Public Health Total		13,515	1,045	1,436	3,179	4,934	1,453	1,453	1,453		13,515	
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Forecast 2025/26 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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Economy & Development

Landscaping & Open Space

56	1	NEV GWCF	David Dewart	247			247						247	
57	1	Coate Water Country Park Improvements	Claire Andrews	429		2	10	419					429	
58	1	Lawn Travellers Access	Tim Price	88				88					88	
59	1	GWCF - Trees for Climate	David Dewart	315									315	
60	1	Moredon Recreation - Multi Sports Hub	David Dewart	3,650	81	4	100	3,469					3,650	
61	2	Blunsdon MUGA	David Dewart	348	12			336					348	
62	Parish to deliver	St Andrews - public open space	Ian Burbidge	190				190					190	
63	4	Mouldon Hill Country Park	David Dewart	673		47	50	623					673	
64	5	Northern Development Area - Protected species reserve	David Dewart	68	17		25	15	11				68	
65	5	Green Spine	David Dewart	10	6		4						10	
66	5	Tree and landscape improvements	David Dewart	19	2		17						19	
67	6	Common Farm GWCF	David Dewart	85		7	85						85	
68	2	East Wichel Major Open Space	David Dewart	391	43			349					391	
69	6	Havelock Square	David Dewart	908	860		48						908	
70	5	Great Western Community Forest	David Dewart	215		(36)		62	78	75			215	
71	6	County Ground Athletics Track Resurface and Clubhouse	David Dewart	1,323	1,263	34	60						1,323	
72	Parish to deliver	Highdown Play Area	David Dewart	39			39						39	
73	1	Pentylands Country Park	David Dewart	35			35						35	
74	6	Landscape improvements ay Greenbridge & Blagrove	David Dewart	258	222	4	36						258	
75	3	Spring Gardens Refurbishment	David Dewart	106	32		74						106	
76	1	1 - 7 Purton Road	David Dewart	79			79						79	
		Strand Total		9,476	2,537	62	909	5,552	90	75			9,476	

Heritage

77	1	Lydiard Park Play Equipment	Annie Griffin	28			28						28	
78	5	STEAM Security Upgrade	Ian Surtees	60				60					60	
79	5	Lydiard Foresty Café Servery	Annie Griffin	22				22					22	
80	5	STEAM Exhibitions AV Replacement	Ian Surtees	160				160					160	
81	5	Museum Artifacts Storage	Nikki Western	200	65		20	115					200	
82	6	Lydiard House - car park	Annie Griffin	150	75		10	65					150	
83	5	Lydiard House - Maintenance	Rob Richards	850	57		50	743					850	
84	1	Lydiard House - Pool	Annie Griffin	100				100					100	
85	1	SMAG Improvements (Apsley House)	Claire Andrews	400				400					400	
86	6	Reception remodelling at Steam Museum	Ian Surtees	17	16		1						17	
87	6	STEAM Museum Frontage Improvements	Ian Surtees	104	102		2						104	
		Strand Total		2,091	316		111	1,665					2,091	

Culture & Heritage Total		11,567	2,853	62	1,020	7,217	90	75					11,567	
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Wichelstowe

88	4	District Centre	Rob Richards	15,254	12,233	662	1,206	1,815					15,254	
		Strand Total		15,254	12,233	662	1,206	1,815					15,254	

Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Forecast 2025/26 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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NEV

89	2	Wanborough Traffic Calming	Laura Jones	340				340					340	
90	4	Gablecross Junction	Sam Howell	8,412	1,882	1,103	2,529	4,002					8,412	
91	4	Package 2 - Nythe Road Junction and Piccadilly Roundabout	Laura Jones	4,800	479	929	2,446	1,875					4,800	
92	4	White Hart Junction	Laura Jones	30,119	6,473	4,975	11,294	12,352					30,119	
93	4	Southern Connector Road	Laura Jones	30,572	3,025	504	2,436	15,861	9,250				30,572	
94	1	Great Stall Bridge	Laura Jones	157	157								157	
95	2	Footpath 5	Laura Jones	250	67			183					250	
		Strand Total		74,650	12,084	7,511	18,705	34,613	9,250				74,650	

Other

96	2,3, 4 & 6	Rapid Transit - QBC Wichelstowe, North and UTMC	James Jackson	8,920	5,806	847	2,714	400					8,920	
97	3	M4 Junction 15	Sam Howell	17,150		6,151	8,889	8,261					17,150	
		Strand Total		26,070	5,806	6,998	11,603	8,661					26,070	

Town Centre

98	2	Kimmerfields enabling works	David Evans	9,500	1,464		400		1,800	3,300	1,500	1,036	9,500	
99	1	Towns Fund - Kimmerfields	David Evans	1,000		138	1,000						1,000	
100	4	Kimmerfields Compulsory purchase	Rob Richards	3,000	1,653	4	20	600	727				3,000	
101	2	Aspen House	Rob Richards	339	268	4	71						339	
102	6	Faringdon Road 1-3	David Evans	1,247	1,237	7	10						1,247	
103	4	No 11 Carriage works @ Railway Village	Rob Richards	2,105	1,057	813	950	98					2,105	
104	3	No 7 & 9 Carriage works @ Railway Village	Rob Richards	2,755	208	315	500	1,947	100				2,755	
105	4	Kimmerfields - site access road	David Evans	1,500	425	125	300	775					1,500	
106	2	Fleming Way Bus Boulevard	Sam Howell	33,000	2,818	238	182	25,000		5,000			33,000	
		Strand Total		54,446	9,130	1,645	3,432	28,420	2,627	8,300	1,500	1,036	54,446	

Economy, Growth & Highways Total		170,420	39,253	16,816	34,946	73,509	11,877	8,300	1,500	1,036	170,420	
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Forecast 2025/26 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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Local Transport Plan - Maintenance

107	2	Abbey Farm Transport Projects	Philip Martlew	32		1	2	30					32	
108	2	Blunsdon High Street	Philip Martlew	68			8		60				68	
109	1	Rodbourne Road highways improvements	James Jackson	525		31	31	494					525	
110	1	School safe environment zones	Philip Martlew	500		2	100	100	100	100	100		500	
111	2	Traffic Signal LED conversion	Kevin Walker	168		177	168						168	
112	4	Thames Avenue Speed Reduction	Philip Martlew	25		25	25						25	
113	1	Key Routes East	Tim Mann	5,817		338	1,200	4,617					5,817	
114	5	Highways Challenge Fund 2020-21	Tim Mann	2,016		239	1,000	1,016					2,016	
115	1	Great Western Way Corridor	Syed Shah	3,790				3,790					3,790	
116	1	Footway Upgrade Wroughton	Philip Martlew	37				37					37	
117	1	EV Charging Points	Philip Martlew	106			106						106	
118	5	Highway Maintenance	Tim Mann	13,685		162	609	3,269	3,269	3,269	3,269		13,685	
119	5	Rights of way Improvement Plan	Tim Mann	227		13	227						227	
120	5	Structural Maintenance	Tim Mann	655		80	150	505					655	
121	5	Backlog/Routine Improvements	Tim Mann	52			52						52	
122	5	Road Markings	Tim Mann	37		34	37						37	
123	4	Cooperative Intelligent Transport Systems	James Jackson	238	165	25	73						238	
124	5	Pavement Condition Management	Tim Mann	348		71	100	248					348	
125	5	Surface Water Management (SWP) Bruce St/Lagoon flood Mitigation & SWM Plans	Tim Mann	458		44	199	259					458	
126	4	Thamesdown Drive Speed Amelioration	Philip Martlew	273	242	1	32						273	
127	1	North Star roundabout and Cocklebury Roundabout Great Western Way	Tim Mann	4	4								4	
128	1	Transfer Bridges	Tim Mann	204	204								204	
129	1	Regent Circus Improvements	Philip Martlew	167	1			166					167	
130	4	Oakhurst Way Pedestrian Crossing	Philip Martlew	73	38			35					73	
131	5	Greenbridge Road Mini Roundabout	Tim Mann	38	6			32					38	
132	2	Tadpole Farm Transport Projects	Philip Martlew	123	12	1		111					123	
133	1	Flemming Way & Whalebridge	Philip Martlew	238				238					238	
134	1	Ermin Street, Blunsdon	Philip Martlew	245				245					245	
		Strand Total		30,149	672	1,244	4,119	15,192	3,429	3,369	3,369		30,149	

Local Transport Plan - Integrated

135	5	Local Safety Schemes	Tim Mann	4,191		214	851	835	835	835	835		4,191	
136	5	Traffic Management	Tim Mann	43		76	43						43	
		Strand Total		4,234		290	894	835	835	835	835		4,234	

Maintenance

137	5	Non Highways Structures (Bridges within Parks)	Tim Mann	546			100	446					546	
138	5	Highways Maintenance - NON LTP	Tim Mann	1,292		111	500	792					1,292	
139	5	Footway Maintenance	Tim Mann	437		40	250	187					437	
140	5	Flood Defence Grant	Tim Price	141	115			27					141	
141	5	Asset Liability Management (Moredon Road decommissioning)	Tim Price	155	118			37					155	



Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Forecast 2025/26 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
142	4	Concrete Column Replacement	Tim Mann	4,106			506	2,964	636				4,106	
143	3	Strategic Highways Model update	Philip Martlew	400	334		66						400	
		<b>Strand Total</b>		<b>7,077</b>	<b>567</b>	<b>151</b>	<b>1,422</b>	<b>4,453</b>	<b>636</b>				<b>7,077</b>	

**Car Parks**

144	1	John Street car park demolition (Parade)	Tim Mann	700			200	500					700	
145	4	Car Park Equipment Upgrade	Dawn Woollard	600				600					600	
146	4	Car park Lighting	Giles Davis	420		315	420						420	
147	5	Car Parks Major Maintenance	Tim Mann	1,538		1	100	1,438					1,538	
		<b>Strand Total</b>		<b>3,258</b>		<b>316</b>	<b>720</b>	<b>2,538</b>					<b>3,258</b>	

**Street Furniture & Lighting**

148	5	Street Lighting	Tim Mann	799		237	297	502					799	
149	5	Traffic Signals - NON LTP	Tim Mann	165		108	165						165	
150	3	Gateway signage (incl car park directions)	Philip Martlew	400	119		20	261					400	
151	4	LED Street Lighting	Tim Mann	7,222	228	1,438	3,000	3,994					7,222	
152	4	DfT Additional Highways Maintenance Funding 2018				31								
153	4	Kingsdown Crossroads Traffic Signals	Philip Martlew	81	65			17					81	
		<b>Strand Total</b>		<b>8,667</b>	<b>412</b>	<b>1,814</b>	<b>3,482</b>	<b>4,774</b>					<b>8,667</b>	

**Transport**

154	6	Thamesdown Drive Traffic Signal	Philip Martlew	308				308					308	
155	5	Whalebridge Junction	Syed Shah	200				200					200	
156	5	Active Travel Fund	Philip Martlew											
157	5	Wichelstowe - J16 works	Tim Mann	12,840	12,223	65	600	577					13,400	560
158	5	Hodson Road embankment stabilisation	Tim Mann	349	122	11	30	197					349	
159	5	Wroughton Park and Ride	Tim Mann	120	88			32					120	
160	4	Wichelstowe Southern Access	Tim Mann	28,700	5,516	8,001	13,821	9,363					28,700	
161	6	Wellington Street Improvement Scheme	Syed Shah	852	986	(15)							986	134
162	5	Sheppard Street Improvements	Philip Martlew	23				23					23	
163	4	Mead Way Junction Improvements	Tim Mann	4,125	1,570	1,264	2,630	400					4,600	475
164	5	Town Centre Parking Strategy	Philip Martlew	50	4			46					50	
165	3	Tadpole Farm Rapid Transit Corridor	Philip Martlew	163			163						163	
		<b>Strand Total</b>		<b>47,730</b>	<b>20,509</b>	<b>9,326</b>	<b>17,244</b>	<b>11,146</b>					<b>48,899</b>	<b>1,169</b>

**Planning**

166	5	Housing Renewal Grants	Damon Green	254				254					254	
		<b>Strand Total</b>		<b>254</b>				<b>254</b>					<b>254</b>	

**Regulatory IT**

167	6	Regulatory & Statutory Services Case Management System	Philip Murkin	75	72								72	(3)
		<b>Strand Total</b>		<b>75</b>	<b>72</b>								<b>72</b>	<b>(3)</b>

<b>Strategic Planning and Highways Total</b>	<b>PFW52</b>	<b>101,444</b>	<b>22,232</b>	<b>13,141</b>	<b>27,881</b>	<b>39,192</b>	<b>4,900</b>	<b>4,204</b>	<b>4,204</b>				<b>102,610</b>	<b>1,166</b>
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<b>Economy &amp; Development Total</b>		<b>283,431</b>	<b>64,338</b>	<b>30,019</b>	<b>63,847</b>	<b>119,918</b>	<b>16,867</b>	<b>12,579</b>	<b>5,704</b>	<b>1,036</b>			<b>284,597</b>	<b>1,166</b>
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Line Ref	Project Status	Description	Budget Manager	Total Budget	Spent to 31/3/20 £'000	2020/21 Spend to date £'000	Forecast 2020/21 Spend £'000	Forecast 2021/22 Spend £'000	Forecast 2022/23 Spend £'000	Forecast 2023/24 Spend £'000	Forecast 2024/25 Spend £'000	Forecast 2025/26 Spend £'000	Total Forecast Spend All Years £'000	Variance from Budget £'000
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## HRA - Housing Repairs

168	5	Aids & Adaptations	Chris Brannan	1,763		499	800	963					1,763	
169	5	Bathrooms	Chris Brannan	2,164		107	500	1,664					2,164	
170	5	Central Heating	Chris Brannan	1,510		182	500	1,010					1,510	
171	5	Contingent Major Repairs	Chris Brannan	825		448	825						825	
172	5	Electrics	Chris Brannan	100		27	100						100	
173	5	Environmental & Communal Areas	Arlene Griffin	87		14	30	57					87	
174	5	Exceptional Extensive	Chris Brannan	2,398		1,019	1,800	598					2,398	
175	5	Improvements	Chris Brannan	90,860		931	1,000	16,400	16,617	17,576	19,629	19,638	90,860	
176	5	Kitchens	Chris Brannan	1,529		172	400	1,129					1,529	
177	5	Planned Maintenance	Chris Brannan	2,409		290	1,500	909					2,409	
178	5	Roofs	Chris Brannan	2,403		1,109	1,700	703					2,403	
179	5	Windows	Chris Brannan	1,308		377	700	608					1,308	
180	1	Relocation to Hillmead	Gerry O'Connor	500				500					500	
181	5	HRA - Scooter stores sheltered	Chris Brannan	361				361					361	
182	5	Fire Safety - Residential Flats	Chris Brannan	679				679					679	
		Strand Total		108,896		5,176	9,853	25,581	16,617	17,576	19,629	19,638	108,896	

## Small New Build Schemes

183	2	Ventnor Close	Nick Kemmett	1,730	13	11	100	1,617					1,730	
184	2	Huntley Close	Nick Kemmett	1,400	17	11	100	1,283					1,400	
185	2	Ashley Close	Nick Kemmett	807	10	8	10	787					807	
		Strand Total		3,937	41	30	210	3,687					3,937	

## Queens Drive

186	4	Queens Drive	Nick Kemmett	30,500	1,881	2,450	4,000	11,086	13,533				30,500	
		Strand Total		30,500	1,881	2,450	4,000	11,086	13,533				30,500	

## Acquisitions

187	5	HRA Acquisitions Programme	Nick Kemmett	35,800	16,328	2,729	3,472	8,000	2,000	2,000	2,000	2,000	35,800	
		Strand Total		35,800	16,328	2,729	3,472	8,000	2,000	2,000	2,000	2,000	35,800	

## High Rise Blocks

188	1	Refurbishment High-Rise Blocks	Nick Kemmett	92				92					92	
		Strand Total		92				92					92	

## Vehicles

189	5	HRA Vehicle Acquisitions	Gerry O'Connor	750		66	750						750	
		Strand Total		750		66	750						750	

HRA Total		179,975	18,250	10,452	18,284	48,446	32,150	19,576	21,629	21,638	179,975	
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Total GF		400,013	86,447	35,501	75,152	147,529	60,663	20,457	9,012	1,086	400,650	637
Total HRA		179,975	18,250	10,452	18,284	48,446	32,150	19,576	21,629	21,638	179,975	

Overall Total		579,988	104,862	45,924	93,271	195,975	92,813	40,033	30,641	22,724	580,625	637
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### Project Status Codes

- 1 Project/Scheme budget based on initial guide costs only, which are subject to change during detailed design and delivery phases
- 2 Consultation and/or Planning Permission in progress. Programme/Scheme budget based on estimated detailed design costs, which are subject to change during delivery
- 3 Contractor appointed. All necessary Planning Applications and Consultations complete. Programme/Scheme completion anticipated within budget.
- 4 Project under construction
- 5 Annual programme with allowance for anticipated spend
- 6 Project complete, retention payment due



## Swindon Road Safety Strategy

**Cabinet**

**Date: 3<sup>rd</sup> March 2021**

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Author: Cabinet Member for Strategic Infrastructure, Transport & Planning  
Cabinet Member for Highways, Maintenance & Waste Services  
Director of Strategic Development and Growth

Wards: All Wards

Parishes Affected: All Parish Areas

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### **1. Purpose and Reasons**

- 1.1 This report sets out the recommended draft interim Swindon Road Safety Strategy 2021 for consideration by Cabinet along with proposals to carry out a consultation exercise on this revised approach to road safety.
- 1.2 The Strategic Plan for Accident Reduction was approved in 2010. With changes to national guidance and best practice and the slowing of progress in road casualty reductions, it is timely that it be updated.
- 1.3 The Vision for Swindon 2030 (originally adopted in 2015 and updated in 2018) sets out how the Council will shape the borough and deliver growth that allows communities to prosper, families to live healthy and happy lives, and children to fulfil their potential. This report contributes towards Priority three: “Ensure clean and safe streets and improve our public spaces and local culture” and one measure of performance for this priority is to achieve a reduction in casualties on our roads.
- 1.4 The Local Transport Plan (LTP) is the principal means of delivering the Council’s transport program. It is the statutory document that contains the transport policies and programs of the local transport authority. It identifies improved road safety as one of its key transport outcomes. The Road Safety Strategy is one of a suite of supplementary strategy documents that sits under the over-arching Local Transport Plan.

### **2. Recommendations**

Cabinet is recommended to:

- 2.1 Approve the direction of travel towards adoption of a “Safe Systems” approach for Swindon’s Road Safety Strategy.
- 2.2 Approve for consultation purposes the draft Swindon Road Safety Strategy as set out in Appendix 2 and policy regarding 20mph limits and zones in Appendix 4.
- 2.3 Authorise the Director for Strategic Development, in consultation with the Cabinet Member for Strategic Infrastructure, Transport & Planning and the Cabinet Member for Highways, Maintenance & Waste Services to:

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# Swindon Road Safety Strategy

Cabinet

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- 2.3.1 Commence a public consultation on the draft Swindon Road Safety Strategy and draft 20mph schemes policy.
- 2.3.2 Consult with the Community Safety Partnership Board on the draft strategy.
- 2.3.3 Report back to Cabinet on a proposed final document having taken into account feedback from the public consultation.
- 2.3.4 Enter into discussions with partners in the Wiltshire and Swindon Road Safety Partnership to develop the Safe Systems approach across the partnership.
- 2.4 Note that this report addresses Council's concerns as set out in Minute 54, 19th November 2020 regarding the policy towards future consideration of requests for 20mph speed limits raised by Ward Councillors.

## 3. Detail

- 3.1 The Road Safety Strategy is a crucial tool in making Swindon's roads safer for everyone. This interim 2-year strategy builds foundations for the future. It sets a direction of travel towards adoption of the Safe Systems Approach in conjunction with key partners in future years. It sets out an interim approach while this cross-agency collaboration is developed further. Consultation will take place with residents of Swindon and stakeholder groups as these plans are developed with the aim of making Swindon's roads safer. The long-term vision being to have zero deaths and serious injuries on Swindon's roads.

### Background

- 3.2 In 2010, the Council launched its 'Strategic Plan for Accident Reduction - 2010 and beyond' (SPAR). In 2012 the Council adopted a road casualty reduction target in conjunction with partners of the Wiltshire & Swindon Road Safety Partnership to reduce the number of killed and seriously injured casualties (KSI's) on Swindon's roads by 40% compared to the 2005-09 3year average, by 2020. This is a key corporate performance indicator.
- 3.3 Appendix 1 sets out the annual Collision Data Analysis and Review report for 2019. As well as the casualty data for 2019 (calendar year) it provides comparisons with previous years to illustrate longer-term trends.
- 3.4 The graph on page 4 of Appendix 2 illustrates the closing position on KSI casualties on Swindon's roads at the end of 2019. Unfortunately, the target reduction of 40% has not been achieved - although this matches national and regional patterns where there has been little reduction in road casualties over the last 10 years. Casualty figures for Swindon in 2019 however remain below the south-west average for all severities and

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# Swindon Road Safety Strategy

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despite an increase in road traffic volumes of 8% the casualty rate per billion vehicle kilometres has fallen.

- 3.5 Safety on the roads remains a subject of public concern and is a topic frequently raised with Ward Councillors by local residents. These concerns are reflected at a national level, for example, through the current review of roads policing being carried out the Department for Transport, Home Office and National Police Chiefs' Council.

## Safe Systems Approach

- 3.6 In 2015 the Department for Transport published its Road Safety Statement "Working Together to Build a Safer Road System", setting out the government's national vision, values and priorities for road safety. This statement promoted a Safe Systems approach to support road users and the economy whilst encouraging everyone to make safer choices.
- 3.7 In 2019, the Department for Transport published its Road Safety Statement – "A Lifetime of Road Safety" which set out the governments approach to road safety and reiterated the basis of an integrated approach looking at the transport system as a whole. This is a "Safe System" approach. It recognised the key role to be played by local highway authorities as the holders of the statutory duty for road safety.
- 3.8 The Safe Systems approach to road safety underpins the UN's Global Plan for Road Safety and is based on four key principles;
- 3.8.1 People make mistakes that can lead to road crashes
  - 3.8.2 The human body has a limited physical ability to tolerate crash forces before harm occurs
  - 3.8.3 A shared responsibility exists amongst those who design, build, manage and use roads and vehicles and provide post-crash care to prevent crashes resulting in serious injury or death
  - 3.8.4 All parts of the system must be strengthened to multiply their effects; and if one part fails, road users are still protected.
- 3.9 An increasing number of local authorities in England and Wales have now either adopted the Safe Systems approach or are moving towards adopting it along with their local partners and it is seen as best practice by Road Safety Practitioners.
- 3.10 In Swindon the longer term casualty trends are static and many of the injury hot-spots on Swindon's roads are recurring year on year with the obvious improvements having already been implemented. As a result, along with the predicted increase in trips and users on the network, further reductions may prove difficult to achieve. Therefore, it is

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# Swindon Road Safety Strategy

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felt an alternative approach to road safety management needs to be considered to continue to achieve road casualty reductions over the coming decade. The Safe Systems approach provides this step change.

- 3.11 The key differences between the traditional approach to road safety and the Safe Systems approach are set out in Table 2 of Appendix 2. It highlights the main emphasis being on preventing the most serious and fatal casualties, being proactive rather than reactive with interventions and having responsibility shared amongst the whole community rather than just individual road users.
- 3.12 For the highway authority, considering the “Safe Systems” approach, means protecting people against death or serious injury by upgrading the road network by targeting sections and areas of highest risk.

## Swindon Road Safety Strategy 2021

- 3.13 With the end of the 2020 casualty reduction target, a road safety strategy that is now 10 years old and an update of the Local Transport Plan, as an umbrella document to supplementary strategies such as Road Safety, in progress, the need to review and update this strategic policy for Swindon has been highlighted.
- 3.14 It is not proposed to adopt a completely different policy in terms of how the Council seeks to improve the safety of Swindon’s roads. However, the Council recognises now more than ever that it has to take a multi-agency approach, to co-ordinate and join its resources and intelligence to the best effect and to shift the focus to preventing serious injuries as a result of collisions. To help achieve this Cabinet is recommended to adopt a “Safe System” approach in Swindon.
- 3.15 The diagram on page 10 of Appendix 2 illustrates the five pillars of the Safe Systems Approach and how they fit together, across multiple partners, to deliver a “safe system”. The five pillars of action are: safe roads and roadsides, safe road users, safe speeds, safe vehicles and post-crash response.
- 3.16 To support the development and delivery of road safety initiatives across Swindon and Wiltshire a Road Safety Partnership exists consisting of Swindon Borough Council, Wiltshire Council, Dorset and Wiltshire Fire Service, Wiltshire Police, Wiltshire Police and Crime Commissioner, South West Ambulance Service and Highways England. These organisations work closely to determine a strategic Wiltshire and Swindon approach to road safety and then develop and implement action plans to deliver the strategy. Governance is through a high-level Strategic Group of senior representatives from each partner supervising the work of a Delivery Group implementing the agreed delivery plan.
- 3.17 The Wiltshire & Swindon Road Safety Partnership has recently been subject to change following its re-establishment under the Wiltshire & Swindon Community Safety

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# Swindon Road Safety Strategy

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Partnership. Discussion at the Road Safety Partnership Strategic level is also considering a Safe Systems approach and partners are looking to commission support from external experts to carry out a review of the Partnership's operations and provide a forward plan on how it could effectively work to reduce harm across the road transport network of Swindon and Wiltshire. They have recently issued a "Wiltshire Strategic Road Safety Partnership Strategy Statement" for 2020/1-2021/2 which sets out the aims of the partnership over the next 12/24 months whilst a full strategy is developed. This reflects and reinforces the work outlined in this report and is included as Appendix 3.

- 3.18 All the partners recognise that they have to take a multi-agency approach to co-ordinate and join resources and intelligence to the best effect as well as to shift focus to preventing serious injuries as a result of collisions.
- 3.19 For the highway authority, considering the "Safe System" approach, means protecting people against death or serious injury by upgrading the road network by targeting sections and areas of highest risk. To this end, network design should seek to provide crash protective roadsides at high-risk sites to prevent head-on collisions and address run-off road collisions. It should achieve safe speeds at intersections and where non-motor traffic volumes are high. It should also separate motor traffic from unprotected users except where speeds are low and improve highway surfaces particularly on busy footways and those parts of the carriageway used by cyclists and powered two-wheelers.
- 3.20 Other partners contribute through their areas of involvement or expertise, for example around enforcement, post-collision response, driver training or vehicle design and maintenance.
- 3.21 Aligned to the principles of the Safe System approach the updated strategy proposes a vision 'to reduce the number of people killed or seriously injured on our roads' with the following supporting objectives/outcomes:
  - 3.21.1 Reducing the number of vulnerable people being injured on our roads
  - 3.21.2 Reducing inequalities in the likelihood of road collisions
  - 3.21.3 Accommodating growth without an increase in road collisions
  - 3.21.4 Making road space safer for all users, thereby encouraging non-car trips and improving air quality
- 3.22 As the Council moves forward to develop the Safe Systems approach with its partners the partnership will seek to agree a meaningful road safety target that all parties are accountable for as part of a longer term strategy and action plan using that approach. In the meantime a series of indicators have been identified against which continued

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progress on reducing road traffic casualties may be measured. Some of the indicators will be monitored monthly whilst others reported in an annual report.

- 3.23 This review of the plan first introduced in 2010 is therefore designed as an interim two year strategy. Delivery of the strategy is set out in an action plan for 2021 – 2023 which is included in Appendix 2. The two-year action plan has been prepared to outline the initiatives and activities that will be developed and delivered to help Swindon Borough Council work towards adopting a Safe Systems approach to road safety. Some actions build upon activities already underway but with a renewed focus on road safety, whilst others will be new initiatives built around the 5 pillars of action. A brief outline of the key new initiatives and/or activities that will be delivered as a result of this new strategy is provided below.

3.23.1 We will work with our partners across the Road Safety Partnership to develop and agree a Wiltshire & Swindon-wide strategic plan for road safety that builds on collaborative working to collectively reduce harm on our roads. This strategy will be reviewed and updated to support the Partnership's strategy to 2030.

3.23.2 The safety rating of Swindon's roads will be considered based on a wide range of factors including casualty statistics, casualty rate by vehicle volume, compliance with speed limits and presence of vulnerable road users. Areas of high risk will be identified and appropriate safety improvements, such as the use of passively safe street furniture, delivered to improve the performance of our network.

3.23.3 The speed limits on Swindon's roads will be reviewed to ensure they remain appropriate and enforceable. Particular attention will be given to the safety of vulnerable road users and the use of 20mph speed limits on residential streets. In addition we will share data with the Police to aid effective and efficient targeting of enforcement resources.

## 20mph speed

- 3.24 At the Council meeting on 19 November 2020 a motion was considered regarding policy towards requests for 20mph speed limits. Minute 54 states: This Council requests: That the Cabinet Member for Highways, Maintenance and Waste Services continues to investigate specific cases for the introduction of 20mph speed limits as raised by ward members, and, Consults on the new approach following the report to Cabinet in February and ensures that the council's website guidance is reflective of the new policy.
- 3.25 Our previous approach to road safety prioritised resources according to historic accident records rather than any other factors. Consideration of 20mph speed limits in residential areas was not therefore considered to be a priority unless there was also a history of injury collisions in the area. The new approach, if adopted, would take a wider range of factors into account to judge the over all level of risk when prioritising the works

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programme. This approach will therefore direct greater attention, for example, to residential streets where there is greater risk of collisions between vehicles and pedestrians and cyclists. In such circumstances vehicle speeds play a significant part in determining whether death or serious injury occurs or whether any injuries are of a minor nature.

- 3.26 While the national technical guidance issued by the Department for Transport (Setting Local Speed Limits, 2013) has not changed, the proposed change in overall approach locally will allow greater priority to be given to the introduction of 20mph speed limits or zones where appropriate. This will justify the allocation of Local Transport Plan capital funding for such schemes in the annual highways capital budget.
- 3.27 In response to the Council Motion Appendix 4 sets out the background to 20mph speed limits and zones and presents the draft approach to be followed in future in respect of Ward Member requests if the new Road Safety Strategy is approved following consultation.

## Consultation

- 3.28 Appendix 2 sets out the draft Swindon Road Safety Strategy and explains the proposed approach and range of interventions that are available. The Draft strategy will be presented to the Community Safety Partnership Board as part of the consultation process, and then again for their endorsement/comment on the final draft prior to it going to Cabinet for adoption.
- 3.29 The draft will be subject to public consultation for a period of 8 weeks. Consultation will take place on the draft Strategy with the public and key stakeholders invited to comment primarily through a dedicated web page and supported through social media and press releases. Responses will be requested through e-mail and on-line forms. There will be a further report to Cabinet on the final proposed strategy once responses have been considered in consultation with the Cabinet Members for Strategic Infrastructure, Transport and Planning; and Highways Maintenance and Waste Services.
- 3.30 The priority remains to reduce the number of people killed or seriously injured on roads in Swindon. No amount of casualties is acceptable. There is a moral and statutory duty to make our communities safer and to preserve human life. The long-term vision must therefore be to eradicate deaths and serious injuries from Swindon's roads altogether.

## **4. Alternative Options**

- 4.1 The development and delivery of road safety is not the sole responsibility of the Council but requires a shared commitment by many organisations and agencies. The Council could attempt to deliver its road safety strategy in isolation but there is a high risk of

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failure without partnership working. The Wiltshire and Swindon road Safety Partnership is considered the most effective way of taking this forward.

- 4.2 The Safe Systems approach is regarded as current best practice and is most likely to achieve consensus amongst delivery partners as a result. It is therefore appropriate to set this direction of travel while the Partnership develops an overarching agreement for the group.

## 5. Implications, Diversity Impact Assessment and Risk Management

### Financial and Procurement Implications

- 5.1 The costs of preparing the review of the Road Safety Strategy is met from existing budgets
- 5.2 The Swindon Road Safety Strategy is a policy document, and as such, does not necessarily commit the Council itself to funding proposals contained within it. Any funding requirement would be subject to Cabinet approval.
- 5.3 Capital works delivered on the highway are mainly funded through the Local Transport Plan capital grant received from central government. The apportionment of that grant is subject to an annual report to Cabinet for approval.
- 5.4 Elements of education and training are funded either by specific grant (eg Bikeability training in schools) or through the Council revenue budget.

### Legal and Human Rights Implications

- 5.5 The Road Traffic Act 1988, Section 39 imposes a statutory duty on every Highway Authority in England to promote and improve road safety by disseminating information or advice relating to the use of roads. The Act states that each local authority:
- 5.5.1 Must carry out studies into accidents arising out of the use of vehicles on roads, or parts of roads, within their area
- 5.5.2 Must in light of such studies, take measures as appear to be appropriate to prevent such accidents and
- 5.5.3 In constructing new roads must take such measures as appear to be appropriate to reduce the possibilities of such accidents when the roads come into use
- 5.6 Swindon Borough Council has a Statement of Community Involvement (SCI). The SCI sets out the Council's policy for consulting and engaging with individuals, communities and other stakeholders in the preparation and revision of policy documents amongst other matters. Any consultation must adhere to the SCI, as well as be adequate and fair.

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- 5.7 Human Rights considerations have been taken into account by the author in compiling this report. At this stage the report is just asking for approval of the draft Road Safety Strategy to go to consultation. As such the content of this report will not have a direct implication on human rights issues. In the unlikely event they do, any minor implication will be proportional within the need for the Council to comply with its obligations in reviewing its road safety strategy.

## Climate Change Impact

- 5.8 Measures that may be implemented through the Road Safety Strategy have the potential to increase or decrease carbon emissions from vehicles and therefore can have a positive or negative impact on climate change.
- 5.9 Measures that might alter speed limits or impact on the flow of vehicles (such as traffic calming features) may cause vehicle engines to work more or less efficiently and result in more or less exhaust emissions.
- 5.10 In the detailed implementation of measures related to the plan officers will need to work through the requirement to mitigate any adverse carbon impact as well as seeking opportunities to positively contribute to the climate change agenda.

## All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.11 There are significant health inequalities to child injury collisions. Children and young people who live in more deprived areas are at a much greater risk than children from the most affluent. Nationally there would be around 810 fewer serious or fatal injuries to pedestrians annually, and 100 fewer serious or fatal injuries to cyclists, if all children and young people had a risk of injury as low as those in the least deprived areas.
- 5.12 The Road Safety Strategy is therefore likely to have a significant positive impact on health inequalities for groups that are more socially and economically deprived.

## Diversity Impact Assessment

- 5.13 A Diversity Impact Assessment has been prepared and a copy is available from the report author.
- 5.14 The assessment has identified that access to private cars is lower than average in a number of the equality groups and there is therefore a greater reliance on walking and cycling for essential journeys. Road safety for these vulnerable road users is therefore a higher issue of concern in those equality groups.
- 5.15 A number of equality groups have been identified with poorer health outcomes (including obesity) than average and access to active travel modes (such as walking and cycling) without fear for safety concerns, would have wider benefits.

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# Swindon Road Safety Strategy

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## Risk Management

- 5.16 Without carrying out this review of the Road Safety Strategy there would be a significant risk that the Council would be in a position where its current road safety strategy, by its age and through changes to best practice, could be considered as being unfit for purpose. As a consequence the Council would not be meeting its duties under the Road Traffic Act 1988 or Equality Act 2010.
- 5.17 It could also risk undermining the Council's vision to "Ensure clean and safe streets and improve our public spaces and local culture" through an on-going reduction in casualties on our roads.

## **6. Consultees**

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None

## **8. Appendices**

- 8.1 Appendix 1: Collision Data Analysis & Review 2019
- 8.2 Appendix 2: Draft Swindon Road Safety Strategy 2021
- 8.3 Appendix 3: Wiltshire and Swindon Road Safety Partnership Strategy Statement
- 8.4 Appendix 4: 20mph speed limits and zones

## **9. Key Decision/Decision in Cabinet Work Programme and Forward Plan**

- 9.1 This is a Key Decision and is included in the Cabinet Work Programme and Forward Plan for March 2021.

# Collision Data Analysis & Review 2019

Traffic Management & Road Safety



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## 1. Introduction

Collision data for the calendar years of 2015 – 2019 has been reviewed in order to provide an understanding of the underlying patterns and trends of the collisions and casualties for the roads in the Swindon Borough Council area.

Data is provided by Wiltshire Police and covers collisions resulting in:

- **Death** – which occurred within 30 days of the collision
- **Serious injury** - an injury for which a person is detained in hospital as an “in-patient”, or any of the following injuries whether or not they are detained in hospital: fractures, concussion, internal injuries, crushings, burns (excluding friction burns), severe cuts, severe general shock requiring medical treatment
- **Slight injury** - an injury of a minor nature such as a sprain (including neck whiplash injury), bruise or cut which are not judged to be severe, or slight shock requiring roadside attention. Includes injuries not requiring medical treatment.

## 2. Swindon Overview

- Swindon figures do not include HE roads, i.e. M4, A419

The collision figures provide a picture of the numbers of incidents over the past five years and collision figures for Swindon in 2019 are predominantly down on both 2018 and the average of the previous 4 years. The exception is those categorised as Serious. There was one fatality in Swindon in 2019.

**Table 1 – Swindon Collision trends by year**

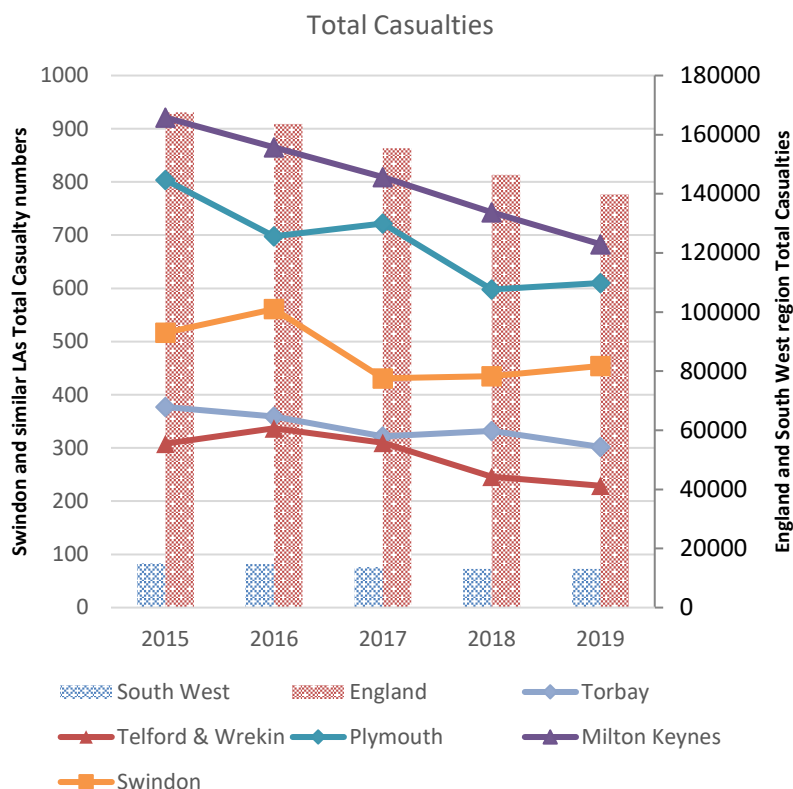
	2015	2016	2017	2018	2019	TOTAL	+/- 2019 v. 4yr avg	+/- 2019 v. 2018
Fatal	3	1	5	7	1	17	-75.00%	-85.71%
Serious	55	69	44	55	59	282	5.83%	7.27%
Slight	341	371	293	296	294	1595	-9.61%	-0.68%
Total	399	441	342	358	354	1894	-8.05%	-1.12%
KSI	58	70	49	62	60	299	0.42%	-3.23%

Swindon’s casualty figures have been compared with national, regional and some other Local Authorities. Swindon’s total casualties have increased on 2018 but are down on the 4-year average. All of the comparator sites also show a reduction on the 4-year average and Swindon’s percentage decrease is the lowest of the group featured here.

**Table 2 – Total Casualties**

	15/18 avg*	2015	2016	2017	2018	2019	+/- 2019 v. 15-18 avg.	+/- 2019 v. 2018
<b>Swindon</b>	<b>486</b>	<b>517</b>	<b>561</b>	<b>431</b>	<b>435</b>	<b>454</b>	<b>-6.58%</b>	<b>4.37%</b>
Milton Keynes	835	921	865	809	743	683	-18.15%	-8.08%
Plymouth	706	804	698	722	598	610	-13.54%	2.01%
Telford & Wrekin	300	308	337	310	246	229	-23.73%	-6.91%
Torbay	348	377	359	322	332	302	-13.09%	-9.04%
Wiltshire excl Swindon	1385	1523	1506	1313	1198	1275	-7.94%	6.43%
South West	14117	14894	14733	13780	13061	13139	-6.93%	0.60%
England	158259	167577	163646	155368	146445	139779	-11.68%	-4.55%

\*Figure rounded to nearest whole number Green text <= 2015/18 average Red text > than 2015/18 average

**Figure 1. Total Casualties**

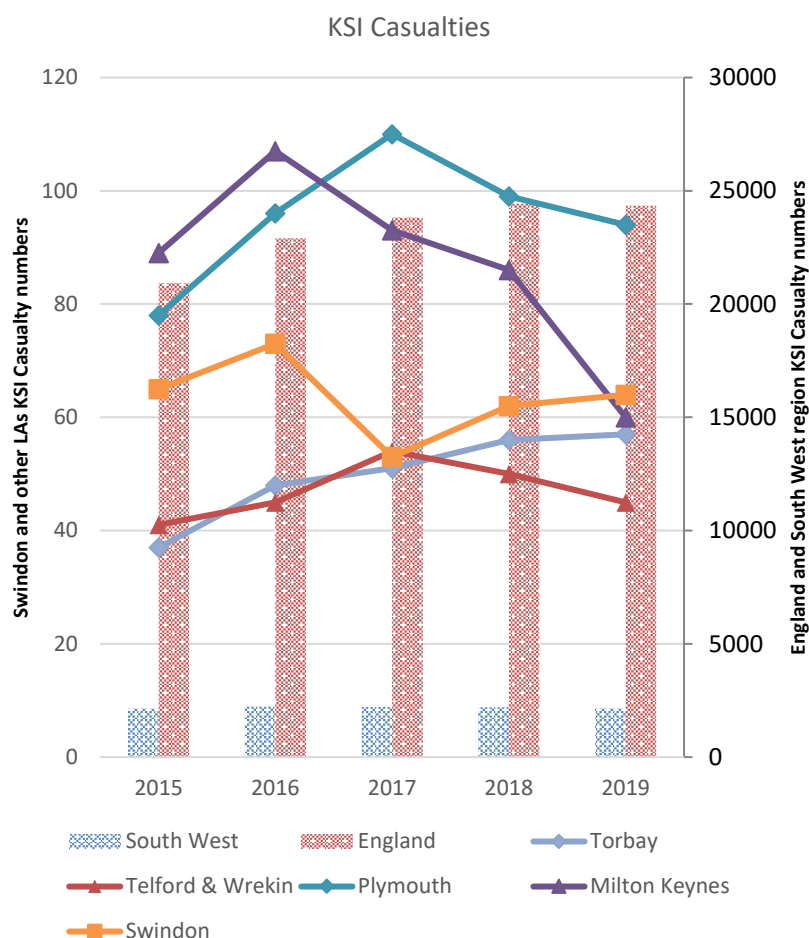
The reduction in numbers of total casualties can clearly be seen for other authorities, notably Milton Keynes. In 2018 and 2019, Swindon has seen an increase in total casualties on the respective previous years. This increase is more than that seen for the South West region and is against the England trend which shows a year-on-year reduction.

**Table 3 – KSI Casualties**

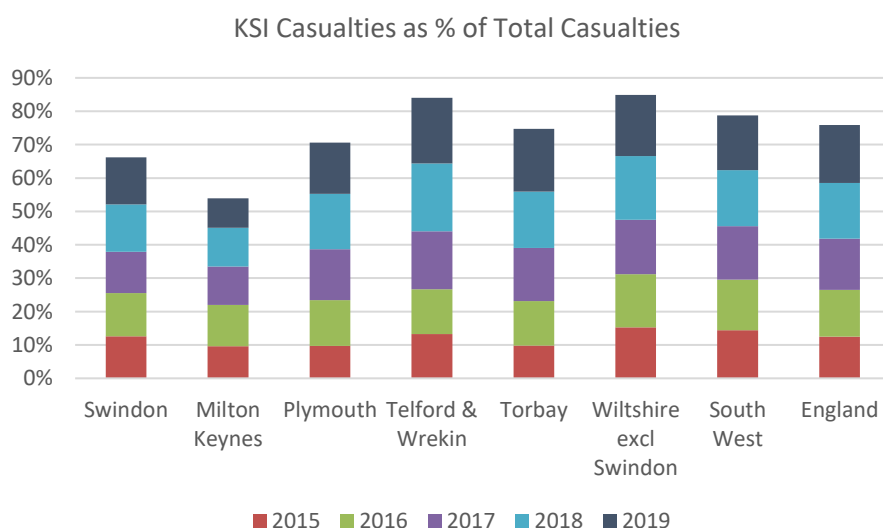
	15/18 avg*	2015	2016	2017	2018	2019	+/- 2019 v. 15-18 avg.	+/- 2019 v. 2018
<b>Swindon</b>	<b>63</b>	<b>65</b>	<b>73</b>	<b>53</b>	<b>62</b>	<b>64</b>	<b>1.19%</b>	<b>3.23%</b>
Milton Keynes	94	89	107	93	86	60	-36.00%	-30.23%
Plymouth	96	78	96	110	99	94	-1.83%	-5.05%
Telford & Wrekin	48	41	45	54	50	45	-5.26%	-10.00%
Torbay	48	37	48	51	56	57	18.75%	1.79%
Wiltshire excl Swindon	229	233	239	215	228	234	2.30%	2.63%
South West	2195	2148	2226	2211	2196	2146	-2.24%	-2.28%
England	23020	20929	22900	23825	24424	24343	5.75%	-0.33%

\*Figure rounded to nearest whole number Green text <= 2015/18 average Red text > than 2015/18 average

Swindon's KSI casualties have increased for 2019 on 2018 and on the average of the previous 4 years. Wiltshire and Torbay also show an increase on both the previous year and the 4-year average. The other Local Authorities, along with the South West region and England all show a reduction on the previous year and except for England, a reduction on the average of the previous 4 years.

**Figure 2. KSI Casualties**

As with total casualties, Swindon shows an increase in KSI casualties in 2018 and 2019 over their respective previous years. The increase in 2019 goes against the national and regional trends which both show a slight reduction on 2018.

**Figure 3. KSI Casualties as a proportion of Total Casualties**

Despite the increases in Swindon in both total and KSI casualties, in 2017, 2018 and 2019, Swindon has the second lowest proportion of KSI casualties to total casualties, bettered only by Milton Keynes.

The casualty rate, as measured by vehicle miles rather than population, shows Swindon in 2019 to be on a par with the rate for the South West region and lower than those for England. Only 2 of the Local Authorities featured in the table below, Wiltshire and Telford & Wrekin were lower than Swindon.

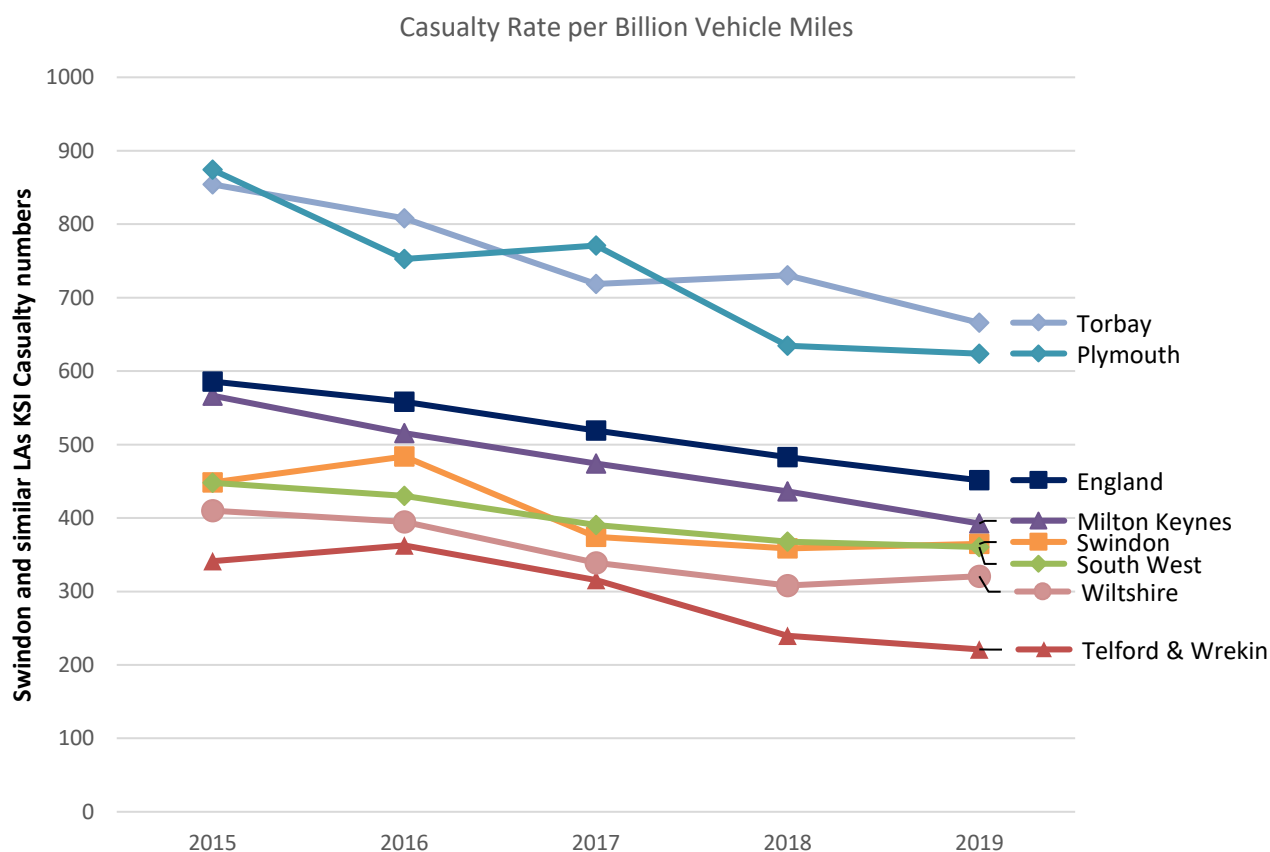
**Table 4 – Casualty rate per billion vehicle miles**

	15/18 avg*	2015	2016	2017	2018	2019	+/- 2019 v. 15-18 avg.	+/- 2019 v. 2018
<b>Swindon</b>	<b>416</b>	<b>448</b>	<b>484</b>	<b>374</b>	<b>359</b>	<b>365</b>	<b>-12.40%</b>	<b>1.69%</b>
Milton Keynes	498	566	515	474	436	392	-21.20%	-10.06%
Plymouth	758	874	752	771	635	624	-17.71%	-1.70%
Telford & Wrekin	315	341	363	316	240	221	-29.77%	-7.77%
Torbay	778	854	808	719	730	666	-14.41%	-8.83%
Wiltshire excl Swindon	363	410	395	339	308	321	-11.67%	4.09%
South West	409	448	430	391	368	360	-11.89%	-1.97%
England	536	586	558	519	483	451	-15.86%	-6.54%

\*Figure rounded to nearest whole number Green text <= 2015/18 average Red text > than 2015/18 average

Source: <https://www.gov.uk/government/statistical-data-sets/ras30-reported-casualties-in-road-accidents>

The casualty rate for Swindon has decreased on the 4-year average as have all of the comparator sites. Swindon's rate is up on 2018 and although the increase is marginal, there are reductions nationally, regionally, and in all the other Local Authorities featured here, with the exception of Wiltshire.

**Figure 4. Casualties per Billion Vehicle Miles**

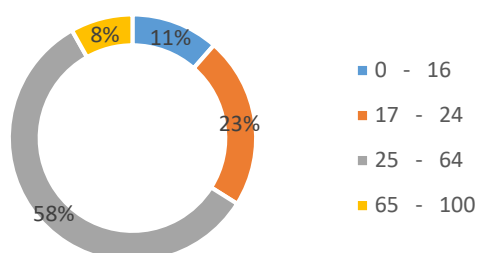


### 3. Analysis by Age and Gender

**Table 5 - Total Casualty trends by Age Group**

Age group	2015	2016	2017	2018	2019	+/- 2019 v. 4yr avg	+/- 2019 v. 2018
0 - 16	52	61	45	54	52	-1.89%	-3.70%
17 - 24	125	123	94	81	102	-3.55%	25.93%
25 - 64	298	335	261	263	263	-9.08%	0.00%
65+	42	42	31	37	37	-2.63%	0.00%
Total	517	561	431	435	454	-6.58%	4.37%

**Figure 5. 2019 Total Casualties by Age Group**

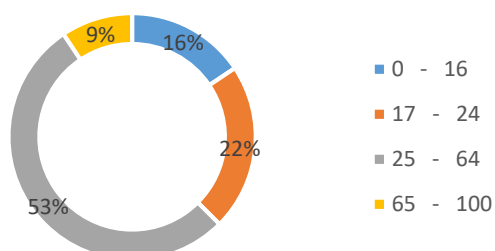


For 2019, as for 2018, the 25-64 age group has the highest proportion of total casualties. With the 17-24 age group having the highest increase on 2018 and with all other comparisons showing a downward or mainly flat trend for 2019.

**Table 6 – KSI Casualty trends by Age Group**

Age group	2015	2016	2017	2018	2019	+/- 2019 v. 4yr avg	+/- 2019 v. 2018
0 - 16	5	6	3	8	10	81.82%	25.00%
17 - 24	13	17	12	9	14	9.80%	55.56%
25 - 64	37	40	34	39	34	-9.33%	-12.82%
65+	10	10	4	6	6	-20.00%	0.00%
Total	65	73	53	62	64	1.19%	3.23%

**Figure 6. 2019 KSI Casualties by Age Group**

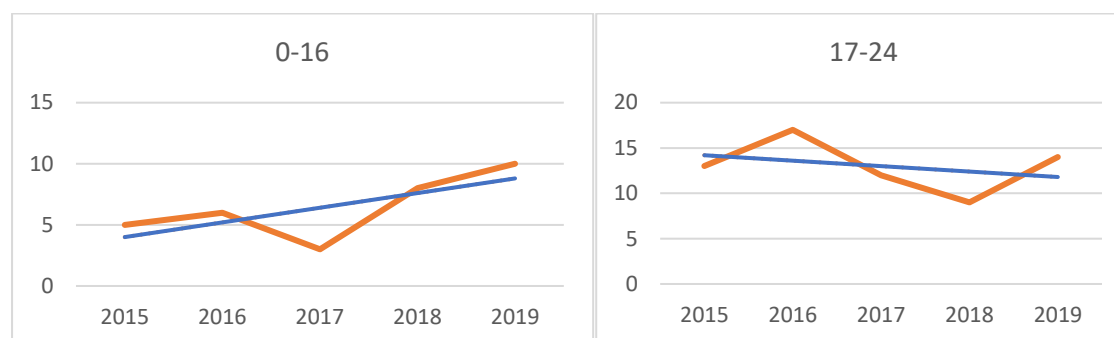


For KSI casualties, the 17-24 age group shows an increase on the 4 year average and a more than 50% increase on 2018 and with 22% this group has the second largest proportion of KSI casualties. The 0-16 age group shows an increase on 2018 and a more than 80% increase on the average of the previous 4 years although with 16%, they represent the second smallest proportion of KSI casualties.

For Total casualties, and despite the upturn in actual numbers for the 17-24 age group in 2019, across all age groups there is a predominantly downward trend and 2019 continues that trend.

For KSI casualties, Figure 7 shows the uptick in actual numbers of casualties for 2019 for both 0-16 and 17-24 year olds. It also shows that despite the increase, again for 17-24 year olds, as for the 25-64 and 65+ age groups, the trend is downward, whereas for 0-16 year olds the trend is upward as it was in 2018.

**Figure 7. Child (0-16 years) KSI (with trend line) and 17-24 (with trend line)**

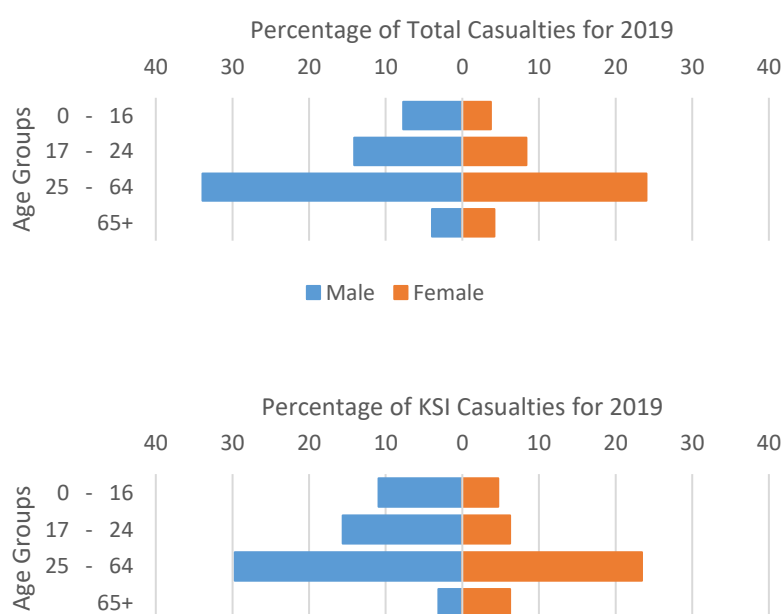


As with the previous year, for 2019 there are many more male casualties in most of the age groups for both Total and KSI casualties. The exception, again being the 65+ age group, where the casualty figures are more for females than for males.

**Table 7 – 2019 Casualties by Age**

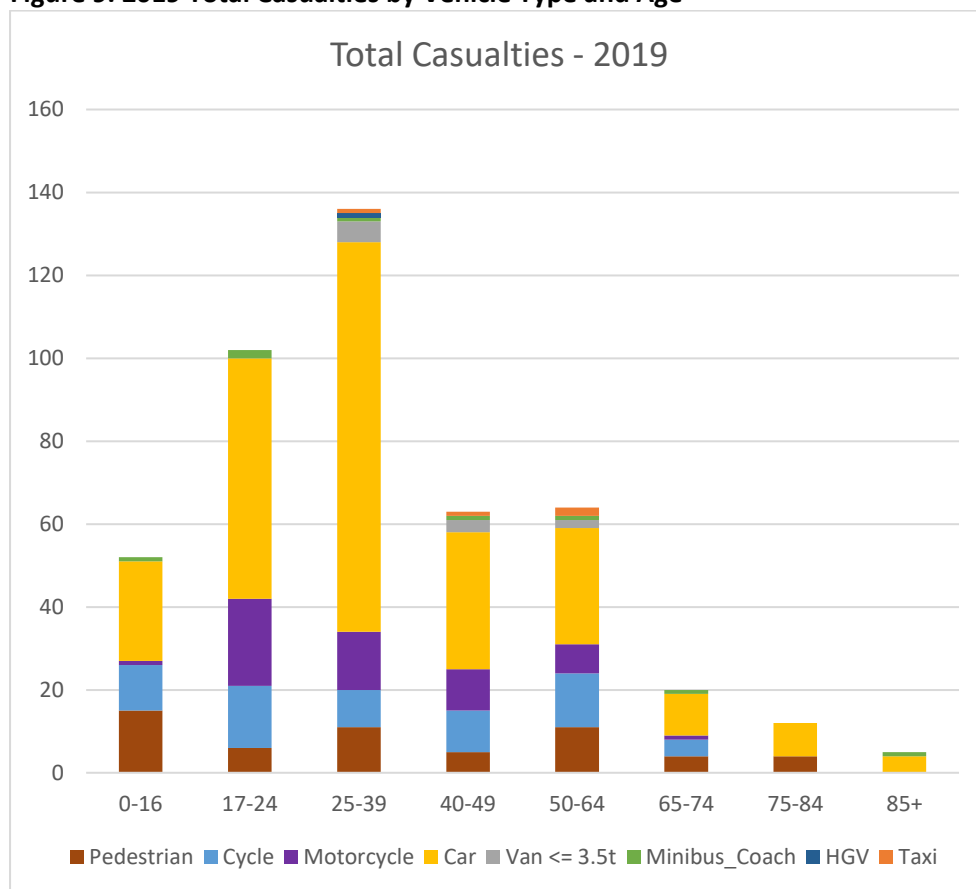
	0 - 16		17 - 24		25 - 64		65+	
	Female	Male	Female	Male	Female	Male	Female	Male
KSI	3	7	4	10	15	19	4	2
Total	17	35	38	64	109	154	19	18

**Figure 8. Age / Gender breakdown for 2019 – percentage of Total and KSI casualties**



By further expanding the breakdown of the 2 older age groups, it can be seen that for 2019, casualties are in fact more prevalent in the younger end of both the 25-64 and 65+ age groups.

**Figure 9. 2019 Total Casualties by Vehicle Type and Age**



Note: In Figure 9, Driver/riders and Passengers casualty numbers have been combined

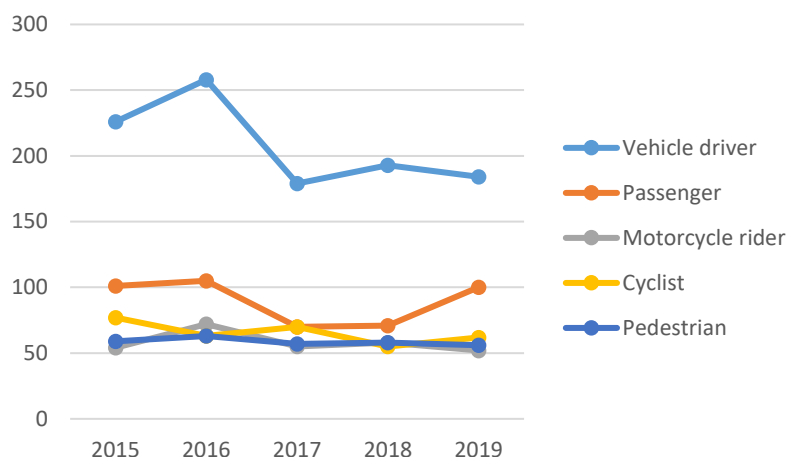
#### 4. Analysis by Mode of Transport / Class of Casualty

Vehicle drivers comprise the greatest proportion of the 454 Total casualties for 2019 (40.5%). However, they are down on 2018 and on the average of the previous 4 years.

**Table 8 - Swindon Casualty trends by Mode**

	2015	2016	2017	2018	2019	+/- 2019 v. 4yr avg	+/- 2019 v. 2018
Vehicle driver	226	258	179	193	184	-14.02%	-4.66%
Passenger	101	105	70	71	100	15.27%	40.85%
Motorcycle rider	54	72	55	58	52	-12.97%	-10.34%
Cyclist	77	63	70	55	62	-6.42%	12.73%
Pedestrian	59	63	57	58	56	-5.49%	-3.45%
Total	517	561	431	435	454	-6.58%	4.37%

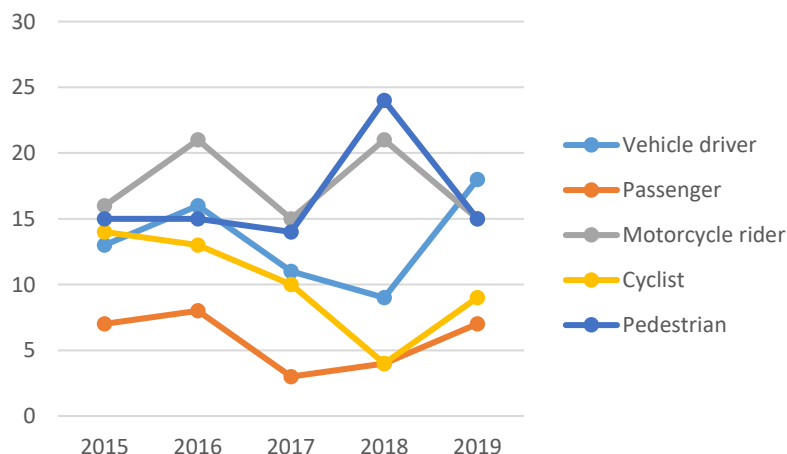
Cyclist casualty figures have also increased on 2018 but are down on the average of the previous 4 years.

**Figure 10. Swindon Casualty Trends by Mode**

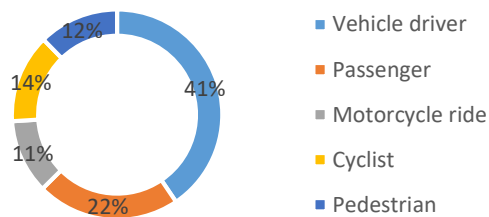
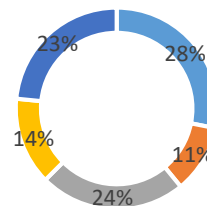
This shows the 2 areas, 'Passenger' and 'Cyclist', where there have been increases for the Total 2019 figure on the 2018 figure.

**Table 9 – KSI Casualty trends by Mode**

	2015	2016	2017	2018	2019	+/- 2019 v. 4yr avg	+/- 2019 v. 2018
Vehicle driver	13	16	11	9	18	46.94%	100.00%
Passenger	7	8	3	4	7	27.27%	75.00%
Motorcycle rider	16	21	15	21	15	-17.81%	-28.57%
Cyclist	14	13	10	4	9	-12.20%	125.00%
Pedestrian	15	15	14	24	15	-11.76%	-37.50%
Total	65	73	53	62	64	1.19%	3.23%

**Figure 11. KSI Casualty Trends by Mode**

For 2019, the marked uptick in the KSI casualties for Vehicle Drivers and Cyclists is mostly accounted for in the increases in the driver / riders in the younger age groups. Of the 7 KSI casualties who were passengers, 4 are in the 0-16 age group.

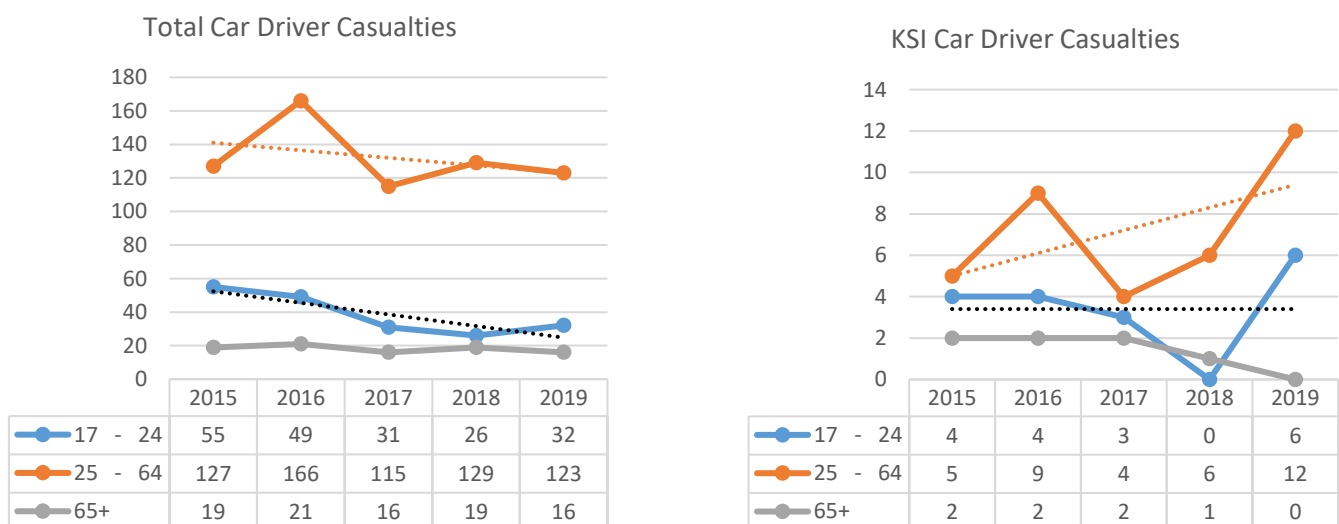
**Figure 12. 2019 Casualties by Mode****2019 KSI Casualties by Mode**

The 42 Driver / Rider KSI casualties are fairly evenly split between vehicles, motorcycles and pedal cycles and make up 65% of all KSI casualties for 2019. Pedestrian KSI casualty numbers are down on previous years but still make up 23% of KSI casualties in 2019.

#### 4.1. Car Drivers

Total casualty data for drivers of private cars shows that for the 17-24 age groups, the numbers for 2019 have increased on 2018 by 23% but have decreased by 20% when compared with the average of the previous 4 years. The 25-64 and 65+ age groups have both shown a decrease for total casualties when compared with 2018 and with the average of the previous 4 years.

There were no KSI casualties for the 65+ age group in 2019 however, the 17-24 and 25-64 age groups show large percentage increases when comparing 2019 with 2018 and with the average of the previous 4 years. The trend in KSI casualties for the 25-64 age group is upwards, whereas although the 17-24 age group shows a marked increase for 2019, as Figure 13 shows, the trend is flat.

**Figure 13. Car Driver Casualties by Age**

Trend line - 17-24 shown as dotted black line, 25-64 shown as dotted orange line

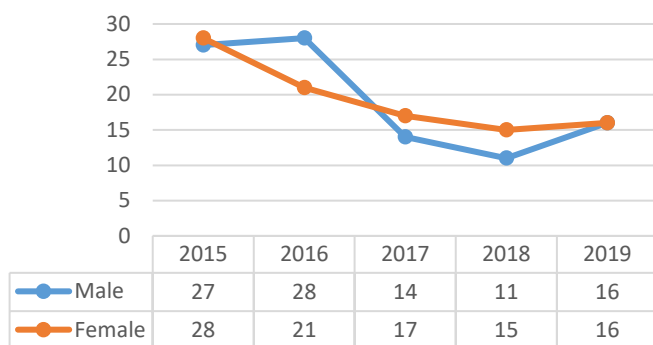
##### 4.1.1. Young Drivers (17 – 24 years)

With 18.7% this age group has the second highest proportion of total car driver casualties and in Figure 13 can be seen to have increased on 2019. However, with a decrease on the average of the previous 4 years, the total figure for 2019 can be seen to be reverting to the average. Figure 13 also shows the trend for total car driver casualties to be downward still for this age group.

As noted above, the trend for KSI casualties for this age group appears to be flat however, the figure for 2019 is still more than double the average of the previous 4 years and is a third of all KSI car driver casualties.

The gender split for car drivers for this age group shows the increase in total casualties on 2018 is largely accounted for by male car drivers.

**Figure 14. Car Driver Casualties for 17-24 by Gender**



**Table 10 – KSI Car Driver Casualties for 17-24 by gender**

	2015	2016	2017	2018	2019
Male	4	4	1	0	3
Female	0	0	2	0	3

With low numbers running in parallel for the past 2 years these KSI figures are too small to usefully represent in a chart. In Table 10 it can be seen that the increase in KSI casualties for car drivers in this age group is equally split between Male and Female and is an increase on the previous year.

#### 4.2. Motorcycle Driver / Riders

For 2019, despite the decrease in numbers overall, motorcycle riders represent almost a quarter of all KSI casualties. Of the 52 Driver / Rider casualties, females, with 6 casualties and 2 KSI casualties, represent 11.5% of the total casualties and just over 13% of the KSI casualties, both up on last year when they were 5% and 10% respectively. In addition, the one fatality in Swindon in 2019 is a female motorcycle rider.

Male casualties correspondingly represent 88.5% of the total and just under 87% of the KSI casualties for this year.

**Table 11 – 2019 Total Casualties by Type of Motorcycle**

		50cc & under	50-125cc	125-500cc	Over 500cc	cc unknown	Total
0-16	Female	0	0	0	0	0	0
	Male	1	0	0	0	0	1
17-24	Female	0	2	0	1	0	3
	Male	0	10	0	3	4	17
25-64	Female	0	2	0	1	0	3
	Male	0	10	6	8	3	27
65+	Female	0	0	0	0	0	0
	Male	0	1	0	0	0	1
Total		1	25	6	13	7	52

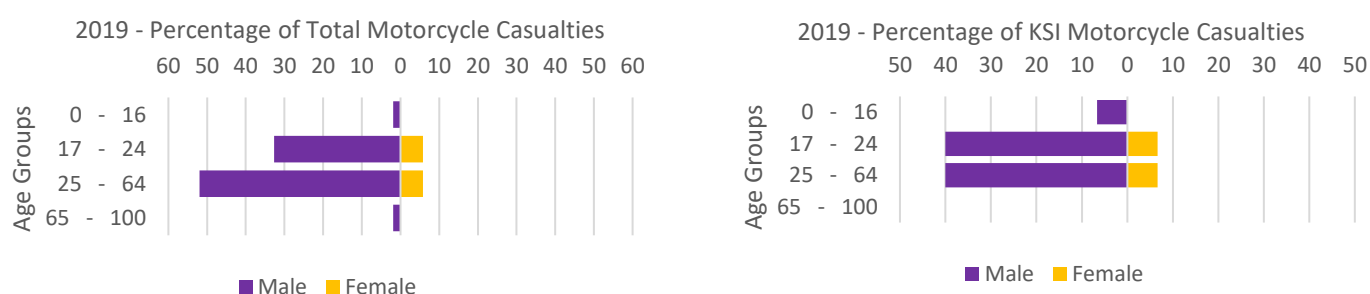
All but 2 of the total casualties occur in the 17-24 and 25-64 age groups.

**Table 12 – 2019 KSI Casualties by Type of Motorcycle**

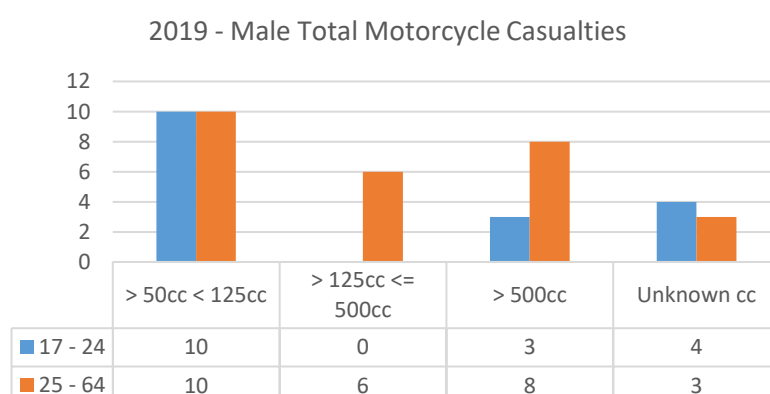
		50cc & under	50-125cc	125-500cc	Over 500cc	cc unknown	Total
0-16	Female	0	0	0	0	0	0
	Male	1	0	0	0	0	1
17-24	Female	0	0	0	1	0	1
	Male	0	5	0	1	0	6
25-64	Female	0	0	0	1	0	1
	Male	0	0	3	3	0	6
65+	Female	0	0	0	0	0	0
	Male	0	0	0	0	0	0
Total		1	5	3	6	0	15

There are no KSI casualties in the 65+ age group. The one fatality in 2019 is in the 25-64 age group, a female rider on a bike in the 'Over 500cc' category.

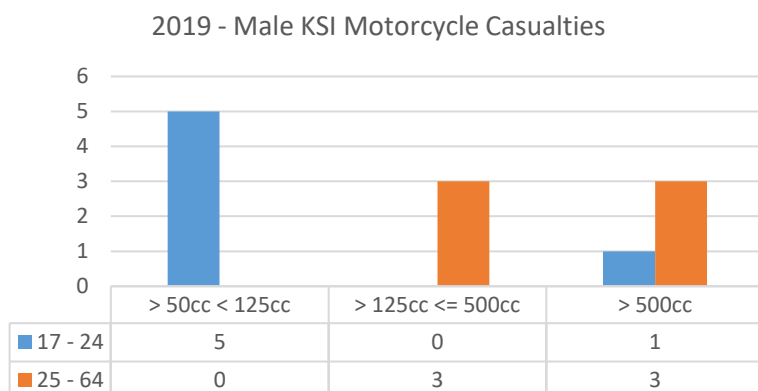
These 2 graphs highlight the predominance of male casualties over female. Also that the 17-24 and 25-64 age groups represent most of the total and KSI motorcycle casualties.

**Figure 15. 2019 Percentage of Motorcycle Casualties by Age and Gender**

The graphs below show the 2 predominant age groups with motorcycle group breakdown for male casualties.

**Figure 16. 2019 Male Casualties by Motorcycle Categories (2 predominant Age Groups only)**

There were no casualties for these age groups in the 50cc & under category. With 20 casualties the 50-125cc motorbike category has the largest number of all male casualties and this is split evenly between the 2 age groups. The Over 500cc motorbike category is the next highest with 11 overall and 8 in the 25-64 age group. The graph also shows that the 25-64 age group has a greater proportion (61%) of the 44 male casualties for these 2 age groups.

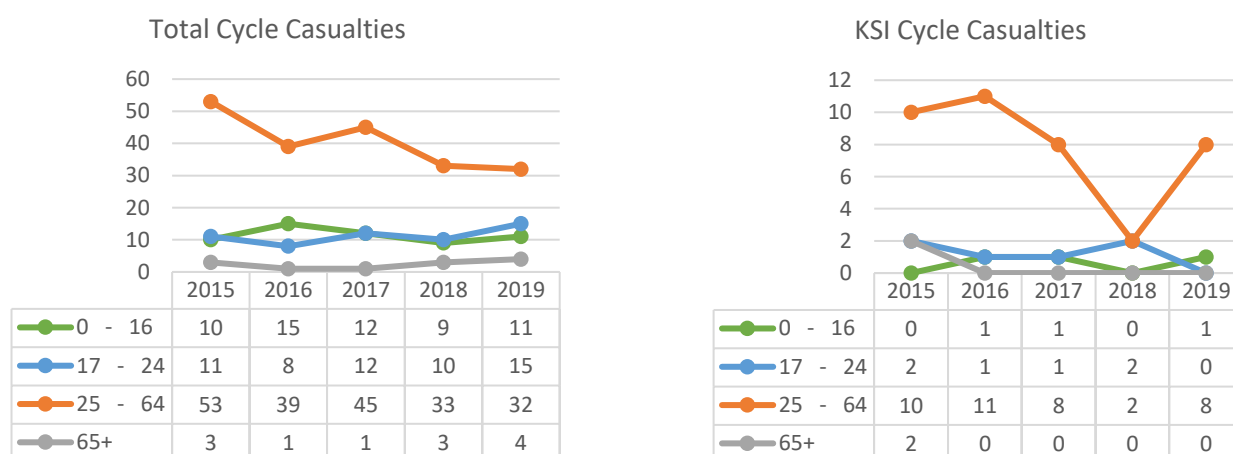
**Figure 17. 2019 Male Casualties by Motorcycle Categories (2 predominant Age Groups only)**

There were no KSI casualties in the cc unknown category. The largest proportion of KSI casualties for a single age group is in the 50-125cc motorbike category with 5 for the 17-24 age group. Across all of the categories of motorcycle, the 2 age groups are split evenly with 6 each and the casualties for the 25-64 age group occurring in the larger bike categories.

### 4.3. Pedal Cycles

As seen in the previous section, total cycle casualties are up on 2018 and down on the average of the previous 4 years.

The KSI casualty figure for cyclists for 2019 has increased by more than half on 2018.

**Figure 18. Cycle Casualties by Age**

It can now be seen that the increase for 2019 in total casualties is most marked in the 17-24 age group with a smaller increase in the 0-16 age group. The KSI casualty increase is most marked in the 25-64 age group with a smaller increase again in the 0-16 age group. There are no KSI casualties in the 17-24 and 65+ age groups.

Male cyclists account for the increases in the total casualties for the 2 younger age groups and the single 0-16 year old KSI casualty is male. Both genders contribute to the increase in the KSI casualty figure in the 25-64 age group.

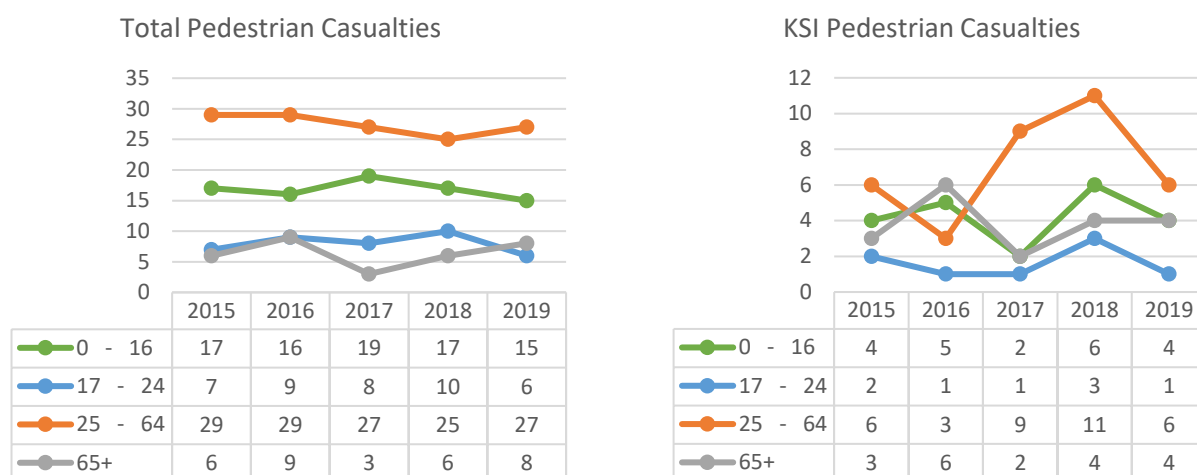
### 4.4. Pedestrians

The graphs below demonstrate that for 2019, there are small increases on the previous year in the pedestrian total casualties for the 25-64 and 65+ age groups. The numbers are down on 2018 for the 2 younger age groups, by almost half for the 17-24 year olds.



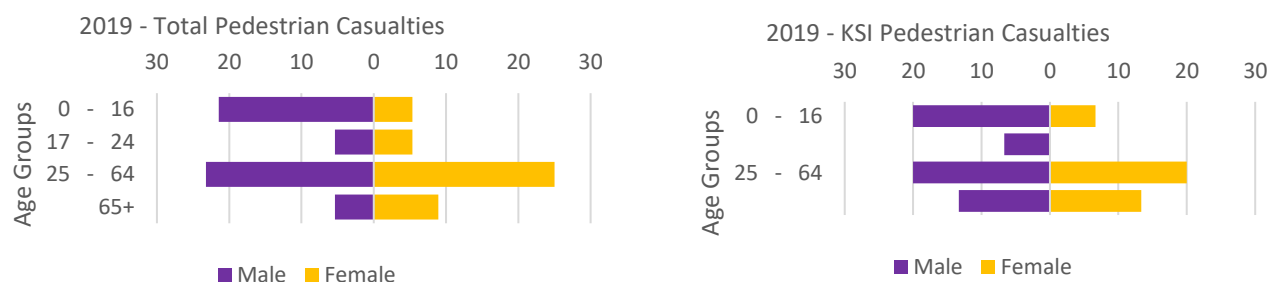
Pedestrian KSI casualty numbers for 2019 are down for almost all of the age groups, by almost half for the 17-24 and 25-64 year olds. The exception is the 65+ age group, where it is the same as it was for 2018.

**Figure 19. Pedestrian Casualties by Age**



In 2019, as for 2018, male pedestrians are more likely than females, to be reported as injured in collisions. The age breakdown does however show, that for 2019, it is the 2 younger age groups where this is the case whereas in the older age groups it is females that have the higher numbers of total casualties.

**Figure 20. Age / Gender breakdown for 2019 - proportion of Total and KSI Pedestrian casualties**



The largest age group, 25-64, has the corresponding highest proportion (48%) of total pedestrian casualties and in 2019, females are just ahead of males. Each gender has an equal proportion of KSI casualties for this age group.

The 0-16 age group follows close behind with nearly 27% of the total pedestrian casualties and almost a quarter of the KSI casualties. Males account for a much greater proportion of total casualties and a higher proportion of the KSI casualties for this age group.

In contrast to 2018 where Swindon was out of step with the Department for Transport (DfT) figures, in 2019 Swindon's 3% decrease in total pedestrian casualties on 2018 mirrors the DfT figure for England. The reduction of 37.5% in Swindon's KSI pedestrian casualties on 2018, is better than the DfT KSI numbers for England, where these also show a 3% decrease.

#### 4.5. Large Vehicles – Van, Bus, HGV

In 2019, casualties resulting from collisions involving these vehicle types, represents nearly 17% of the total casualties. However, as Table 13 shows, the vast majority of those are accounted for by

collisions involving vans at or under 3.5t. With this type of vehicle excluded, the other large vehicles together account for just over 5%.

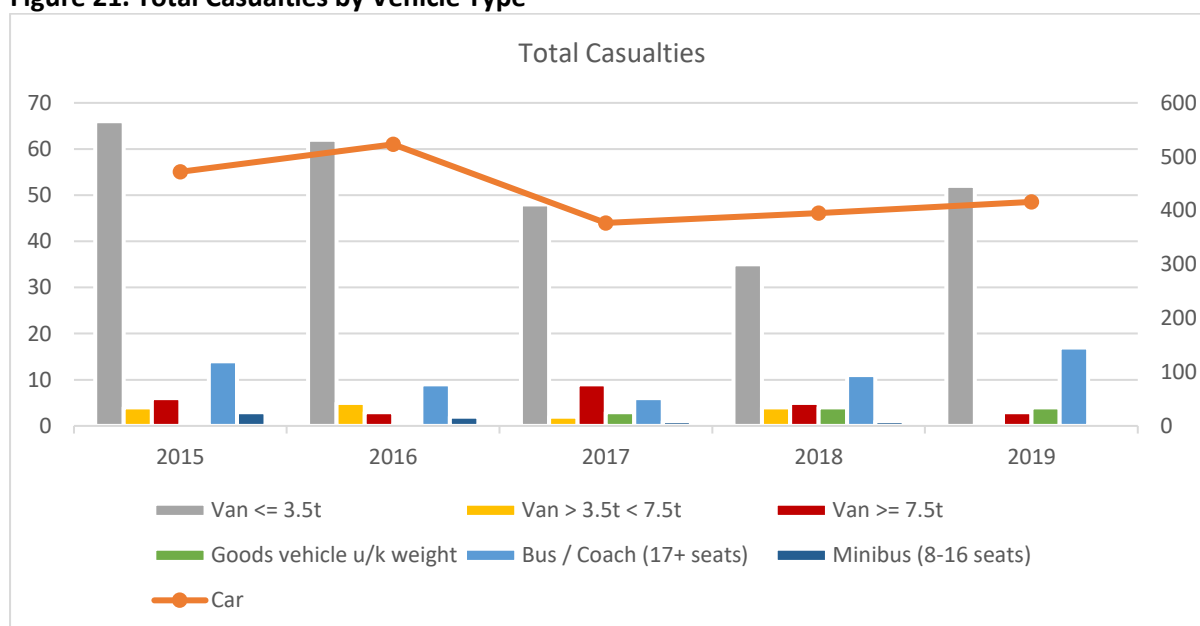
**Table 13 – Casualties by large vehicle type involved**

	2015	2016	2017	2018	2019	+ / - 2019 on 2015-2018 Avg.	+ / - 2019 on 2018
All Casualties	517	561	431	435	454	-6.58%	4.37%
Minibus (8-16 seats)	3	2	1	1	0	-100.00%	-100.00%
Bus / Coach (17+ seats)	14	9	6	11	17	70.00%	54.55%
Van <= 3.5t	66	62	48	35	52	-1.42%	48.57%
Van > 3.5t < 7.5t	4	5	2	4	0	-100.00%	-100.00%
Van >= 7.5t	6	3	9	5	3	-47.83%	-40.00%
Goods vehicle u/k weight	0	0	3	4	4	128.57%	0.00%

**Note 1:** The figures do not reflect whether the larger vehicles are a causal factor, simply that they were involved.

The graph below further illustrates the low numbers for the larger vehicles by including the number of casualties involving cars (orange line using the axis on the right) and the numbers involving the larger vehicles (columns using the axis on the left).

**Figure 21. Total Casualties by Vehicle Type**



**Note:** There are gaps in the columns denoting where there have been no casualties involving the corresponding vehicles, e.g. for 2019 there were no casualties involving minibuses nor vans between 3.5t and 7.5t.

The smaller category of van (<= 3.5t) features every year and with 52 casualties, collisions involving this type of vehicle accounts for just over 11% of all casualties in 2019, the largest proportion of the vehicle types in this group. The numbers are up for 2019 on 2018 but are down on the average of the previous 4 years.

Within the whole group of larger vehicles, there were 2 KSI casualties in 2019, a goods vehicle of unknown weight in collision with a pedestrian, and a passenger on a Bus/Coach.

There were 2 fatalities throughout the 5 year period. Both were pedestrians, in collision with a van under 3.5t in 2016, and with a van between 3.5t and 7.5t in 2017.

## 5. Environmental and other factors

### 5.1. Journey purpose

The purpose of a journey is more often recorded as either 'Other' or 'Unknown'. For 2017 and 2018, just over 70% of their respective Total casualties has journey purpose recorded in this way and the proportion has gone up in 2019 to just over 77%.

**Table 14 – Total Casualties by recorded Journey purpose**

	2017	2018	2019
Journey as part of work	51	47	55
Commuting to / from work	70	69	38
Taking pupil to / from school	3	9	6
Pupil riding to / from school	1	2	4
Other	158	149	157
Unknown	148	159	194
Total	431	435	454

Where journey purpose has been recorded with a specific value, 'Journey as part of work' and 'Pupil riding to / from school' are the only categories that have gone up in comparison with 2018. There is no increase in the numbers of KSI casualties for any categories recorded with a specific value, and no KSI casualties at all in the 'Pupil riding to / from school' category.

Where specific sites are reviewed and investigated, location / time / day / month information can be used as a proxy to deduce journey purpose and thus conclude whether it is a factor.

**Note:** Journey purpose is not featured in the latest Department for Transport (DfT) report dated 30 September 2020 ('Reported road casualties in Great Britain: 2019 annual report').

### 5.2. Impairment / distraction

In 2019 the number of collisions where the following factors have been attributed is very low. This could mean that these are not as common as is anecdotally supposed or, because attribution of these factors is not possible, or very difficult, at the point at which the data is collected and recorded.

For example, Table 15 shows the numbers of KSI casualties over the past 5 years where not wearing a seatbelt could be attributed as a factor in the severity of the injury. The numbers of KSI casualties where 'Seatbelt – not worn' is very low and for 2019, excluding the 'not applicable' category, accounts for just under 5% of the remaining KSI casualties.

**Table 15 – KSI Casualties by whether Seatbelt worn**

	2015	2016	2017	2018	2019
Seatbelt - worn and independently confirmed	0	3	6	3	1
Seatbelt - worn but not independently confirmed	2	6	5	4	12
Seatbelt - not worn	3	2	0	1	1
Seatbelt - unknown	13	12	0	5	7
Seatbelt - not applicable	47	50	42	49	43

This is echoed in the numbers for total casualties where 'Seatbelt – not worn' accounts for under 2% of the applicable casualties.

This trend of low numbers is also echoed in the table below and thus it is reasonable to suppose that these factors are under-recorded.

**Table 16 – Collisions by contributory factors**

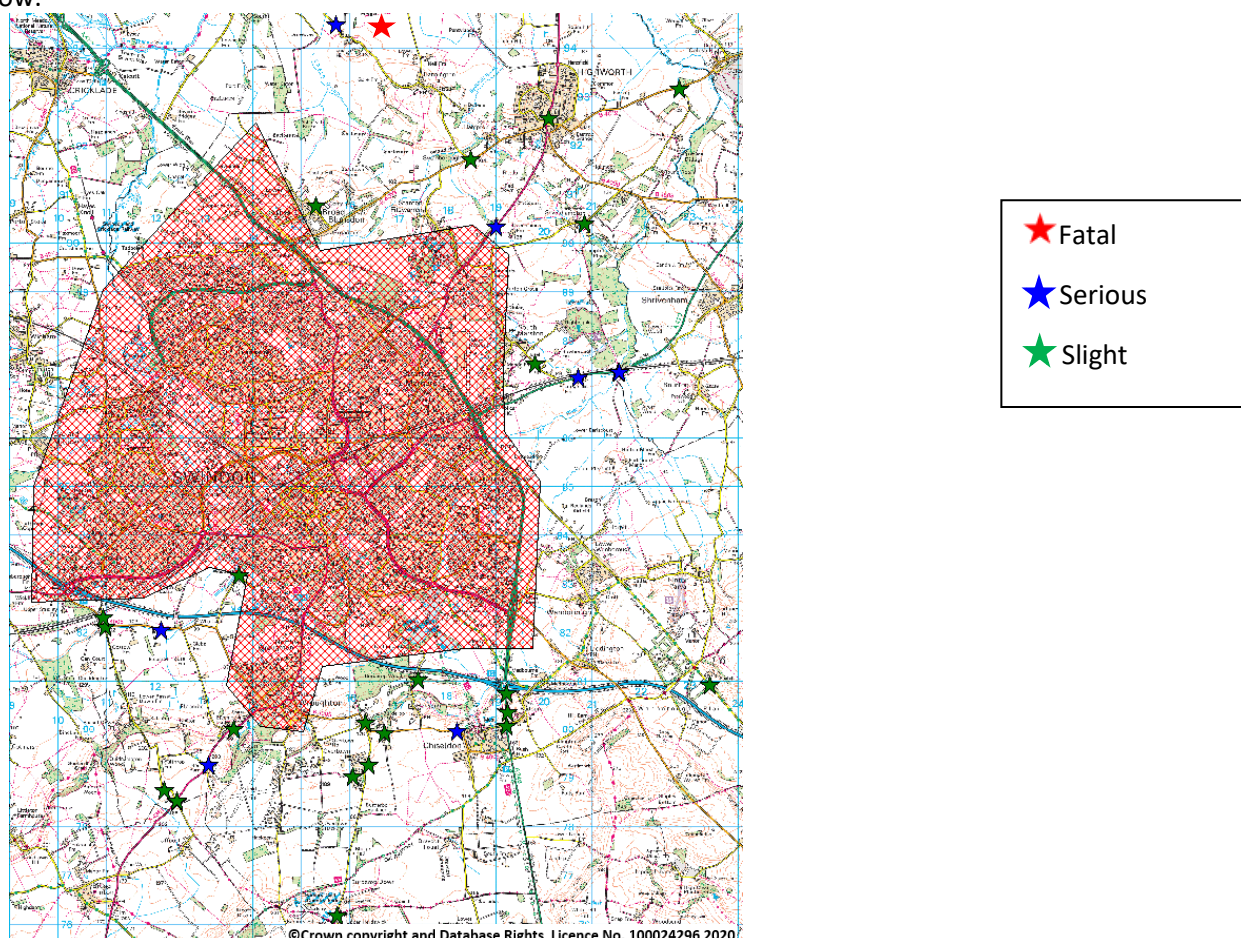
	2015	2016	2017	2018	2019
501 Impaired by alcohol - very likely	14	26	24	28	9
502 Impaired by drugs (illicit or medicinal) - very likely	1	4	-	2	4
508 Driver using mobile phone - very likely	-	1	-	1	-
509 Distraction in vehicle - very likely	8	7	5	5	4
806 Impaired by alcohol - pedestrian - very likely	7	6	3	3	3
807 Impaired by drugs (illicit or medicinal) – pedestrian - very likely	-	-	-	1	-

These low numbers are in line with the national figures where, for example in 2019, 420 collisions are recorded with 'Driver using mobile phone' i.e. less than 1%.

**Note:** Contributory Factors are part of the review of the Stats19 data collection.

### 5.3. Rural locations

Collisions and casualties in 2019 counted as rural, are those that fall outside the area shown in red below.



**Table 17 – Rural Collisions**

Collisions	2015	2016	2017	2018	2019	+ / - 2019 on 2015-2018 Avg.	+ / - 2019 on 2018
KSI	7	11	7	8	8	-3.03%	0.00%
Total	47	44	37	41	31	-26.63%	-24.39%

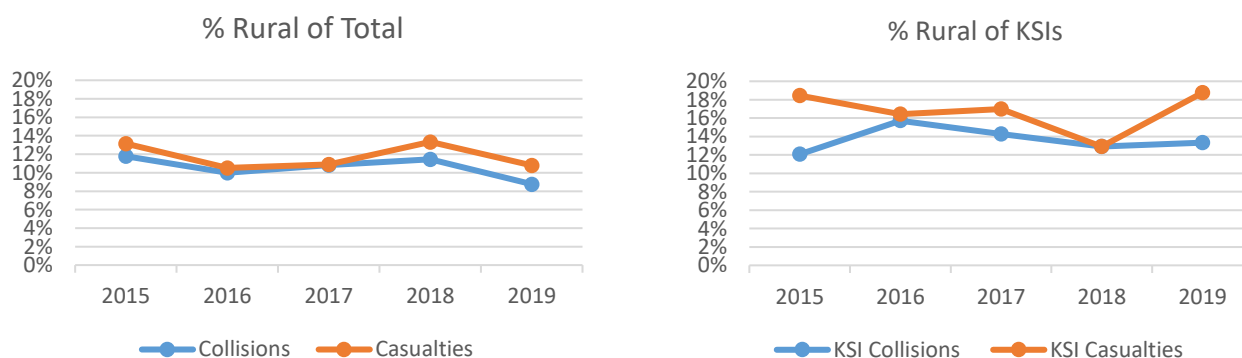
The numbers of total rural collisions in 2019 are down by around a quarter when compared with 2018 and the average of the previous 4 years. KSI rural collisions have remained the same as 2018 and are down on the average of the previous 4 years.

**Table 18 – Rural Casualties**

Casualties	2015	2016	2017	2018	2019	+ / - 2019 on 2015-2018 Avg.	+ / - 2019 on 2018
KSI	12	12	9	8	12	17.07%	50.00%
Total	68	59	47	58	49	-15.52%	-15.52%

Total rural casualties are also down on 2018 and on the average of the previous 4 years. KSI casualties are up on both comparators and the single fatality for Swindon in 2019 occurred in a rural location.

For rural incidents as a percentage of all Swindon collisions and casualties, 2019 is down on the previous year for Total collisions and casualties, whilst KSI collisions are slightly up and KSI casualties are up from just under 13% in 2018 to just under 19% in 2019. With 12 rural KSI casualties they represent almost one-fifth of all Swindon KSI casualties for 2019.

**Figure 22. Rural as a Percentage of Total and KSI**

#### 5.4. Bends

There is not a simple identifier recorded for these type of incidents and so they are counted where 'bend' is present in the description of the incident.

**Table 19 – Collisions where 'bend' present**

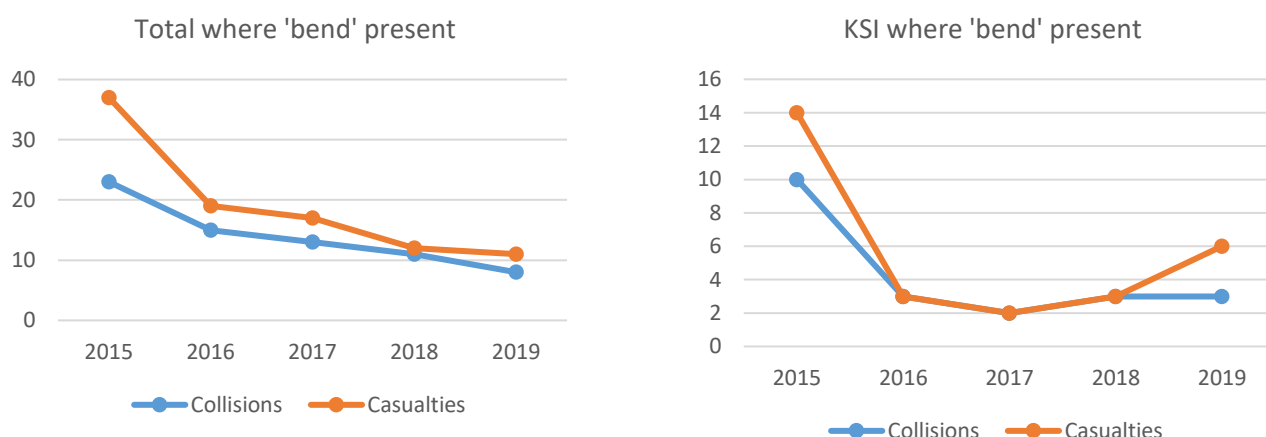
Collisions	2015	2016	2017	2018	2019	+ / - 2019 on 2015-2018 Avg.	+ / - 2019 on 2018
KSI	10	3	2	3	3	-33.33%	0.00%
Total	23	15	13	11	8	-48.39%	-27.27%

**Table 20 – Casualties where ‘bend’ present**

Casualties	2015	2016	2017	2018	2019	+ / - 2019 on 2015-2018 Avg.	+ / - 2019 on 2018
KSI	14	3	2	3	6	9.09%	100.00%
Total	37	19	17	12	11	-48.24%	-8.33%

KSI casualties for 2019 are double that of 2018 and the previous 2 years therefore, when specific sites are reviewed and investigated, particular attention will be paid to whether ‘bend’ could be a significant factor. There have however, been no fatalities over the same period.

There is a decreasing trend in the total numbers of collisions and casualties for this type of incident in Swindon.

**Figure 23. Collisions and casualties where ‘bend’ present**

## 5.5. Roadside Objects

For 2019, numbers are down across the board in comparison with 2018 and with the average of the previous 4 years and there were no fatalities involving roadside objects.

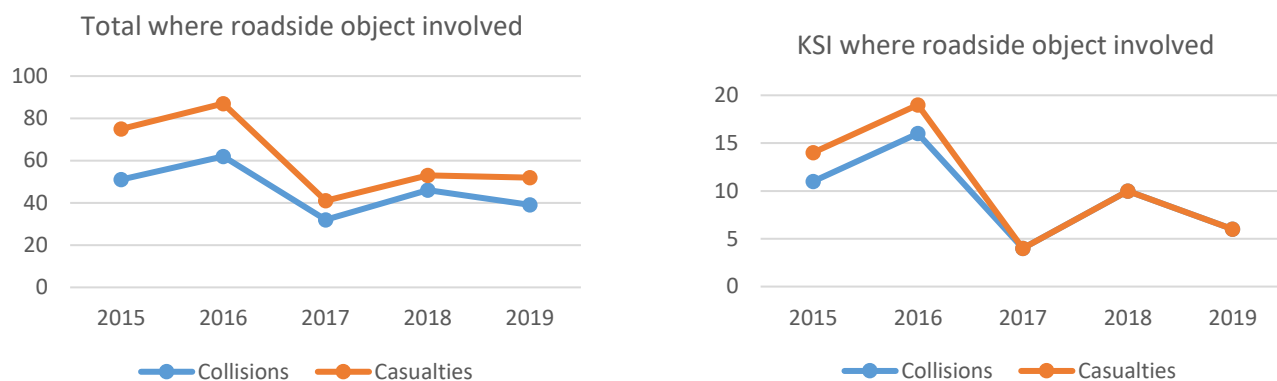
**Table 21 – Collisions involving a roadside object**

Collisions	2015	2016	2017	2018	2019	+ / - 2019 on 2015-2018 Avg.	+ / - 2019 on 2018
KSI	11	16	4	10	6	-41.46%	-40.00%
Total	51	62	32	46	39	-18.32%	-15.22%

**Table 22 – Casualties involving a roadside object**

Casualties	2015	2016	2017	2018	2019	+ / - 2019 on 2015-2018 Avg.	+ / - 2019 on 2018
KSI	14	19	4	10	6	-48.94%	-40.00%
Total	75	87	41	53	52	-18.75%	-1.89%



**Figure 24. Collisions and casualties involving a roadside object**

For the 3 most recent years, where the numbers for KSI collisions are the same as for KSI casualties, the KSI graph plots both lines, but only one is visible.

### 5.6. Red light running

These are recorded as '301 – Disobeyed automatic traffic signal' where it is the conclusion of the officer attending the scene that running a red light was a likely cause of the incident.

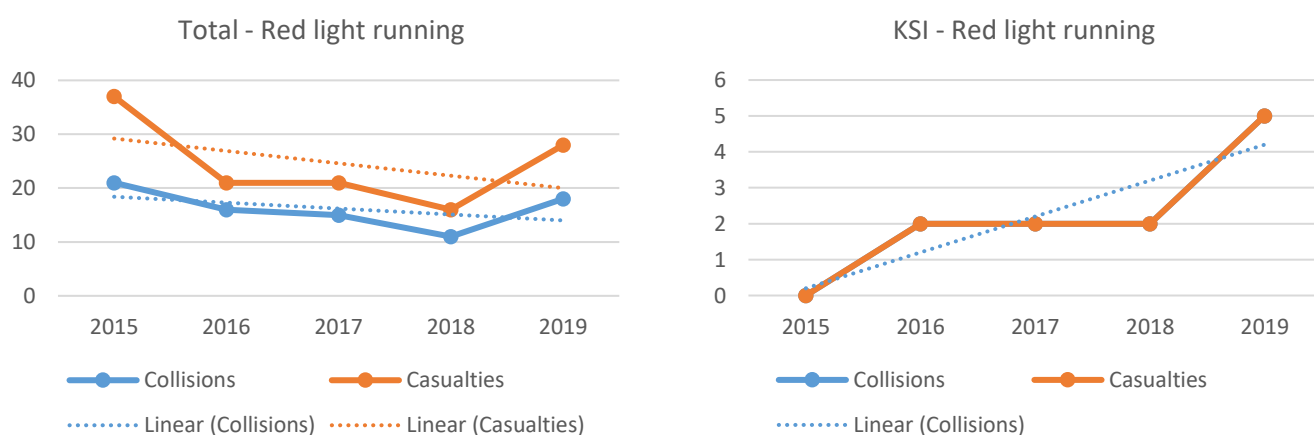
For 2019, numbers are markedly up across the board in comparison with 2018 and with the average of the previous 4 years. There were no fatalities for this type of incident.

**Table 23 – Collisions – red light running**

Collisions	2015	2016	2017	2018	2019	+ / - 2019 on 2015-2018 Avg.	+ / - 2019 on 2018
KSI	0	2	2	2	5	233.33%	150.00%
Total	21	16	15	11	18	14.29%	63.64%

**Table 24 – Casualties – red light running**

Casualties	2015	2016	2017	2018	2019	+ / - 2019 on 2015-2018 Avg.	+ / - 2019 on 2018
KSI	0	2	2	2	5	233.33%	150.00%
Total	37	21	21	16	28	17.89%	75.00%

**Figure 25. Collisions and casualties attributed to 'Disobeyed automatic traffic signal'**

Note: For the 5 years shown, where the numbers for KSI collisions are the same as for KSI casualties, the KSI graph plots both lines, but only one is visible.

Despite the uptick, 2019 does still continue the decreasing trend in Swindon for total collisions and casualties involving red light running. However, KSI collisions and casualties do show an upturn.

### 5.7. Other Contributory Factors

The form used by the police to report collision data includes a list of 78 contributory factors. Up to 6 factors can be recorded for each collision. Not every collision will have contributory factors recorded and many will have more than one. As in 2018, the top 4 for Swindon mirror the top 4 for Great Britain for 2019:

		Percentage of collisions	
Category	Contributory Factor	Swindon	Great Britain
Driver / rider error or reaction	405 Failed to look properly	31	37
	406 Failed to judge other persons path or speed	18	20
	403 Poor turn or manoeuvre	7	12
Behaviour or inexperience	602 Careless / reckless / in a hurry	11	16

The contributory factor in 5<sup>th</sup> place for Swindon for 2019 is a category for pedestrians only, and Swindon in 2019 also reflects the top contributory factor for pedestrian collisions for Great Britain:

		Percentage of collisions	
Category	Contributory Factor	Swindon	Great Britain
Pedestrian only	802 Failed to look properly	5	8

Where specific sites are reviewed and investigated, the contributory factors can be used to help to identify localised issues.

### 5.8. Areas of deprivation

In March 2018, Public Health England published a report ('Reducing unintentional injuries on the roads among children and young people under 25 years'). The report stated that children and young people who live in more deprived areas are at greater risk than those from the most affluent. It further went on to state that *"Among pedestrians in the 5 to 9 years age group, the rate of fatal and serious injuries to children living in the 20% most deprived areas is six times higher than to children in the 20% least deprived"*.

The map below, shows the index of Multiple Deprivation areas in Swindon and each coloured dot represents a child (0-16 years old) Killed or Seriously Injured in the five year period and is plotted to their home postcode area. The map, together with Table 25 shows that across a range of comparators, there are more child KSI casualties in areas of more deprivation (coloured beige / brown on the map) than in areas of less deprivation (coloured grey / purple on the map). The map also shows that for the 5-9 year old age group over the five year period, there were 4 KSI pedestrian casualties living in the most deprived areas (coloured darkest brown on the map) and none in the least deprived areas (coloured deepest purple on the map).



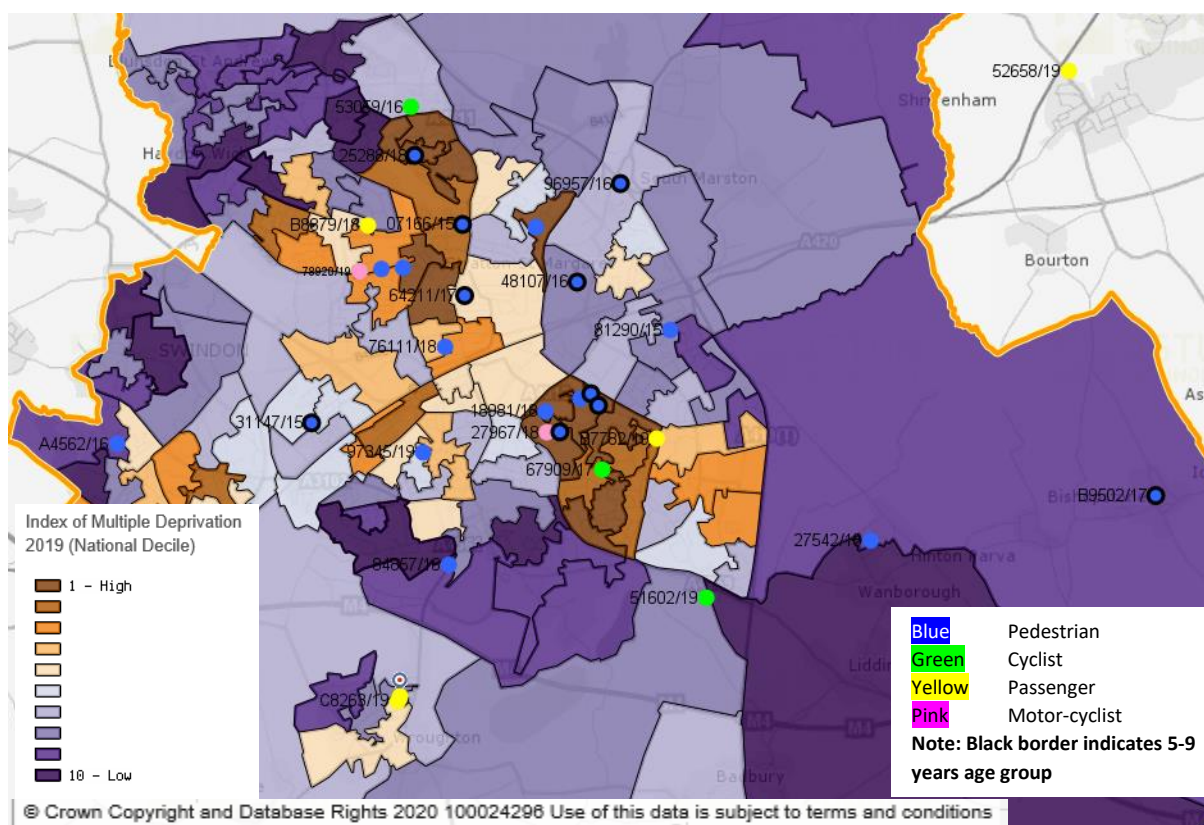


Table 25 – Child (0-16) KSI Casualties (where children live)

	5 year period (2015-2019)		2019	
	Areas of more deprivation	Areas of less deprivation	Areas of more deprivation	Areas of less deprivation
Casualties				
Pedestrian	12	9	3	1
Cyclist	2	1	1	0
Passenger	4	2	3	1
Motorcycle rider	2	0	1	0
Total Casualties	20	12	8	2
Total Collisions	18	13	7	2

The total casualty figures for 2019 in Table 25 show that in Swindon, children who are Killed or Seriously Injured in collisions, are 4 times more likely to be living in areas of more deprivation than in areas of less deprivation.

## 6. Collision and Casualty Analysis Summary for 2019

- The total number of collisions on Swindon's network are continuing on a downward trend.
- Swindon's total casualties are up on 2018 but are down on the previous 4-year average.
- Killed or Seriously Injured casualty numbers were up on 2018, by just over 3%. This increase goes against the national and regional trends which both show a slight reduction on 2018.
- Drivers of private cars in the 25-64 age group represent the highest number of total and KSI casualties of all the age groups. Twice as many car casualties are aged 25-39 than aged 40-64.
- 17-24 year olds have the second highest proportion of total casualties and saw a nearly 26% increase on 2018.
- There was no increase in total casualties for the child (0-16) or 65+ age groups against either the 4-year average or 2018 figures.
- Across all age groups, males represent 60% of all casualties and just under 60% of KSI casualties and they outnumber females in both total and KSI casualties for all but the 65+ age group.
- In 2019 passengers and cyclists represented the greatest increases in total casualties by road user group.
- KSI casualty figures show increases in the same classes but additionally Vehicle Drivers where KSI casualties doubled on 2018 and increased by nearly 50% on the average of the previous 4 years.
- Pedestrians and motorcycle riders comprise almost one quarter each of the total KSI casualties.
- Cyclist total casualties are down on the 4-year average but up on 2018 and this increase can be seen across nearly all of the age groups and is most notable in the 17-24 age group.
- KSI cyclist casualties has increased most in the 25-64 age group. Further investigation shows this to be accounted for mostly by the older end of this age group (50-64 year olds).
- Swindon's 3% decrease in total pedestrian casualties mirrors the DfT figure for England.
- Smaller vans (under or equal to 3.5t) account for 68% of casualties involving larger vehicles.
- For incidents of red light running, numbers are markedly up with total casualties up by 75% on 2018 and KSI collisions and casualties are more than double those of the previous year.
- In 2019, Swindon has 4 times more 0-16 year olds, who are Killed or Seriously Injured in collisions, living in areas of more deprivation than those who live in areas of less deprivation.

Based on the data analysed over the past 5 years and taking into account the trends in both Total and KSI collisions and casualties, the areas judged appropriate for further review and investigation for 2019 are:

- Drivers of private cars, particularly in the 17-39 age group;
- Motorcycle riders, particularly in the 17-39 age group;
- Areas of particular vulnerability for cyclists and pedestrians;
- Signal controlled junctions.

*Swindon Borough Council*  
*Road Safety Strategy*

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## Foreword by Cabinet Member(s)

### Executive Summary

We recognise that collisions on our roads can have a devastating impact on the lives of individuals, friends, families and communities. The Road Safety Strategy is a crucial tool in making our roads safer for everyone.

With this strategy we are building foundations for the future. This revised and refreshed Road Safety Strategy for Swindon sets a direction of travel towards adoption of the Safe Systems Approach with our partners in future years. It sets out an interim approach while this cross-agency collaboration is developed further. We will continue to involve and consult with residents of Swindon and stakeholder groups as we develop our plans to make our roads safer and to ultimately, eradicate deaths and serious injuries from our roads altogether.

#### The Vision:

- To reduce the number of people killed or seriously injured on our roads

#### The Strategy – the next two years (2021 – 2023)

- Work with our partners to develop and agree a Wiltshire & Swindon wide strategic plan
- Improve collaboration between partners and stakeholders
- Develop a risk based approach to improve the safety performance of our network
- Embed the Safe Systems approach
- Review Swindon's speed limits with the safety of our vulnerable road users at the forefront of our considerations.
- Deliver improvements in the walking and cycling network of Swindon

We will work towards achieving the following objectives/outcomes;

- Reducing the number of vulnerable people being injured on our roads
- Reducing inequalities in the likelihood of road collisions
- Accommodating growth without an increase in road collisions
- Making road space safer for all users, thereby encouraging non-car trips and improving air quality

## *Introduction*

Swindon's "Strategic Plan for Accident Reduction – 2010 and beyond" was approved by the Council in December 2009 and since that time the Council and its partners have undertaken a number of positive projects to address road safety in Swindon.

The Council is now carrying out a review of its plan. We are not proposing a completely different policy in terms of how we improve the safety of our roads. Measures such as highway engineering, driver education and police enforcement are still very much essential tools to deliver a safe network.

However, we recognise now more than ever that we have to take a multi-agency approach, to co-ordinate and join our resources and intelligence to the best effect and to shift our focus to preventing serious injuries as a result of collisions. To help achieve this we aim to adopt a "Safe System" approach in Swindon. This will ensure that we set up our resources and efforts to target all elements that affect road safety through all who play a role. We cannot prevent all collisions from occurring, human error is inevitable, but we can ensure that we design our roads to reduce the risk and dangers they pose, so that when collisions do take place, they do not result in serious harm.

This review of the plan first introduced in 2010 is therefore designed as an interim position as we seek to fully understand the Safe Systems approach as it would apply to road safety in Swindon and while we work with our partners to bring forward a longer term strategy and action plan using that approach.

Our priority remains to reduce the number of people killed or seriously injured on our roads in Swindon. No amount of casualties is acceptable. We have a moral and statutory duty to make our communities safer and to preserve human life. Our long-term vision must therefore be to eradicate deaths and serious injuries from our roads altogether.

## *Where are we now?*

The Council Plan 2016-2020, sets out the vision for Swindon and the priorities we are trying to achieve for our residents and the borough of Swindon. To achieve our ambitious "Vision for Swindon 2030", we have committed to four priorities and 26 pledges. These set out how we intend to provide services to residents and set key milestones to achieving our aims. The plan describes our work towards achieving the vision. Priority three is to "Ensure clean and safe streets and improve our public spaces and local culture" and one measure of performance for this priority is to achieve a reduction in casualties on our roads.

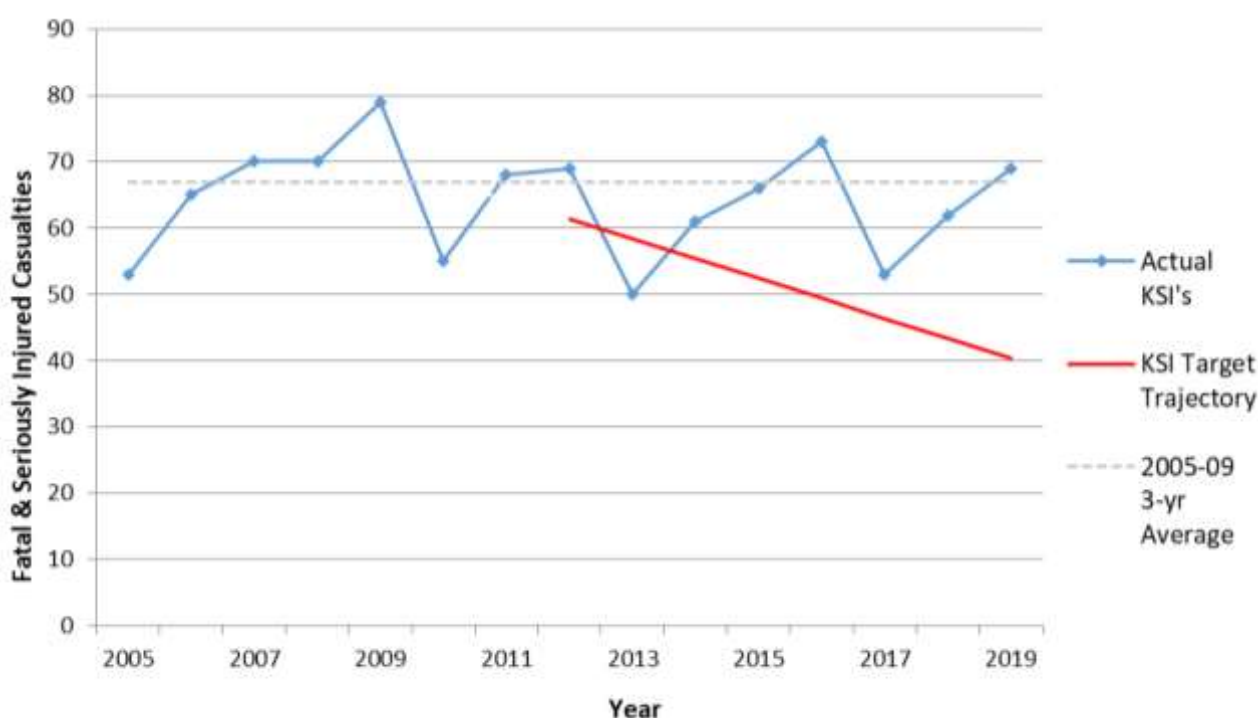
The Local Transport Plan (LTP) is the principal means of delivering the Council's transport programme. It is the statutory document that contains the transport policies and programmes of the local transport authority. It is listed in Article 4 of the Council Constitution as a key document in forming the policy framework for the Council.

The Local Transport Plan is the transport delivery plan for the wider strategic objectives of the Council. It supports and is consistent with the Vision for Swindon and the Council's planning policies; in particular the Local Plan and Central Area Action Plan. The Local Transport Plan has a key role in implementing the Corporate Plan's priorities and objectives, particularly in relation to the Vision for Swindon priorities. It identifies improved road safety as one of the key transport outcomes to be achieved by the plan.

In 2010 our vision for road safety in Swindon was agreed "to reduce year-on-year the number of casualties on our roads and ensure our roads stay amongst the safest in the South West". In 2012 this was endorsed by the adoption of a road casualty reduction target to reduce the number of killed and seriously injured casualties by 40% from a 2005-09 3-year average baseline by 2020.

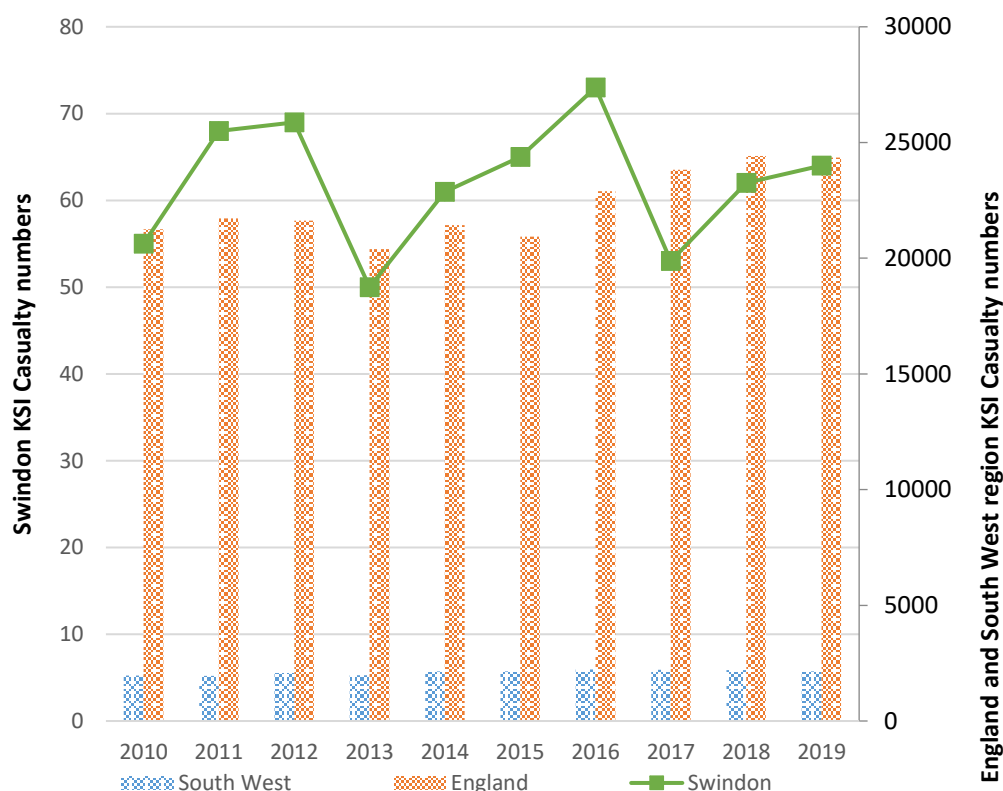
The following graph in Figure 1 illustrates that unfortunately we have not been able to achieve this target; the average number of killed and seriously injured (KSI) casualties throughout this period has largely remained the same.

*Figure 1: 2020 Casualty reduction target trajectory & performance*



However comparisons between road casualty numbers in Swindon since 2010 and those both nationally and across the south west as shown in Figure 2 confirm that the stagnation in numbers we've seen is consistent with those across the region and the country as a whole.

*Figure 2: 10 year casualty trends*



Nationally traffic volumes over this period have increased significantly, road traffic levels between 2015 and 2019 have increased by 8.18%. Despite this the casualty rate per billion vehicle kilometres has fallen, nationally, regionally and locally as shown in Table 1.

Table 1: Casualties per billion vehicle kilometres

	2015	2016	2017	2018	2019	+/- 2019 v. 2015
England	586	558	519	483	451	-23.04%
South-West	448	430	391	368	360	-19.73%
Swindon	448	484	374	359	365	-18.53%

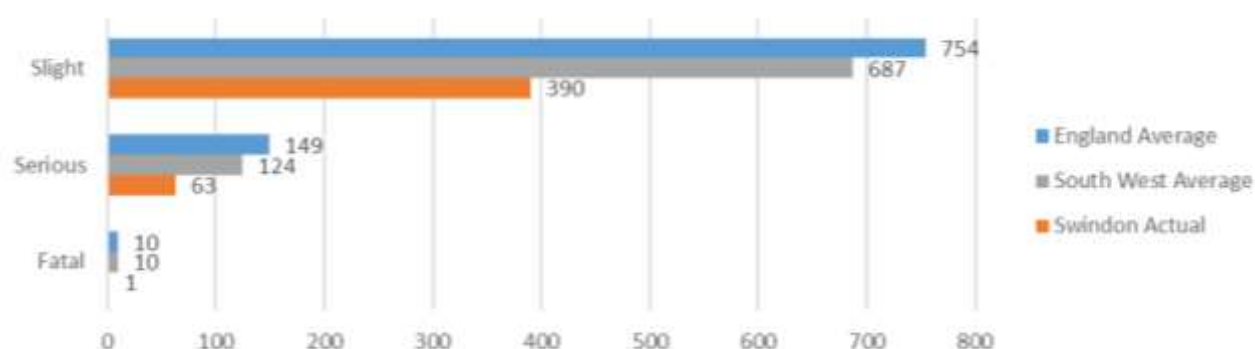
Road traffic collisions have fallen steadily due to safer infrastructure, improved vehicle design, targeted enforcement, changing social attitudes and improved emergency care.

More recently there has been a notable increase in reported serious collisions, but this can be explained in part by changes to the reporting systems used by the Police in some areas which have seen more accurate recording of the injury severity; therefore, care needs to be taken when comparing historical collision data from 2015 and earlier.

Comparison of the most recent data from 2019, illustrates that casualty figures for Swindon remain below the south-west average across all severities.



Figure 3: 2019 National, regional and local casualty figures



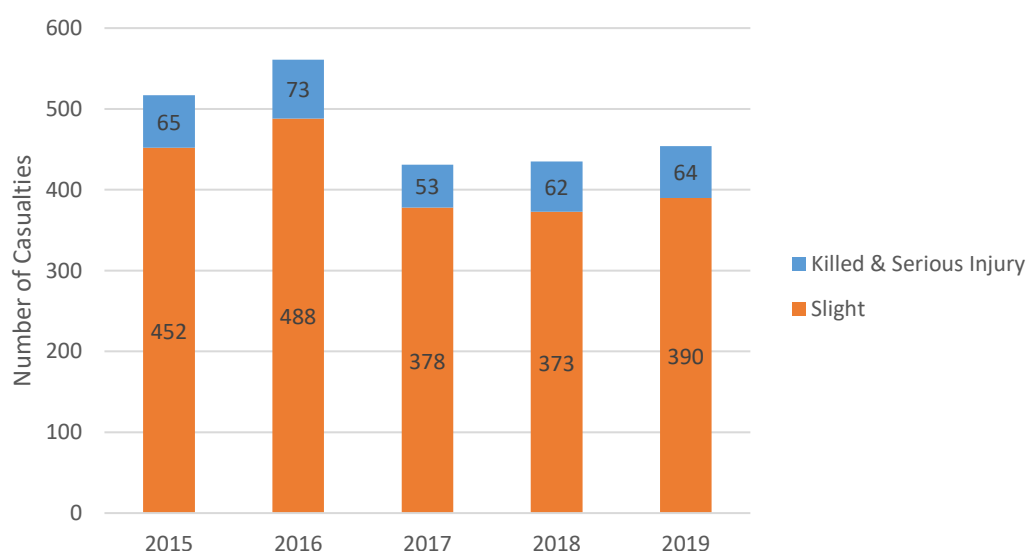
### Understanding our data

A detailed review of collision data for Swindon has been undertaken and our local casualty trends identified. A full detailed breakdown of the historical collision data for Swindon is contained in Appendix A. All analysis has been carried out based on five complete years (2015 - 2019) of data to smooth out any data variances and the key findings are summarised below.

This review has considered collision data on all roads in Swindon Borough that as the local highway authority we are responsible for and can make changes on. Data from the M4 & A419 which are the responsibility of Highways England is excluded.

Figure 4 illustrates there has been a fall both in the total number of casualties over the 5 year period, and within the individual severity categories.

Figure 4: Casualties by Severity, 2015 - 2019



Vehicle drivers and / or passengers continue to account for the largest percentage of all injuries. Although the number of vulnerable road user KSI casualties - pedestrians and motorcyclists - have significantly increased in recent years.

### *Statutory Requirements*

The Road Traffic Act 1988, Section 39 imposes a statutory duty on every Highway Authority in England to promote and improve road safety by disseminating information or advice relating to the use of roads. The Act states that each local authority:

- Must carry out studies into accidents arising out of the use of vehicles on roads, or parts of roads, within their area
- Must in light of such studies, take measures as appear to be appropriate to prevent such accidents and
- In constructing new roads must take such measures as appear to be appropriate to reduce the possibilities of such accidents when the roads come into use.

Understanding where and when road traffic collisions occur across our roads and identifying patterns and trends within this data helps us isolate prevalent issues on the highway network. Analysing and investigating this data enables us to understand why the collisions occur and enables us to identify locations more effectively where risk of harm may be higher so that problems can be addressed. Further analysis of the characteristics of the road users involved in the collisions can also support the development of our education and publicity programmes that complement physical changes to the highway network; thus, ensuring that we are delivering our statutory responsibilities and targeting our resources effectively.

There are many factors that contribute to road traffic collisions, and it is becoming increasingly difficult to establish trends or patterns than can be mitigated through a single approach. Having identified this some years ago Swindon was at the forefront of developing and integrating education, engineering and enforcement in equal measure in its approach to road safety interventions. This approach has allowed issues identified by the data to be addressed on a number of different fronts.

Historically, the Police are responsible for collecting and recording Road Traffic Collision data that have resulted in personal injury, through a process known as “STATS19”. This process excludes “damage only” collisions as they are often self-reported and cannot be validated. Once the data is collated it is processed before being submitted to the Department for Transport. The resulting information is published annually in the Reported Road Casualties Great Britain (RCGB) annual report.

It is known that a considerable proportion of non-fatal casualties are not known to the police. As part of the Road Casualties Great Britain (RCGB) annual report, the Department for Transport

continues to develop and review a variety of data sources to quantify the level of under reporting. Police data is not therefore a complete record of all personal injury road accidents, and this should be borne in mind when using and analysing the data. It is however the most detailed, complete and reliable single source of information on road casualties covering the whole of Great Britain, for monitoring trends over time.

Approximately half of English police forces have now changed their collision recording system to Collision Recording and Sharing (CRASH); although not Wiltshire Police. The new system records the severity of injury more accurately than STATS19, as it removes the uncertainty in determining the injury severity which was previously determined by police officers using their own judgement. This classification is now automated based on the type of injury sustained. Nationally, this change has resulted in a large increase (+20%) in reported serious collisions when comparing 2015 to 2016.

The annual review of collision & casualty data enables Officers to identify at-risk groups that are over represented within Swindon relative to their representation in the population as a whole, or specific locations on the network where there are a higher number of reported injury collisions than might be expected or a particular pattern in the nature of collisions occurring. This intelligence feeds through and informs targeted intervention proposals as part of the development of the Council's annual road safety programmes.

### *Looking forward*

Despite the upturn in the casualty figures, 2019 remains below the average of the previous 4 years. However, we should not be complacent as 454 people were injured on Swindon's roads in 2019. The devastation caused by road traffic collisions is well documented and apart from the personal consequences there are also wider social and economic impacts. The Department for Transport provides estimates on the economic cost of prevention of collisions and based on this, the cost of the prevention of those collisions in Swindon in 2019 stands at £37.2 million, up from £35.2 million in 2018.

Furthermore, as we have also seen, the longer term casualty trends are static and many of the injury hot-spots on Swindon's roads are recurring year on year with the obvious improvements having already been implemented. As a result, along with the predicted increase in trips and users on the network, further reductions may prove difficult to achieve. Therefore, it is felt an alternative approach to road safety management needs to be considered to continue to achieve road casualty reductions over the coming decade.

When considering and developing highway programmes we have analysed road traffic collisions to identify clusters of patterns and trends occurring across the network. Feasibility schemes were drawn up to address these collisions and the savings assessed. The estimated costs of delivering the scheme proposals were evaluated and the First Year Rate of Return calculated. Historically the Local Safety scheme programme was then produced, prioritised on the First Year Rate of Return.

Targeting highway improvements in this way has been highly successful in treating those locations with highest prevalence of road traffic collisions. However, it has been recognised that the number of cluster sites identified has now reduced, and there is a need to reconsider how we analyse collision patterns and develop programmes. Many authorities, including Swindon, are exploring different approaches in future.

### *Policy context*

Great Britain continues to benefit from some of the lowest road casualty rates in the world, being one of only four countries to have less than 30 road deaths per million inhabitants – bettered only by Norway, Sweden and Switzerland.

In December 2015 the Department for Transport published its road safety statement “Working Together to Build a Safer Road System”, setting out the government’s national vision, values and priorities for road safety. This statement promoted a Safe Systems approach to support road users and the economy whilst encouraging everyone to make safer choices. It also recognised the challenges faced in bringing safety improvements to all the varying road user groups on the highway network. An increasing number of local authorities in England and Wales have now either adopted the Safe Systems approach or are moving towards adopting it along with their local partners.

The statement actively supported devolution, empowering local authorities and Police and Crime Commissioners to make decisions on local road safety spending priorities to the benefit of the communities they serve. In support of this the Wiltshire and Swindon Road Safety Partnership brings together the key stakeholder organisations to coordinate and address casualty reduction across the area. The Partnership oversees this role and manages delivery at a local level.

In 2019 the Department for Transport published its Road Safety Statement – A Lifetime of Road Safety” which set out the governments approach to road safety and reiterated the basis of an integrated approach looking at the transport system as a whole i.e a “Safe System” approach and recognising the key role to be played by local highway authorities as the holders of the statutory duty for road safety.

### *Safe Systems approach*

In 2010 the United Nations published its Global Plan for Road Safety which set a target to halve the number of global deaths and injuries from road traffic accidents by 2020.

The Global plan recognised that all stakeholders have a responsibility in bringing about a reduction in road deaths and injuries. The importance of ownership at a national, regional and local level, involving multiple agencies is also highlighted.

The guiding principle underlying the UN’s plan is the Safe System approach which is underpinned by the following key principles:

- As humans, we will inevitably make mistakes and we will never entirely eradicate road traffic collisions
- As humans, we are vulnerable – our unprotected bodies can only withstand low kinetic forces before the risk of death increases
- We need to build a forgiving road system that can absorb our mistakes and limit the transfer of forces that result in serious injuries
- Road safety is a shared responsibility between everyone in the community

The Safe System approach isn't new – it has been at the forefront of road safety thinking for years and has been adopted throughout the world having become initially established in Sweden.

Planning for a Safe System approach centres on the understanding that humans are fallible and unpredictable; even the most experienced road users will make mistakes. There are physical limits to what the human body tolerates before harm occurs so our transport system needs to be forgiving, a collision should not result in loss of life or limb. It is incumbent on all organisations that have a role in road safety to design the whole network to ensure that when mistakes happen, the impact is minimised. The safe system advocates a conscious shift away from simply trying to prevent all collisions to preventing death and mitigating serious injury and is built on 5 Pillars of Action to support a holistic approach to delivery.

*Figure 5: Safe System Pillars*



Source: [www.RoSPA.com](http://www.RoSPA.com)

The 5 pillars of action and their supporting aims are:

### Safe Roads and Roadsides

- Designing and maintaining our road network to reduce the chances of collisions occurring and the severity of injury when they do
- Making our highway look and feel safer to promote the use of active travel
- Identifying locations and areas of our road network with the highest level of risk, especially when this relates to the most vulnerable road users
- Modernisation and maintenance of the network. Ensuring where possible that roadside features are protected by vehicle restraint systems or are crash friendly such as passively safe sign posts and lighting columns that offer a lower risk of personal injury when hit by a vehicle

### Safe Road Users

- Providing education and training to encourage all road users to utilise our road network safely, targeting key groups where required
- Supporting new drivers and informing them of the risks they face
- Encouraging and promoting the use of our road network in a safe and considerate way
- Ensuring that robust measures are in place to facilitate the compliance of the law as well as enforcement when it is broken

### Safe Speeds

- Ensure that the speed limits on our roads are set appropriately taking into account the physical characteristics of them
- Developing and undertaking a series of speed enforcement initiatives
- Seeking educational opportunities to encourage reduced speeds

### Safe Vehicles

- Promoting the use of newer and safer vehicles on our road network
- Ensuring the Council provides a shining example of best practice in terms of fleet management and employee code of conduct
- Aligning our procurement procedures to work with companies that share our road safety values

- Working extensively with other key stakeholders to ensure that the vehicles that are using our roads meet the required legal safety requirements

### Post-Crash Response

- Enabling rapid response and understanding causation to prevent recurrence
- Understanding the limitations our highway network has on the ability of emergency services to attend collisions and treat casualties
- Working with all emergency services to identify and deliver improvements to improve the overall casualty response process.

Applying the Safe Systems approach requires a step change from the traditional means of tackling road casualties. Whilst partners will have an area of expertise that relates to one of the five pillars to focus on, it does not exclude them from also working with partner agencies to collectively deliver improvements across multiple pillars.

Aligned with the core objective of the Safe System approach efforts, individually or collectively, are focused on those factors and circumstances that lead to the most serious of incidents resulting in catastrophic consequences for road users.

*Table 2: Comparing the traditional road safety approach and a Safe System*

	Traditional Road Safety Policy	Safe System
<b>What is the problem?</b>	Try to prevent all collisions	Prevent collisions from resulting in fatal and serious casualties
<b>What is the appropriate goal?</b>	Reduce the number of fatalities and serious injuries	Zero fatalities and serious injuries
<b>What are the major planning approaches?</b>	Reactive to incidents Incremental approach to reduce the problem	Proactively target and treat risk Systematic approach to build a safe road system
<b>What causes the problem?</b>	Non-compliant road users	People make mistakes and people are physically fragile/vulnerable in collisions. Varying quality and design of infrastructure and operating speeds provides inconsistent guidance to users about what is safe use behaviour
<b>Who is ultimately responsible?</b>	Individual road users	Shared responsibility by individuals with system designers
<b>How does the system work?</b>	Is composed of isolated interventions	Different elements of a Safe System combine to produce a summary effect greater than the sum of individual



treatments – so that if one part of the system fails other parts provide protection

*Source: ITF (2016)*

For the highway authority, considering the Safe System approach means protecting people against death or serious injury, by upgrading the road network through targeting sections and areas of highest risk. To this end, network design should seek to: separate on-coming traffic on high-volume, high-speed roads to prevent head-on collisions, provide crash protective roadsides to address run-off road collisions; achieve safe speeds at intersections to reduce the incidence and severity of side impacts; separate motor traffic from unprotected users except where speeds are low; achieve safe speeds to provide freedom for all responsible users wherever motor vehicles mix with other users of the street or space; and improve highway surfaces particularly on busy footways and those parts of the carriageway used by cyclists and powered two-wheelers.

This interim strategy defines the priorities and focuses for road safety in Swindon and outlines an action plan to address them over the medium term, whilst developing a new Safe Systems approach to effect change. Greater emphasis in developing an intelligent, data led approach for all road interventions and campaigns will ensure a cost-effective service, focussing resources on the areas and user groups that need it most. Continuing to work in partnership with other key stakeholders and encouraging greater community involvement will provide further support in the development and delivery of future road safety programmes.

### *Collaborative Working*

Devolution and the government's decentralisation agenda now allows local authorities to decide on what safety measures are needed in their areas, and rather than having centralised national targets, local targets to address issues are encouraged. It is recognised that to achieve greater efficiency and collaborative working towards reducing casualties there is a need for regional partnerships.

A range of partners covering multiple policy areas including transport, public health, education, housing, planning, third sector and the emergency services work together in the delivery of the casualty reduction. These partners are essential to the overall success of the shared vision and play an active role in road safety across the area. Local partners are fundamental to support the collaborative approach required to deliver road safety.

To support the development and delivery of road safety initiatives across Swindon and Wiltshire a Road Safety Partnership exists between a range of partners including Swindon Borough Council, Wiltshire Council, Wiltshire Police and Crime Commissioner, Wiltshire Police, Dorset and Wiltshire Fire Service, South West Ambulance Service, Highways England and Bath & NE Somerset, Swindon & Wiltshire Clinical Commissioning Group. Partners work closely to determine a strategic Wiltshire



and Swindon approach to road safety and then develop and implement action plans to deliver the strategy. The partners are -

Swindon Borough & Wiltshire Council, Highways – responsible for the management and maintenance of the local road network, delivering infrastructure improvements to support strategic growth.

Swindon Borough & Wiltshire Council Public Health - promote the health and wellbeing of the local community. Gather data and report on the health of the local population to provide evidence to determine local health priorities.

Wiltshire Police and Crime Commissioner – the elected official who sets the strategic priorities for policing and community safety in Wiltshire through the Police and Crime Plan. Provides a link between the Police, local authorities, partner agencies and communities.

Wiltshire Police - works closely with other emergency services to manage the immediate aftermath of the collision and community response. Carries out post-crash investigations for fatal or life changing collisions to assess whether highway conditions or road layout contributed and where necessary liaise with the Highway authority on the implementation of appropriate measures.

Dorset and Wiltshire Fire Service - works closely with other emergency services to manage the immediate aftermath of the collision and community response. Also participates in a number of educational programmes and events promoting road safety including the annual Safe Drive, Stay Alive events for schools.

Highways England – is responsible for the operation of the strategic road network (M4 and A419) and brings a national and regional perspective to local initiatives.

South West Ambulance Service – works closely with other emergency services to manage the immediate aftermath of the collision and community response.

Although not represented in the Partnership the Third Sector also have a significant role to play. Swindon Council supports the campaigns of Royal Society for Prevention of Accidents (RoSPA) and promotes them across the Borough. Swindon Council also recognises the importance of other road safety charities, notably Brake. The delivery of local road safety initiatives is also carried out by voluntary groups (such as Swindon Young Drivers) and individuals and the importance of this is valued by Swindon Council.

## Governance

The Road Safety Partnership is a sub-group to the Swindon and Wiltshire Community Safety Partnerships.

Governance is through a high-level Strategic Group of senior representatives from each partner supervising the work of a Delivery Group implementing the agreed delivery plan.

Figure 6: Wiltshire & Swindon Road Safety Partnership Governance



The Strategic Group are currently looking at its future policies and programmes and how the adoption of a Safe System approach would work across all the partners. While this work is being developed this Borough Council review of Swindon's 2010 Strategic Plan for Accident Reduction will begin to signpost a direction of travel in line with government advice and the way in which many other local authorities are renewing their road safety plans.

### *Vision and Objectives*

The success of work programmes and measures implemented will continue to be monitored through the annual collision data review and reported publicly.

We recognise that collisions on our roads can have a devastating impact on the lives of individuals, friends, families and communities. The Road Safety Strategy is a crucial tool in making our roads safer for everyone. The vision for road safety in our area is therefore "to reduce the number of people killed or seriously injured on our roads".

In addition, we will work towards achieving the following objectives;

- Reducing the number of vulnerable people being injured on our roads
- Reducing inequalities in the likelihood of road collisions
- Accommodating growth without an increase in road collisions
- Making road space safer for all users, thereby encouraging non-car trips and improving air quality

Inevitably there are local challenges to delivering our vision and these have been identified as the following:

- Residents living in more deprived areas are more at risk of being involved in a road collision than those living in affluent areas
- Road safety concerns discourage people from walking and cycling and this is particularly an issue around schools when trying to persuade parents not to take their children to school by car
- Our population is growing. It grew from 209,156 in 2011 (Census) to 222,193 in 2019 (ONS mid-year estimate). It is predicted to increase to 264,300 by 2036 (Local Plan). More people mean more journeys on our roads, with the potential for increasing the number of collisions
- Public understanding and acceptance of measures to improve road safety such as reduced speed limits or highway engineering measures
- Co-ordination with wider Council priorities regarding economic growth and regeneration, carbon reduction, equalities and diversity

### Measuring our performance

In its 2015 road safety statement – “Working Together to Build a Safer Road System” the government supported local decision-making rather than imposing centralised national targets and as a result there are currently no national targets to reduce killed or seriously injured collisions. Measuring the number of people killed or seriously injured on our roads is still however one of the most important indicators in road safety.

While our ultimate vision is that no one will die or be seriously injured on our roads, we are realistic and whilst our road network allows for human error, we must set ourselves challenging and realistic performance measures to monitor the impact of the strategy. As we move forward to develop the Safe Systems approach with our partners we will seek to agree a meaningful road safety target that we are all accountable for.

During this review period we will continue to aim to reduce the number of road casualties and to monitor the following indicators;

- Number of casualties Killed
- Number of casualties Seriously injured
- Number of casualties with Slight injuries
- Number of Child (U16) casualties Killed and Seriously injured

The above indicators will be monitored on a monthly basis. In addition, the annual review will report on a range of indicators including, but not limited to, the following;

- Number of collisions
- Severity of collisions
- Casualties per billion vehicle kilometres
- Comparisons of Swindon with national and regional patterns, and other comparator authorities
- Trend of killed, seriously injured and slight casualties over previous years
- Economic cost of casualties in Swindon
- Percentage of vehicles exceeding the posted speed limit at selected census points across the local road network

Casualties will be monitored by:

- Age
- Gender
- Mode of transport (car, motorcycle, pedal cycle, HGV/LGV & pedestrians)
- Environmental factors including;
  - Network location e.g. Urban vs. rural roads, classified road network
  - Road characteristics e.g. road layout, road side features
  - Adherence to traffic control measures e.g. Red Light running
  - Driver impairment / distraction
- Links with the local deprivation index

## *Resources*

Delivering our vision for road safety will not succeed without the allocation and prioritisation, where necessary, of resources to the activities outlined in the Action Plan.

The Action Plan has been developed in line with current budget allocations as set out in the Council's annual budget rather than requiring new or additional resources.

Many of the activities will be delivered using staff funded through the general rate fund whilst schemes will be delivered through the Local Transport Plan (LTP) government grant, ring-fenced government grants such as Bikeability funding or other growth related funding.

Road Safety improvements may be delivered as stand-alone schemes or as composite schemes integrating with other programmes of work.

### *Action Plan*

The two-year action plan in Appendix B has been prepared to outline the initiatives and activities that will be developed and delivered to help Swindon Borough Council work towards adopting a Safe Systems approach to road safety. Some actions build upon activities already underway but with a renewed focus on road safety, whilst others will be new initiatives built around the 5 pillars of action. A brief outline of the key initiatives and/or activities is provided below.

- We will work with our partners across the Road Safety Partnership to develop and agree a Wiltshire & Swindon-wide strategic plan for road safety that builds on collaborative working to collectively reduce harm on our roads. This strategy will be reviewed and updated to support the Partnership's strategy to 2030.
- The safety rating of Swindon's roads will be considered, areas of high risk identified and appropriate safety improvements, such as the use of passively safe street furniture, delivered to improve the performance of our network.
- Whilst improving road safety on the existing network we will also ensure that future roads for new developments are designed with the highest levels of road safety in mind. This includes the use of Road Safety audits for new highway infrastructure schemes.
- Collision data will continue to be used as a criteria for the prioritisation of highway maintenance investment. A "resilient network" of key routes has been identified that will be maintained to the highest standards during periods of adverse weather in order to avoid road safety issues caused by snow, ice or flooding.
- We will deliver local, intelligence-led educational road safety campaigns and support national campaigns that are aligned to local casualty needs and priority road users identified by the Partnership Strategic Group.
- The speed limits on Swindon's roads will be reviewed to ensure they remain appropriate and enforceable. Particular attention will be given to the safety of vulnerable road users and the use of 20mph speed limits on residential streets. In addition we will share data with the Police to aid effective and efficient targeting of enforcement resources.
- Identify and secure walking & cycling improvements around the network through the delivery of the Local Walking & Cycling Infrastructure Plan (LCWIP).
- This strategy will support the roll-out of Electric Vehicle Charging Points across Swindon to help promote the use of newer and safer vehicles on our road network.

- We will continue to carry out cross-agency fatal site assessments in the event of a fatality to identify any lessons that can be learnt and applied at the same location, or elsewhere, to reduce the likelihood of fatal road traffic collisions recurring.

### *Conclusion*

With this Strategy we are building foundations for the future. This revised and refreshed Road Safety Strategy for Swindon sets a direction of travel towards adoption of the Safe Systems Approach with our partners in future years. It sets out an interim approach while this cross-agency collaboration is developed further. We will continue to involve and consult with residents of Swindon and stakeholder groups as we develop our plans to make our roads safer and to ultimately, eradicate deaths and serious injuries from our roads altogether.

## *Appendix A*

### Collision Data Analysis & Review 2019

DRAFT

## *Appendix B*

### Two Year Action Plan

DRAFT



# Road Safety Strategy 2020 - 2-year Action Plan

	Resources		Timescale		Safe System Pillars				
Action	Staff time	Capital Funding	Year 1 - 2021/22	Year 2 - 2022/23	Safe Roads & Roadsides	Safe Road Users	Safe Speeds	Safe Vehicles	Post-Crash Response
<b>Governance &amp; Review</b>									
<b>Develop a Partnership Strategic plan</b> Work with partners to develop and agree a strategic plan to inform collaborative working	✓				✓	✓	✓	✓	✓
<b>Route Performance Index</b> Develop a route performance index to deliver a Safe Systems approach to road safety	✓				✓	✓	✓		
<b>Transport Development: Planning</b> Raise the profile of local safety issues so that they are considered early within the planning stages of any new development	✓				✓		✓		
<b>Transport Development: Technical Approvals</b> Work with colleagues to approve developer plans that do not compromise road safety	✓				✓		✓		
<b>Road Safety Audits:</b> Promote the completion of road safety audits to ensure designs and completed works are as safe as possible	✓				✓				
<b>Fatal Collisions</b> Maintain cross-agency review of collisions resulting in fatal injury	✓				✓	✓	✓	✓	✓
<b>School Crossing Patrols</b> Support our School Crossing Patrols in their on-going work	✓					✓			
<b>Operators Licences</b> Consider road safety issues in relation to Operators licence applications	✓				✓				
<b>Pedestrian Crossing Review</b> Continue the annual review of requests for pedestrian crossing improvements	✓	✓			✓	✓	✓		
<b>Collision Review</b> Undertake an annual review of road traffic collision data to identify new and emerging patterns and trends	✓				✓	✓	✓		✓
<b>Traffic Surveys</b> Monitor traffic conditions across the network	✓	✓			✓		✓		
<b>Keeping a safe network</b> Regular reviews of our highway asset management policies and strategies to ensure statutory obligations are met and best practice promoted to ensure that our highway network is kept in a safe and serviceable condition	✓				✓		✓		
<b>Future Strategy</b> Review and update our Road Safety Strategy to 2030	✓				✓	✓	✓	✓	✓

# Road Safety Strategy 2020 - 2-year Action Plan

Action	Resources		Timescale		Safe System Pillars				
	Staff time	Capital Funding	Year 1 - 2021/22	Year 2 - 2022/23	Safe Roads & Roadsides	Safe Road Users	Safe Speeds	Safe Vehicles	Post-Crash Response
<b>Education and awareness campaigns</b>									
<b>General Campaigns</b>									
Deliver local and support national campaigns aligned to local casualty needs	✓					✓	✓	✓	
<b>Road Safety Week</b>									
Link into national campaigns strengthening shared responsibility messages locally	✓				✓	✓	✓	✓	
<b>Children 0-15: Safety Issues response</b>									
Respond as required to emerging risk areas or incidents to maximise local impact and awareness of specific safety issues	✓					✓			
<b>Children 0-15: Educational material</b>									
Provide access to online and printed materials to teachers and early years providers to utilise and deliver (Stop, Look, Listen, safer road use)	✓					✓			
<b>Junior Good Citizen</b>									
Promote and contribute to Junior Good Citizen initiative	✓					✓			
<b>Pedestrians</b>									
Promote and educate on the safe use of pedestrian facilities and adoption of safe walking behaviours	✓				✓	✓			
<b>Older Drivers</b>									
Support older drivers to retain their independent mobility whilst remaining safe on the road.	✓					✓			
<b>Cyclists: Bikeability</b>									
Promotion and delivery of Bikeability courses to school age children and adults	✓	✓			✓	✓		✓	
<b>Cyclists: Cycling Road Safety</b>									
Campaign materials, campaign delivery and campaign evaluation	✓				✓	✓			
<b>Motorcyclists: Biker Down events</b>									
Support local Biker Down events	✓					✓			
<b>Motorcyclists: Bikesafe events</b>									
Led by the Police but supported by the Council	✓					✓			
<b>Young Drivers: Swindon Young Drivers</b>									
Support Swindon Young Drivers in delivering key messages to young drivers	✓					✓		✓	
<b>Young Drivers: Safe Drive, Stay Alive</b>									
Lead by Dorset & Wiltshire Fire Service, supported by the Council	✓					✓			
<b>Employers: Driver Safety</b>									
Support and promote Highways England's Driving for Better Business initiative to local employers	✓					✓		✓	
<b>Employers: Education</b>									
Deliver targeted education to employers where drivers have been identified as high risk due to intelligence received	✓					✓			
<b>Electric Vehicles</b>									
Support the introduction of a network of electric vehicle charging points across Swindon	✓	✓						✓	

# Road Safety Strategy 2020 - 2-year Action Plan

	Resources		Timescale		Safe System Pillars				
Action	Staff time	Capital Funding	Year 1 - 2021/22	Year 2 - 2022/23	Safe Roads & Roadsides	Safe Road Users	Safe Speeds	Safe Vehicles	Post-Crash Response
<b>Engineering</b>									
<b>School Safe Environment Zones</b> Deliver a 5 year capital programme of road safety improvements around schools and for the school journey	✓	✓			✓	✓	✓		
<b>Collision reduction schemes</b> Deliver road safety engineering improvements to reduce casualties on our roads	✓	✓			✓		✓		
<b>Pedestrian Crossing Improvements</b> Deliver improvements at priority sites identified in the annual review	✓	✓			✓	✓			
<b>Passive Safety</b> Identify areas of high risk where passively safe street furniture improvements are required	✓	✓			✓				
<b>Speed Limits</b> Review speed limits to ensure they remain appropriate and enforceable	✓	✓					✓		
<b>Parking Review</b> Review and deliver parking controls to achieve better road safety as a result of parking behaviours	✓	✓			✓				
<b>Skid resistance</b> Continue to undertake the programmed review of skid resistance data across the network to ensure that the necessary standards are met.	✓	✓			✓				
<b>Street Lighting</b> Design and deliver lighting solutions that ensure efficient and appropriate levels of illumination	✓	✓			✓				
<b>Minor Works Improvements</b> Consider and prioritise requests for minor works on the highway in relation to the road safety benefit they offer	✓	✓			✓		✓		
<b>Intelligent Transport Systems (ITS)</b> Support the introduction of ITS (SCOOT, UTMIC) to assist in the safe and efficient operation of the highway network	✓	✓			✓		✓		
<b>Active Travel</b> Contribute to the preparation of the Local Walking & Cycling Infrastructure Plan (LCWIP) to identify and secure walking & cycling improvements around the network	✓				✓				
<b>Vehicle Activated Signs</b> Support the procurement and distribution of vehicle activated speed limit reminder signs by Parish Councils	✓						✓		

# Road Safety Strategy 2020 - 2-year Action Plan

	Resources		Timescale		Safe System Pillars				
Action	Staff time	Capital Funding	Year 1 - 2021/22	Year 2 - 2022/23	Safe Roads & Roadsides	Safe Road Users	Safe Speeds	Safe Vehicles	Post-Crash Response
<b>Enforcement</b>									
<b>School parking enforcement</b> Continued use of the Council camera car to enforce parking outside schools, targeting schools with known compliance issues	✓				✓				
<b>Parking Enforcement</b> Regular enforcement using walked and mobile enforcement activities to improve parking compliance.	✓				✓				
<b>Community Speedwatch</b> Support community led initiative to tackle local speeding concerns	✓						✓		
<b>Roads Policing</b> Support Wiltshire Police in their road policing activities where possible	✓								
<b>Speed Enforcement</b> Share traffic speed data with the Police to assist in the intelligence led allocation of resources for effective speed enforcement	✓						✓		
<b>Compliance</b>									
<b>Passenger Transport Services</b> Continued monitoring to ensure licences, insurances, DBS (Disclosure Barring Service) are compliant	✓							✓	
<b>HGV's / Overloading</b> Work with partners in a multi-agency approach to target and enforce issues such as overloading, vehicle condition, drivers hours	✓							✓	
<b>Used Vehicle Sales (Safety)</b> Promote the Buy with Confidence trader approval scheme for those purchasing new used vehicles	✓							✓	
<b>Hire Vehicles (Safety)</b> Follow up complaints regarding supply of roadworthy hire vehicles	✓							✓	
<b>Swindon Council standards</b> Be a shining example of best practice in terms of fleet management and employee code of conduct	✓							✓	
<b>Bus Drivers</b> Must hold a Certificate of Professional Competence for Drivers (includes Customer Care and Safeguarding)	✓					✓		✓	
<b>Taxi Drivers</b> Maintain driver licencing and training standards	✓					✓		✓	
<b>Vehicle Standards</b> Promoting the use of newer and safer vehicles on our road network	✓							✓	

# **Wiltshire Strategic Road Safety Partnership**

## **Strategy Statement 2020-2021/2**

## **Introduction**

Wiltshire Strategic Road Safety Partnership (WSRSP) is committed to working at the heart of local communities. This strategy statement details the partnership's plans for the next 12/24 months whilst a full strategy is developed.

## **Aim of the partnership**

The Strategic Road Safety Subgroup is the body committed to reducing the number of people killed or seriously injured on the roads of Wiltshire.

The group will:

- enable partners to meet their legislative requirements (Road Traffic Act 1988) to; promote road safety, carry out studies into accidents and take appropriate action to prevent such actions including dissemination of advice and information
- to foster a systems approach that recognises the whole lifetime of road users and adopts a holistic approach to the challenge of reducing harm
- review data to ensure resources are being used to tackle the most challenging issues effectively
- to review trends in road safety to ensure that the same service in road safety is delivered to residents of both Wiltshire and Swindon
- compare trends in road safety across Wiltshire and Swindon with those identified nationally
- provide an evidence-base that informs and evaluates campaigns delivered by the Road Safety Group

The partnership area includes all roads under the control of Wiltshire Council and Swindon Borough Council, together with the M4 and the trunk roads that are the responsibility of Highways England.

## **Interim position**

The partnership has considered the need for an effective strategy in dealing with the challenges of keeping the roads safe. This is particularly current with the pressure on public services and the apparent “plateauing” of fatal collisions since around 2010.

It seems to be widely accepted that any further reduction in fatal collisions will only be achieved if all partners are working effectively together. As such the Partnership will seek to foster a coordinated Safe Systems approach to road safety that recognises the whole lifetime of road users and the shared responsibility of all who design, build, manage and use roads and vehicles to prevent collisions and to provide post-collision care.

In order to achieve this the Partnership is in the process of seeking external support to pull together all data held by partners into one document – allowing the partnership to effectively define what the issues and priorities should be for Swindon and Wiltshire. The partnership believe that this will ensure that the correct data sets

will define the correct priorities and issues allowing a relevant and effective strategy to be developed.

### **Making the strategy fit with partners**

All partners will be working to a strategic document that is issued by their own organisations. The partnership will need to consider how these documents will fit in with the partnership strategy. It would be counterproductive if they worked against each other in any way.

### **Timescale**

The partnership is hoping to instruct a company in the data task in 2021 – meaning that a full strategy can be worked up after that. If the strategy is not completed in 2021 then a further strategy statement will be produced.

Interim statement – December 2020

Engagement of consultants Spring 2021

Commence preparation of new Strategy – Winter 2021

Adopt new strategy – 2022.

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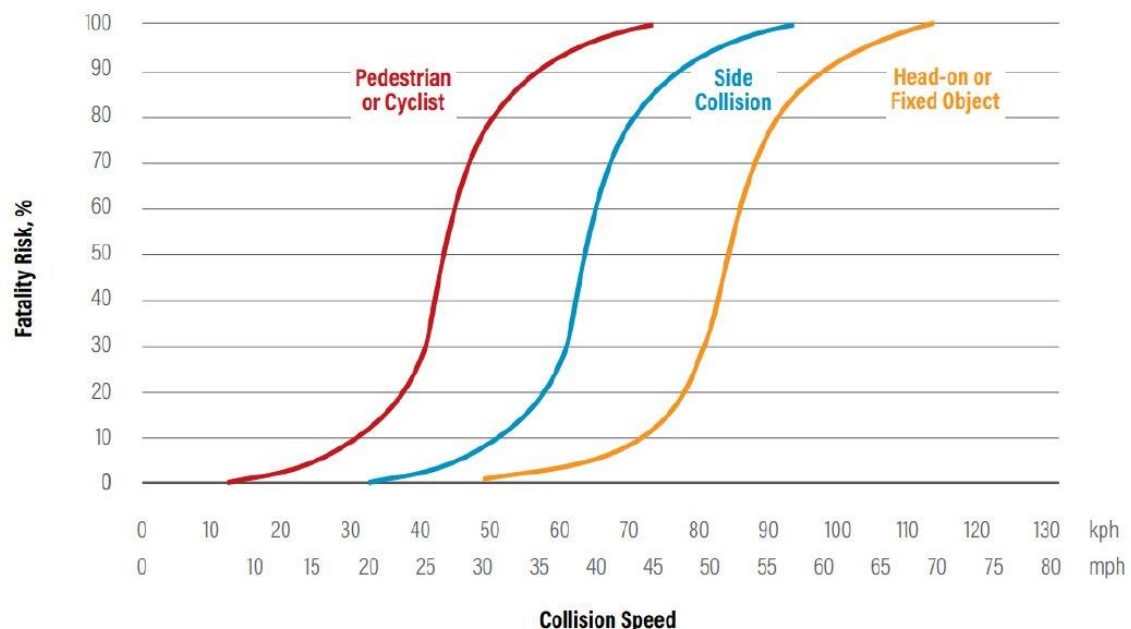
# 20mph Speed Limits & Zones

Swindon's draft Road Safety Strategy for 2021 – 2023 proposes the adoption of a Safe Systems approach to road safety. One of the key principles of this approach is based on the belief that as humans, we are vulnerable – our unprotected bodies can only withstand low kinetic forces before the risk of death increases.

The Safe System approach advocates a conscious shift away from simply trying to prevent all collisions to preventing death and mitigating serious injury. It is built upon 5 Pillars of Action to support a holistic approach to delivery, of which one of these is 'Safe Speeds'.

20mph schemes can be an important part of a Safe System Approach that seeks to modify roads, design and behaviour, to minimise the risk of collisions occurring and to ensure that when collisions do occur, the impacts are unlikely to result in death or serious injury.

The role of speed in crash likelihood has been confirmed through numerous studies. One model, illustrated below, shows the three impact speed-fatality probability relationships for pedestrian/cyclist crashes; side-impact collisions & head-on collisions. These are often quoted as the maximum or 'survivable' impact speeds which can be tolerated.



Source: Wramborg 2005

The aim of speed management policies should be to achieve a safe distribution of speeds consistent with the speed limit that reflects the function of the road and the road environment. This should imply a mean speed appropriate to the prevailing road

environment, and all vehicles moving at speeds below or at the posted speed limit, while having regard to the traffic conditions.

A key factor when setting a speed limit is what the road looks like to the road users. Drivers are likely to expect and respect lower limits, and be influenced when deciding on what is an appropriate speed, where they can see there are potential hazards, for example outside schools, in residential areas or villages and in shopping streets.

A principal aim in determining appropriate speed limits should, therefore, be to provide a consistent message between speed limit and what the road looks like, and for changes in speed limit to be reflective of changes in the road layout and characteristics.

The following are important factors when considering what an appropriate speed limit is:

- **history of collisions**, including frequency, severity, types and causes;
- **road geometry and engineering** (width, sightlines, bends, junctions, accesses and safety barriers etc.);
- **road function** (strategic, through traffic, local access etc.);
- **Composition of road users** (including existing and potential levels of vulnerable road users);
- **existing traffic speeds**; and
- **road environment**, including level of road-side development and possible impacts on residents (e.g. severance, noise, or air quality).

Successful 20 mph zones and 20 mph speed limits are generally self-enforcing, i.e. the existing conditions of the road together with measures such as traffic calming or signing, publicity and information as part of the scheme, lead to a mean traffic speed compliant with the speed limit.

To achieve compliance there should be no expectation on the police to provide additional enforcement beyond their routine activity, unless this has been explicitly agreed.

In order to be most effective, it is important that drivers understand and comply with the lower speed limits. As they require drivers to change their driving behaviour and speed choice, they need to be supported by a coordinated strategy of complementary measures to make sure that road users know which roads have 20mph speed limits, why, when they apply and that they are legal limits with which drivers must comply.

There is a significant difference between the characteristics of a 20mph speed limit and a 20mph zone.

## 20mph Speed Limits

20mph limits are areas where the speed limit has been reduced to 20mph but there are no physical measures to reduce vehicle speeds within the area. Drivers are alerted to the speed limit with 20mph speed limit repeater signs.

Research into signed-only 20 mph speed limits shows that they generally lead to only small reductions in traffic speeds. The latest research revealed in residential areas median speeds had fallen by 0.8mph and 85th percentile speeds by 1.1mph on important local roads.

Signed-only 20 mph speed limits are therefore most appropriate for areas where vehicle speeds are already low. This may, for example, be on roads that are very narrow, through engineering or on-road car parking. If the mean speed is already at or below 24 mph on a road, introducing a 20 mph speed limit through signing alone is likely to lead to general compliance with the new speed limit.

Where average speeds exceed 24mph, the introduction of signage only is unlikely to lead to 20mph compliance.

The implementation of 20 mph limits over a larger number of roads should be considered where mean speeds at or below 24 mph are already achieved over a number of roads.

## 20mph Zones

20 mph zones are predominantly used in urban areas, both town centres and residential areas, and in the vicinity of schools. They should also be used around shops, markets, playgrounds and other areas with high pedestrian or cyclist traffic, though they should not include roads where motor vehicle movement is the primary function. It is generally recommended that they are imposed over an area consisting of several roads.

20mph zones use traffic calming measures to reduce the adverse impact of motor vehicles on built up areas. The principle is that the traffic calming slows vehicles down to speeds below the limit, and in this way the zone becomes 'self-enforcing'.

A 20 mph zone is indicated by 20 mph zone entry and exit signs. The statutory provisions require that no point within the zone must be further than 50 metres from a traffic calming feature (unless in a cul-de-sac less than 80 metres long).

Traffic authorities can place any of the following:

- repeater speed sign (TSRGD diagram 670)
- a speed roundel road marking (TSRGD diagram 1065)
- or a combination of both of these signs

- traffic calming features

Only where speeds are already constrained to near the limit should local authorities consider placing the speed limit sign or a roundel marking, in addition to physical features within a zone.

### Traffic Calming

Traffic calming can incorporate a wide range of measures designed to work in partnership to reduce speeds and improve the overall environment, and in effect this means there can be significant differences between schemes.

Traffic calming measures include;

- Vertical deflections
- Horizontal deflections
- Road narrowing
- Central islands

Vertical deflections in the carriageway are the most effective and reliable of the speed reduction measures currently available. There are several different techniques available to achieve this:

- Road hump
- Plateau (speed table)
- Speed Cushion
- Uneven road surface (rumble strips)

Horizontal deflections in the carriageway are less effective than vertical ones in achieving reductions in speed, although their impact is significantly increased when used in combination with a vertical measure. Essentially all horizontal shifts may be classified as chicanes. The impact of chicanes is reduced if the design has to allow for the passage of HGVs as the wider carriageway increases the speed that it can be negotiated at. Chicanes can significantly reduce parking spaces.

Road narrowing can also be used to support vertical deflections. It is not a speed-reducing device in itself, but it can be a reminder or encouragement to drive slowly or calmly. The effectiveness of this measure in controlling speed can be increased if the carriageway width is reduced to a single lane. However, this is largely dependent on the balance of the opposing traffic flows. The extra space created by road narrowing can be used to provide some combination of widened footways, dedicated cycle lanes and formalised parking bays, or to provide more space for public transport, for example, bus lanes.

Central islands have only a limited effect on reducing speeds unless combined with another measure such as a chicane. They do, however, provide useful pedestrian refuges.

## Benefits of 20mph Schemes

Accident risk is not usually the only intended outcome to a traffic calming scheme, as transport policy.

Important benefits of 20mph schemes include:

- quality of life and community benefits;
- encouragement of healthier and more sustainable transport modes such as walking and cycling;
- Environmental benefits as, generally, driving more slowly at a steady pace will save fuel and reduce pollution.

Increased walking and cycling can make a very positive contribution to improving health and tackling obesity, improving accessibility and tackling congestion, and reducing carbon emissions and improving the local environment.

20mph zones and limits can also lead to a reduction of traffic flow in the area. Although results of studies do vary and depends on the characteristics of a particular area, it is generally suggested that traffic volumes reduce following the implementation of a 20mph zone or limit.

## Unintended consequences of 20mph Schemes

Concerns do get raised that traffic calming used in 20mph zones has unintended negative consequences, such as causing vehicle damage and injuring vehicle occupants when vehicles go over the calming, slowing emergency services, or increases in vehicle emissions.

Research to evaluate the impact on road humps did not show evidence of any vehicle damage from the humps or significant and permanent changes to the vehicle's suspension systems. The report concluded that the levels of discomfort caused by the humps were generally acceptable if they were traversed at an appropriate speed (15-20mph) and that the forces on the spine were an order of magnitude smaller than what typically causes an injury. However, some people with conditions such as degenerative discs or weak bones are more susceptible to an injury.

The Transport Research Laboratory (TRL) looked at the average speed of a fire tender running over different types of traffic calming in an estate in Surrey. The authors estimated

that on average, traffic calming measures caused a time delay of 1.25-1.40 seconds, and that the average speeds were lowest over flat top humps, and highest over speed cushions.

When implementing 20mph zones, consultation with the emergency services, as well as the local community would be beneficial to identify any issues before the traffic calming is put in. This would help to provide safer roads and meet the concerns of the emergency services, or to identify other ways to ensure rapid response times without losing the significant road safety benefits of a 20mph zone.

## 20mph Schemes Policy

Within the draft Road Safety Strategy Action Plan a key initiative involves reviewing current speed limits -

*“The speed limits on Swindon’s roads will be reviewed to ensure they remain appropriate and enforceable. Particular attention will be given to the safety of vulnerable road users and the use of 20mph speed limits on residential streets. In addition we will share data with the Police to aid effective and efficient targeting of enforcement resources.”*

We recognise that the speed of vehicles in residential areas is of concern to local communities and we support in principle the introduction of 20mph speed limits and zones where appropriate to do so. There are a number of existing 20mph schemes in Swindon. A plan illustrating the extent of 20mph schemes is available on the Council website:

[https://www.swindon.gov.uk/info/20135/traffic\\_management/901/20mph\\_speed\\_limits\\_and\\_zones](https://www.swindon.gov.uk/info/20135/traffic_management/901/20mph_speed_limits_and_zones)

This draft policy sets out the approach we will take to requests for such limits including the criteria that will be used when considering such requests and how potential schemes would be prioritised across the Borough.

### In Summary

The success of 20mph restrictions schemes relies on local support so we need to see evidence that there is majority support for a scheme before we begin working on it. All applications for 20mph schemes will be looked at to see if there is local support and if they meet the criteria set out below. This list will be then be prioritised based on our annual approved budget for these schemes. We'll then carry out consultation with the local community on the scheme design and the elements required in order to deliver a successful scheme. If an acceptable scheme design can be agreed with all stakeholders there will be a statutory process to complete to create the necessary Traffic Regulation Order. The required engineering measures (whether signs or other features) would then be installed.

### The Aim

The aim will always be to achieve a scheme that achieves the desired driver behaviour, is self-enforcing and/or where maximum encouragement is provided to achieve compliance without the need for enforcement.

### The Process

In the first instance we would expect applications to come from the Ward Councillors who represent the area. They know their areas best and understand the range of views and concerns of their local residents. They are best placed to accurately represent those concerns to the Council. They may demonstrate local support through surveys, petitions, questionnaires or on-line or social media dialogue and through the views of Town or Parish Councils.

Requests will be collated and reviewed annually in co-ordination with the budget setting cycle of the Council when work priorities are being agreed for the year.

### Proposed Criteria

We will consider each application on its merits – however there are some broad criteria which we would expect all applications to meet if they are to proceed to further investigation.

- There should be clear community support as this is vital to the success of the scheme. If the proposal were to be locally controversial we would need to understand how it could work effectively under such circumstances.
- The roads and streets involved should primarily serve a residential function. We would not expect to include A or B class roads or roads that form part of the primary road network for Swindon – most often these being main bus routes, roads intended for use by heavy goods vehicles and main routes for emergency service responses.
- The existing speed limit should be 30mph. For roads with higher speed limits then a review may be appropriate – but not in consideration of a move to 20mph.
- If the existing mean speed is above 30mph then a separate review may be appropriate in order, in the first instance, to bring speeds closer to the existing posted limit.

### Detailed Consideration

Subject to meeting the above, broad criteria applications will be assessed further to prioritise locations for further investigation. This is in order to ensure the best and most effective use of resources. The detailed factors will include:

Speed surveys will be carried out to determine whether current mean speeds are at or below 24mph – as this will determine whether a scheme can be introduced using just road signs – or whether speed reduction features will be required

- Consideration of the residential nature of the area – whether there are frontages directly onto the street and the depth of residential development alongside the road.
- Whether there is a strong likelihood of possible conflicts between cars and pedestrians / cyclists – for example high levels of cycle use or children playing in the street
- Whether there is a record of injury collisions (particularly involving vulnerable road users) within the area within the last five years
- Whether there would be an impact on bus services (timings and reliability) or emergency service response times
- Whether there is a school nearby resulting in high levels of child pedestrian movements

Applications that score highly in terms of the above criteria would then be prioritised for further investigations to determine the most suitable form of scheme for the road environment – 20mph limit or zone. This would involve some initial design work.

Draft proposals including outline designs would then be subject to consultation with Ward Councillors – and then through informal consultation with the local community and other stakeholders. In particular, where speed reduction features are required – there would need to be a clear understanding of the pros and cons of such measures. This is based on community reaction to previous schemes involving speed reduction features.

Depending on the outcome of this informal consultation – and the continued local support for the application – a detailed design/proposal would be agreed and this would then be formally advertised through the statutory Traffic Regulation Order process.

The scheme would then be implemented subject to allocation of funding through the normal budget setting process.



## Conclusion

There are already a number of 20mph speed limits and 20mph zones in Swindon. However it is likely that there will be a high level of interest initially in new applications. Consideration, design and implementation may therefore need to be phased over several years. It is likely therefore that those applications scoring highly against the above criteria will be dealt with first.

We want to support local communities to ensure that appropriate speed limits are in place in residential areas and that drivers stick to the posted speed limits.

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## Special Educational Needs and Disability (SEND) Home to School Transport Policy 2022 - 23

**Cabinet**

**Date: 3<sup>rd</sup> March 2021**

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Author:	Cabinet Member for Children's Services Head of Statutory SEND
Wards:	All
Parishes Affected:	All

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### **1. Purpose and Reasons**

- 1.1 To inform Cabinet of the outcome of the consultation and seek agreement to approve the Special Educational Needs and Disability Home to School Transport Policy for 2022-23.
- 1.2 This report relates to the Vision Priority 2 'Offer education opportunities that lead to the right skills and right jobs in the right places.'

### **2. Recommendations**

Cabinet is recommended to:

- 2.1 Consider the responses to the consultation as set out at Appendix One as well as the proposed changes to the policy in consequence of this to provide more information around extended rights and eligibility for children and young people with Special Educational Needs and Disability who are in a low income group.
- 2.2 Approve the Special Educational Needs and Disability (SEND) Home to School Transport Policy for all applicants for 2022-23 summarised in the report and attached at Appendix Two.

### **3. Detail**

- 3.1 The Special Educational Needs and Disability Home to School Transport Policy was consulted upon between 23<sup>rd</sup> November 2020 and 28<sup>th</sup> December 2020.
- 3.2 The Local Authority published the consultation on its website, through the SEND News Splash, the Children's Services News Letter, through internal SBC Officers and external stakeholders including the Clinical Commissioning Group. Swindon SEND Families Voice supported the consultation process and published this on their Social Media platform.
- 3.3 An initial focus group was held with Swindon SEND Families Voice in which comments and feedback about the 2021-22 policy were discussed.

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Further information on the subject of this report can be obtained from Joanne Godwin, [jgodwin@swindon.gov.uk](mailto:jgodwin@swindon.gov.uk).

# Special Educational Needs and Disability (SEND) Home to School Transport Policy 2022 - 23

**Cabinet**

**Date: 3<sup>rd</sup> March 2021**

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- 3.4 Survey responses could be made in writing, or by using the online survey tool. The Local Authority received a total of nine responses to the consultation, which are attached at Appendix One.
- 3.5 These responses led to further development to the policy, in order to address some developments of the policy and to ensure a consistent message throughout.
- 3.6 Improvement has been made to include information around extended rights and eligibility for children and young people with Special Educational Needs and Disability who are in a low income group.
- 3.7 The Education and Inspections Act 2006 provides extended rights for students from low income groups. Low income groups are identified as where a student is entitled to free school meals or where parents receive the maximum working tax credit. Entitled groups are as follows:
- 3.7.1 Students aged between 8 and 11 years old where the nearest school is beyond two miles
- 3.7.2 Students aged between 11 and 16 who: attend one of the three closest Secondary Schools to their home address where their home to school distance is between 2 and 6 miles or, they are attending the nearest suitable school preferred on the grounds of religion or belief where they live more than two miles, but no more than 15 miles from the school.
- 3.8 Improvement has been made to include information regarding safe walking routes. Transport is assessed for a safe walking route using 'Assessment of Walked Routes to School Guidelines' published by Road Safety GB, which identifies hazards and the assessment of risk of walked routes to school.
- 3.9 In determining the entitlement to free travel assistance, the route used in assessing the distance is the shortest safest available walking route in accordance with National Road Safety Guidance.
- 3.9.1 For Primary School Aged students, travel assistance can be provided, on road safety grounds, if the journey to the designated appropriate school would involve the use of roads without footpaths or lighting.
- 3.9.2 For Secondary School Aged Students, criteria is based on the expectation that parents will accompany their children to and from school where they consider it necessary. The criteria is as follows: There is no footway or students have to walk along a dual carriageway with a speed limit of 40mph or higher, and they have to cross a dual carriageway and there is no safe crossing point available.
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Further information on the subject of this report can be obtained from Joanne Godwin, [jgodwin@swindon.gov.uk](mailto:jgodwin@swindon.gov.uk).

# Special Educational Needs and Disability (SEND) Home to School Transport Policy 2022 - 23

**Cabinet**

**Date: 3<sup>rd</sup> March 2021**

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- 3.10 The eligibility for children with SEN, disability, mobility or medical condition who cannot reasonably be expected to walk to school is assessed on an individual basis and includes the following:
- 3.10.1 The child or young person must be attending the nearest appropriate school as determined by the Council
  - 3.10.2 The child cannot reasonably be expected to walk to school
  - 3.10.3 There is evidence that their medical condition, mobility issues or special educational needs affect their ability to travel to and from school
- 3.11 Eligibility for such children should be assessed on an individual basis to identify their particular transport requirements. Usual transport requirements (e.g. the statutory walking distances) should not be considered when assessing the transport needs of children eligible due to SEN and/or disability.
- 3.12 As per Schedule 35 of the Education Act 1996, disability is defined in Section 6 of the Equalities Act 2010 as: a person has a disability if they (a) have a physical or mental impairment, and (b) that impairment has a substantial long-term effect on the ability to carry out normal day—to-day activities. Therefore a chronic health condition may lead to eligibility under this definition.
- 3.13 If a parent chooses to send their child to a school other than the designated appropriate area school, then (apart from the provisions of the Education & Inspections Act 2006) free school transport is not normally provided and the parent is responsible for any travel costs.
- 3.14 The Education Transport Policy 2014 introduced 'designated transport areas' which defined the designated transport area for a school.
- 3.15 A full review of SEND Transport has recently been undertaken. The recommendations from this review will inform a detailed 'to be' process which will be underpinned by the Policy.
- 3.16 The Local Authority has a legal duty, following consultation to publish by September of each year its transport policy, which will apply 12 months later.

## **4. Alternative Options**

- 4.1 The Transport Policy must be determined annually for parents/carers applying for school places in the following year and in-year requests in relation to any change in placement named in Section I of an Education, Health and Care Plan for the period of

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Further information on the subject of this report can be obtained from Joanne Godwin, [jgodwin@swindon.gov.uk](mailto:jgodwin@swindon.gov.uk).

# Special Educational Needs and Disability (SEND) Home to School Transport Policy 2022 - 23

Cabinet

Date: 3<sup>rd</sup> March 2021

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the policy. In relation to the arrangements proposed, there are no alternatives proposed that differ from the arrangements for 2022-23.

## 5. Implications, Diversity Impact Assessment and Risk Management

### Financial and Procurement Implications

- 5.1 The transport budget is funded through Swindon Borough Council's core budget. In 2021/22 the annual budget for both transport and passenger assistant costs is £3,561,800. This excludes any Council based staff who process applications or arrange transport.

### Legal and Human Rights Implications

- 5.2 The Council is required to comply with the statutory provisions referred to in the report. Legal and human rights implications have been considered in the preparation of this report. The recommendations are considered compatible with Convention Rights.

### Climate Change Impact

- 5.3 The proposals would not bring a change in service delivery and Officers believe that there is no expected effect on the Council's carbon footprint

### All Other Implications (including: Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.4 The proposals for additional school places comply with Section 17 of the Crime and Disorder Act 1998 to develop school policy to maximise school attendance.

### Diversity Impact Assessment

- 5.5 A Diversity Impact Assessment was undertaken and a copy is available from the report author.
- 5.6 The arrangements in the report are used for the purposes of assessment and eligibility for travel assistance, based on an individual assessment of a child or young person's special educational need or disability. The policy is based on published guidance from the Department for Education to ensure that they are arranged and operated in a clear, fair and transparent way according to a nationally imposed timescale.
- 5.7 It is considered that the arrangements set out in the policy do not discriminate against disability, ethnicity, religion, sexual orientation, marital/civil partnership status, pregnancy/maternity or children looked after.

# Special Educational Needs and Disability (SEND) Home to School Transport Policy 2022 - 23

Cabinet

Date: 3<sup>rd</sup> March 2021

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## Risk Management

- 5.8 The Special Educational Needs and Disability Service are aware of all children and young people with an Education, Health and Care Plan. The Home to School Travel Policy has strengthened the measures in place for safeguarding children.

## **6. Consultees**

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None.

## **8. Appendices**

- 8.1 Appendix One - Consultation responses
- 8.2 Appendix Two – Special Educational Needs and Disability Home to School Transport Policy 2022-23

## **9. Key Decision/Decision in Cabinet Work Programme and Forward Plan**

- 9.1 This is a Key Decision and is included in the Cabinet Work Programme and Forward Plan for March 2021

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## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

Question	Feedback	Response
I am a:	100% Parent/Guardian	No response required.
The SEND Home to School Travel Policy is accessible. The language is clear, concise and simple	85.7% Agree 14.29% Neither Agree nor disagree	No response required.
It is clear how the policy relates to me/my child/ the children and young people I work with	100% Agree	No response required.
When there is a change in circumstance e.g. moving house, a change in passenger assistant etc. it is clear what needs to happen next and who is responsible for this	85.71% Agree 14.29% Disagree  Comments: Moving house yes, change in passenger assistant, no	Appendix B – ‘ <i>Frequently Asked Questions</i> ’ details information around what will happen if a Driver, or Passenger Assistant is taken unwell and therefore cannot carry out their normal work that day. It also states that it is encouraged that parents/guardians communicate with each other to ensure the best experience for the child/young person. If there are concerns regarding passenger assistants, the Policy states that the following email address can be contacted: <a href="mailto:passengerassistant@swindon.gov.uk">passengerassistant@swindon.gov.uk</a>
I agree with the proposed Home to School Travel Policy	85.71% Yes 14.29% No  Comments: It doesn't cover a handover plan of children with complex needs. With children who can't communicate with extensive medical needs, should there be a cover escort and then a medical emergency on board the replacement escort doesn't know the children or medical needs and if a medical emergency occur they do not know the children or their medical needs. Should they be lucky enough to have a piece of	The policy sets out the parameters for decision making in relation to travel assistance for pupils with SEND to and from their home and school.  The comments from the consultation will be incorporated into the procedures that deliver the policy and be added to the Frequently Asked Questions which are a live document as an appendix to the policy. A review of SEND Transport has recently been completed with engagement from the parent carer forum and the areas raised are addressed under a strengthened risk assessment process..

## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

	<p>paper with a list of names and medical needs- which is rare- how do they know they have the right child, contacted the right parent and given the right information to the ambulance service of the children are unable to communicate their name and they don't know the children. It would then be the parent turning up to the hospital to find it is not their child it is another child who is on the bus. For the safety all children should have a picture with their name, medical needs and allergies to help identify the children to new escorts or cover escorts to avoid any misidentification of children should they need emergency medical treatment or contacting the right parent if a child becomes distressed.</p> <p>This policy doesn't cover what as parents the Council expect from escorts, for Example a formal handover and if needed meeting the children prior to school collection so the escorts can understand each medical/learning disability and reduce any children's anxieties.</p> <p>It doesn't cover wheelchairs, who parents should contact should their child be in a wheelchair and it needs to be assessed to ensure it complies with the correct regulations and that there is correct securing straps available prior to first collection.</p> <p>It doesn't cover the storage of equipment when transporting it to and from school, eg, suction machines, feeding machines, oxygen cylinders.</p>	
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## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

	Wheelchairs are not crash tested with equipment swinging on the back of wheelchairs and having spoken to the companies and regulatory bodies all equipment should be secured properly off the wheelchair to ensure that they are not projected forward should there be an emergency stop or accident which could dislodge them causing further injuries. This is something the is not currently happening on buses.	
How did you hear about the SEND Home to School Travel Policy consultation?	85.71% Swindon SEND Families Voice 14.29% Social Worker	No response required.

### Responses provided via email (as opposed to survey completion)

Policy Section & Detail	Feedback	Response
<p>2.4.4 Special Educational Needs (SEN), disability, mobility or medical condition</p> <p><i>The eligibility for children with SEN, disability, mobility or medical condition who cannot reasonably be expected to walk to school is assessed on an individual basis and it includes the following:</i></p> <ul style="list-style-type: none"> <li>- <i>The child must be attending the nearest appropriate school as determined by the Council</i></li> </ul>	<p>I've looked at the IPSEA guidance around this and it suggests that</p> <p>"The LA has a...</p>	<p>Section 7 – 'Complaints and Appeals' of the SEND Home to School Support with Travel Policy 2021-22 details a thorough process by which Parents/Guardians can follow if they wish to complain/appeal against a decision. It is not proposed that any changes will be made to the 2022-23 policy in this regard.</p>

## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

	<p>conditional duty to name the parents' choice of school unless one of the conditions in section 39(4) CAFA 2014 applies. Where an LA is saying a parent has to pay for transport, they are arguing that it would be an inefficient use of resources for the LA to fund this – therefore the parents' preference is dislodged under section 39(4)(b)(ii).</p> <p>The relevance of this to transport arrangements was established in <a href="#">S and Another v Dudley Metropolitan Borough Council</a> [2012] EWCA Civ 346, in which the Court of Appeal approved the analysis which must be applied in cases where the LA argues that there is a nearer suitable school.<sup>5</sup> Please note this is only relevant where the LA is comparing two <u>suitable</u> schools. If the nearer school is not suitable, then cost is not relevant. The analysis is as follows:</p> <p>(1) The first stage is for the LA, or First-tier Tribunal (Special Educational Needs and Disability) ("the <b>SEND Tribunal</b>") on appeal, to determine the relative transport costs to School A (the LA's preference) and School B (the parents' preference), assuming the LA will have to provide transport to either.</p> <p>(2) If the LA, or SEND Tribunal on appeal, determines that the cost of transport to School B is <u>not</u> incompatible with the efficient use of resources, it must name School B and only School B, even if School A is also deemed suitable.</p> <p>(3) If the LA, or SEND Tribunal on appeal, determines that the cost of transport to School B <u>is</u> incompatible with the efficient use of resources then it may name School B as well as School A in the EHC plan, on the condition that the parents pay the cost of transport to School B.</p> <p>The above analysis must be applied before an LA can lawfully relieve itself of the duty to provide home to school transport.</p> <p>This is quite a high bar and I'm not sure it's fully reflected in the policy wording. In the situation that a parent had appealed for a further away school that the LA wanted to place in, and the result of that appeal was that the LA conceded – then I believe case law shows that the only relevant remaining factor is need?</p>	
<p>2.4.4 Special Educational Needs (SEN), disability, mobility or medical condition</p> <p><i>The child's case will be reviewed on a</i></p>	<p>Could the policy include how often this happens?</p>	<p>The child/young person's eligibility for travel assistance will be reviewed at each Annual Review. Following the recent SEND</p>

## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

<i>regular basis and up to date information on their medical condition will be required at each review.</i>		Transport Review, it is planned that the Annual Review paperwork will be updated to ensure a more detailed conversation takes place regarding travel assistance to ensure the child/young person's needs continue to be met, whilst working towards positive outcomes.
2.1 All eligible children are entitled to free travel assistance to/from school at the beginning and end of the normal school day	Highlighted amendment required.	This amendment will be made to ensure a consistent message throughout the Policy.
Eligibility for those on benefits	This needs to be added into the Policy.	<p>The following wording has been included in the 2022/23 Policy:</p> <p><b><i>Education and Inspections Act 2006</i></b></p> <p><i>The Education and Inspections Act 2006, provides extended rights for students from low income groups.</i></p> <p><i>Low income groups are identified as where the student is entitled to free school meals or where the parents receive the maximum Working Tax Credit. Entitled groups are as follows:</i></p> <p><i>a. Students aged between 8</i></p>

## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

		<p><i>and 11 years old – where the nearest school is beyond two miles</i></p> <p><i>b. Students aged between 11 and 16 who:</i></p> <p><i>i. Attend one of the three closest Secondary Schools to their home address where their home to school distance is between two and six miles or</i></p> <p><i>ii. Attend the nearest suitable school preferred on the grounds of religion or belief, where they live more than two miles, but no more than 15 miles from the school</i></p> <p><i>The LA may review all eligibility for travel assistance on a yearly basis. If the student is no longer eligible to travel assistance on these grounds, then the travel assistance will be withdrawn.</i></p>
Safe Walking Routes are not mentioned		The following wording has been added to the 2022/23 Policy:

## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

		<p><i>Transport is assessed for a safe walking route using 'Assessment of Walked Routes to School Guidelines' published by Road Safety GB which identifies hazards and the assessment of risk of walked routes to school.</i></p> <p><i>As it is the duty of parents to ensure that students attend school, the law on safe walking routes assumes that a responsible adult will accompany students to and from school.</i></p> <p><i>A safe route will be on footpaths along the majority of its length. Short sections of road with a speed limit of 30mph, or less, may be acceptable, subject to assessment.</i></p> <p><i>Crossings of major routes, including all routes with a speed limit more than 30mph, will either be by controlled crossing or by under-or over-pass. This can legitimately involve a diversion or even doubling back on route, but any additional distance will be included in the route measurement.</i></p>
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## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

		<p><i>In determining the entitlement to free travel assistance, the route used in assessing the distance is the shortest safest available walking route in accordance with National Road Safety Guidance.</i></p> <p><b>Primary School Aged Students</b></p> <p><i>Travel assistance, can be provided, on road safety grounds, if the journey to the designated appropriate school would involve the use of roads without footpaths or lighting</i></p> <p><b>Secondary School Aged Students</b></p> <p><i>There are a number of criteria that need to be met for Secondary School students to receive travel assistance on road safety grounds. The following criteria are based on the expectation that parents will accompany their children to and from school where they consider it necessary:</i></p> <ul style="list-style-type: none"> <li><i>a. There is no footway or;</i></li> <li><i>b. Students have to walk along a dual carriageway with a speed limit of 40mph or higher, and they</i></li> </ul>
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## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

		<p><i>have to cross a dual carriageway and there is no safe crossing point available. A safe crossing point is defined as one of the following:</i></p> <p><i>Light operated crossings</i>  <i>Zebra crossings</i>  <i>Pedestrian refuge</i>  <i>Foot Bridge</i>  <i>Underpass</i>  <i>School crossing patrol in operation</i></p>
<p>2.4.4 Special Educational Needs (SEN), disability, mobility or medical condition</p> <p><i>The child's case will be reviewed on a regular basis and up to date information on their medical condition will be required at each review.</i></p>	<p>"The child's case will be reviewed on a regular basis and up to date information on their medical needs will be required at each review. If there has been a significant change in their presentation this would need to come from a medical professional."</p>	<p>This proposed wording has been accepted and incorporated in the 2022-23 Policy.</p>
<p>2.4.6 Exclusions</p> <ul style="list-style-type: none"> <li><i>to attend extra-curricular activities,</i></li> </ul>	<p>If a child requires transport to and from school as a result of their SEND and they are unable to attend extra-curricular activities/breakfast/after school clubs due to availability of transport would it not be discrimination on the basis of disability and should a reasonable adjustment not be made and considered on an individual basis?</p>	<p>Reasonable adjustments are always considered as part of the risk assessment. Discussions would take place with parents as to the best form of transport to meet this requirement.</p>
<p>2.4.6 Exclusions</p> <p>Last bullet point</p>	<p>After school activities is mentioned in the 4<sup>th</sup> bullet point.</p>	<p>School activities are mentioned in the 4<sup>th</sup> bullet point. This suggested</p>

## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

<ul style="list-style-type: none"> <li>at a differing time due to detention or after school activities.</li> </ul>		change in wording will therefore be accepted and change made.
<p>3.2.1 Personal Travel Budgets</p> <p><i>A Personal Travel Budget is a sum of money provided to parents or carers of children with SEN who are eligible for travel assistance.</i></p>	Is the just for SEN or does it include Disability as well?	This should be SEND. The Policy will be amended where relevant, to ensure this is consistent throughout.
<p>3.2.3 Provision of Passenger Assistants</p> <p><i>This determination will be made by the SEND Service in liaison with the Passenger Transport Team taking into account:</i></p>	Does there need to be health involvement in this decision for the complex medical needs other than just a report/IHCP?	There will be health expertise through a multi-agency panel when appropriate as part of the operational procedures in place.
<p>3.2.3 Provision of Passenger Assistants</p> <p><i>A student's medical needs, particularly where rescue medication</i></p>	<p>"Where rescue medication <b>or emergency intervention</b> is required"</p> <p>(for example suctioning wouldn't be a medication; not all seizures would have rescue medication and might just require first aid e.g. recovery position and ambulance)</p>	This proposed wording has been accepted and incorporated in the 2022/23 policy.
<p>3.2.3 Provision of Passenger Assistants</p> <p><i>student's individual health care plan should be provided clearly stating:</i></p>	<p>I have a lot of questions/concerns about this section that I think this needs a conversation and the Council need to work out together in terms of process, what is needed and who is responsible.</p> <p>Does the IHCP template include the following information? This sounds to me like a risk assessment for transport rather than a health care plan.</p> <p>In particular clinical emergency plans (for example for epilepsy) would only include when to give the medical intervention from this list.</p> <p>It wouldn't be for the health professionals to say what the risk to other</p>	<p>Procedural Risk Assessments will be in place for children/young people identified as requiring. These Risk Assessments will capture any medical, or emergency interventions that are required.</p> <p>Where a child or young person has been identified as being eligible for transport, medical professionals should include any</p>

## SEND Home to School Support with Travel Policy 2022-23 Consultation Responses

	<p>passengers on the vehicle would be.</p> <p>Whose responsibility is it to complete this IHCP? I wouldn't be expecting health professionals to complete different plans for home, school and transport. I would expect them to clearly outline the needs and any different consideration in each environment within one plan.</p>	<p>recommendations in respect of this in their medical advice towards the statutory assessment or Annual Review.</p>
<p>3.2.3 Provision of Passenger Assistants</p> <p><i>Passenger Transport Assistants will only deliver medical interventions that they have been trained to carry out by a registered health care professional.</i></p>	<p><i>"Trained <b>and deemed competent</b> to carry you..."</i></p> <p><i>For the most part it would be registered but there might be some instances where a HCA can provide training and they are not registered. Can the Council just say health care professional?</i></p>	<p>This proposed wording has been accepted and change has been made in the 2022/23 policy.</p>
<p>6.1 Application for Support with Travel</p> <p><i>If the child uses a wheelchair or buggy, or needs to carry equipment, such as oxygen, medication, walking aids, etc. the Council will need to know the details (including make and model of any wheelchair or buggy) to help assess the most appropriate form of travel assistance.</i></p>	<p>Does there need to be mention of risk assessments with medical equipment – just thinking of the recent oxygen example. I couldn't see it mentioned elsewhere in the policy</p>	<p>Procedural Risk Assessments will be in place for children/young people identified as requiring this. These Risk Assessments will capture any medical, or emergency interventions that are required.</p>

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Special Educational Needs and Disability  
Home to School Support with Travel Policy

2022-2023

DRAFT

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**Terms we use in this document and what they mean:**

**Parents:** The term “parents” should be read to include foster parents, carers and other guardians of children and young people.

**The Council:** Swindon Borough Council / Local Authority

**SEN/SEND:** Special Educational Needs/Special Educational Needs and Disabilities

**Special School:** A school is a special school if it is specifically organised to make special educational provision for pupils with SEN.

**Mainstream School:** Means a maintained school or ~~and~~ an academy that is not a special school

**EHC Plan:** Education, Health and Care Plan

**SEND Service:** The Council team which assesses applications for school places, and applications for transport to schools for children young people with an Education, Health and Care Plan.

**Passenger Transport Team:** The Council team which commissions, allocates and manages the home to school transport contracts on behalf of the Council

**SENDIASS (Special Educational Needs and Disabilities Information and Support Service):** Provides confidential, impartial, free advice and support to parents and young people with Special Educational Needs (SEN).

## Policy statement:

In Swindon we want to ensure all children and young people are as independent and successful as possible in their adult lives. This will be different for each child or young person. We want to enable them to:

- Get a job, become employable or be engaged in meaningful activity
- Live as independently as possible
- Actively participate in community life, have friends and personal interests
- Be as healthy as possible.

Travelling as independently as possible play an important role in how these outcomes will be achieved.

## Section 1: Background and Scope of the Policy

### 1.1 The Law

The law with regards to travel assistance is set out in the Education Act 1996 as amended by the Education and Inspections Act 2006.

Sections 508B and 508C of the Act makes provision for local authorities to ensure that suitable travel arrangements are made, where necessary, to facilitate a child's attendance at school. The Council has developed its Travel Assistance Policy in accordance with this legislation and equalities legislation to ensure it is able to meet its statutory duty.

The Department for Education has also issued "Home to School Travel and Transport guidance: Statutory guidance for local authorities July 2014" to explain the law and to assist local authorities when they are making policy decisions.

## Section 2: Legal responsibilities, eligibility.

Most **parents/carers** take their children to and from school. Where their child has a school place, parents have a legal duty, and a responsibility, to make the necessary arrangements to ensure that a child of compulsory school age attends school regularly.

**The Council** has a statutory duty to provide free suitable travel arrangements for eligible children.

The policy applies only to eligible children who are ordinarily resident in Swindon Borough Council. If parents pay council tax to a council other than Swindon Borough Council, they must apply to their own Local Authority (LA) for help with transport even if their child is attending a Swindon school/setting.



## **2.1 Eligible child and young person - definition:**

This duty applies to eligible children of statutory school age, normally meaning age 5 to 25. Eligible children and young people are those who meet any one or more of the following criteria:

1. Live outside the statutory walking distance from home to school
2. Live within walking distance but, the nature of the route to school is unsafe
3. Live outside or within the walking distance but are unable to get to school even if accompanied, because of their SEN or disability

All eligible children are entitled to free ~~transport~~ travel assistance to/from school at the beginning and end of the normal school day.

## **2.2 Home address – definition:**

The home address is where the child resides and spends the majority of his/her time. Occasionally a child will have more than one address; in this situation the addressed used for determining transport will be the one at which the child spends most of their time, including weekends and school holidays as well as during the week. When the child lives at the other address, they will not qualify for any transport arrangements other than the one provided from the primary address.

## **2.3 Qualifying school – definition:**

The educational establishments covered by this policy are

- Community, foundation or voluntary schools including special schools
- Non-maintained special school
- Pupil referral units
- City technology colleges, academies, free schools and University Technical Colleges
- For children with Education Health and Care plans, independent school and post-16 colleges if it is the only school named in the child's plan, or if it is the nearest of two or more schools named in the EHC Plan as is not named on the basis of parental preference
- Any other educational establishment, other than a school, where eligible children are receiving education by arrangement made under section 19(1) of the Education Act 1994

Where parents/carers apply for the nearest appropriate school and the school is unable to offer a place, free support with travel will be offered to the next nearest school with a place, providing the eligibility criteria are met and this will be reviewed at each Annual Review.

## **2.4 Eligible children – explanation**

### **2.4.1 Compulsory school age**

Children are of compulsory school age from the beginning of the term following their fifth birthday until the last Friday in June of the academic year in which they reach 16 years of age. Where travel assistance is assessed as eligible, this will be provided from the start of the reception year.

### **2.4.2 Statutory walking distance**

For eligible pupils support with travel is provided if their nearest suitable or catchment school is

- Beyond 2 miles (for children below eight 8) or
- Beyond 3 miles (for children age 8-16)

Distances are measured by the shortest available walking route. This may take into account public footpaths where they are available. The shortest available walking route is one where a child or young person, accompanied as necessary by a responsible adult or parent, can walk safely. A route can only be considered hazardous, if it is hazardous for both an adult and child to walk together.

All distances between children's homes and schools are measured using the Authority's GIS system. In this way, all children are assessed consistently in the same way under the distance criterion.

Where upper distance limits apply these are measured using the shortest vehicular road route, not walking routes.

### **2.4.3 Road Safety**

Transport is assessed for a safe walking route using 'Assessment of Walked Routes to School Guidelines' published by Road Safety GB which identifies hazards and the assessment of risk of walked routes to school

### **2.4.4 Unsafe routes**

If a walking route is assessed as unsafe provision of travel assistance will be made available. The assessment will be carried out by the Passenger Transport Team.

### **2.4.5 The Assessment of a safe walking route**

As it is the duty of parents to ensure that students attend school, the law on safe walking routes assumes that a responsible adult will accompany students to and from school.

A safe route will be on footpaths along the majority of its length. Short sections of road with a speed limit of 30mph, or less, may be acceptable, subject to assessment.

Crossings of major routes, including all routes with a speed limit more than 30mph, will either be by controlled crossing or by under-or over-pass. This can legitimately involve a diversion or even doubling back on route, but any additional distance will be included in the route measurement.

In determining the entitlement to free travel assistance, the route used in assessing the distance is the shortest safest available walking route in accordance with National Road Safety Guidance.

#### **2.4.5 Primary School Aged Students**

Travel assistance, can be provided, on road safety grounds, if the journey to the designated appropriate school would involve the use of roads without footpaths or lighting

#### **2.4.6 Secondary School Aged Students**

There are a number of criteria that need to be met for Secondary School students to receive travel assistance on road safety grounds. The following criteria are based on the expectation that parents will accompany their children to and from school where they consider it necessary:

- a. There is no footway or;
- b. Students have to walk along a dual carriageway with a speed limit of 40mph or higher, and they have to cross a dual carriageway and there is no safe crossing point available. A safe crossing point is defined as one of the following:

Light operated crossings  
Zebra crossings  
Pedestrian refuge  
Foot Bridge  
Underpass  
School crossing patrol in operation

#### **2.4.7 Education and Inspections Act 2006**

The Education and Inspections Act 2006, provides extended rights for students from low income groups.

Low income groups are identified as where the student is entitled to free school meals or where the parents receive the maximum Working Tax Credit. Entitled groups are as follows:

- a. Students aged between 8 and 11 years old – where the nearest school is beyond two miles
- b. Students aged between 11 and 16 who:

- i. Attend one of the three closest Secondary Schools to their home address where their home to school distance is between two and six miles or
- ii. Attend the nearest suitable school preferred on the grounds of religion or belief, where they live more than two miles, but no more than 15 miles from the school

The LA may review all eligibility for travel assistance on a yearly basis. If the student is no longer eligible to travel assistance on these grounds, then the travel assistance will be withdrawn.

#### **2.4.4 2.4.8 Special educational needs (SEN), disability, mobility or medical condition**

The eligibility for children with SEN, disability, mobility or medical condition, who cannot reasonably be expected to walk to school, is assessed on an individual basis and it includes the following:

- The child must be attending the nearest appropriate school as determined by the Council following formal consultation
- The child cannot reasonably be expected to walk to school
- There is evidence that their medical condition, mobility issues or special educational needs affect their ability to travel to and from school

The Council will consider relevant evidence from consultant, or other relevant medical professional, to demonstrate the difficulties they have in walking or travelling on public transport in order to go to and from school, accompanied as necessary by a responsible adult or parent.

The child's case will be reviewed ~~on a regular basis~~ at least annually and up to date information on their medical ~~condition~~ needs will be required at each review. If there has been a significant change in their presentation, this will need to come from a medical professional.

Children and young people who have an Education, Health and Care (EHC) Plan, or attend a special school, do not automatically qualify for travel assistance.

#### **2.4.5 2.4.9 Discretionary arrangements**

The Council reserves the right to charge towards the costs of any ~~transport~~ travel assistance provided under discretionary arrangements.

Travel assistance for 3 and 4-year-old nursery age children attending nursery education provided by the Authority is not a statutory provision. Travel assistance will only be offered in exceptional circumstances.

Parents of children who attend a specialist nursery and are over age 2 may apply. Each application will be assessed individually based on the child's specific circumstance.

Any assistance granted would relate to the circumstances of the child, not the parent or carer.

The council does not run a concessionary travel scheme.

#### **2.4.6 2.4.10 Exclusions**

The Council will not normally provide travel assistance through this policy in the following circumstances:

- so that parents can take siblings to different schools or go to work at a specific time,
- to attend extra-curricular activities,
- to attend doctors, dental or any other appointments,
- to attend breakfast or after school clubs / activities,
- students excluded during the school day (week / term for boarding placements),
- students to attend work experience placements, taster or open days,
- students that are unwell and have to be collected from school during the school day, including students in residential settings who are unable to use the scheduled transport,
- to or from part-time provision off the school site organised by the school e.g. to vocational classes at a college including movement between educational establishments/sites,
- to or from a place of temporary residence including respite,
- to or from childminders, friends or other family members addresses,
- at a differing time due to detention or after school activities.

#### **2.4.7 2.4.11 Inaccurate Applications**

The Council reserves the right to reclaim the cost of any transport provided, if it is found that any incorrect information has been provided to the Council in order to gain admission, or transport to a school, that would otherwise be outside of the eligibility criteria.

## **Section 3: Travel assistance for eligible children.**

### **3.1 Sustainability arrangements**

Travel assistance will be appropriate to the individual needs and circumstances of the child and will encourage them to grow in confidence and independence wherever possible.

The Council will encourage, and promote, sustainable travel options and will aim to improve the physical well-being of those who use them and/or the environment. To this end, priority will be given to walking, cycling, public transport, and shared transport.

The Council also has the responsibility to ensure the best use of resources on behalf of all residents of Swindon.

Travel arrangements will allow the child to reach school without undue stress, strain or difficulty. Best practice suggests maximum journey time should be 45 minutes for primary school age children and 75 minutes for secondary school age children. There may be situations where a journey time of more than 75 minutes is required. For example, this may occur in transport for pupils attending out of borough residential settings.

### **3.2 Travel assistance offer**

Once the eligibility for travel assistance is established, the Council will consider on a case by case basis the right type of travel assistance.

In line with the Council's commitment to promote independence, the SEND Service and the Passenger Transport Team will work jointly with parents/carers to ensure that:

- Children are able to travel in the most ordinary way as possible – with people they know best, family and friends, developing social interactions, resilience and social communication skills
- The emphasis is always on supporting and advising families to support their own children. Support should be the most inclusive and least specialist form of travel to ensure that travel support child's wider outcomes

Examples of the following range of options will be considered:

Travel Assistance encouraging:

- Walking (alone or accompanied by parent/carer/friend/adult supervisor)
- Walking bus (walking with other children and adult supervisors)
- Cycling
- Scooting

Travel Assistance using:

- Bus/Train Pass for public transport
- Car Share
- Personal Travel Budget
- Independent Travel Training

Travel Assistance requiring:

- Dedicated school bus routes
- Minibus or shared MPV from pick up points
- Minibus or shared MPV from door to door
- Shared Taxis
- Individual taxi
- Passenger assistance

### **3.2.1 Personal Travel Budgets (PTB)**

The Council is committed to families having choice and control over the best way their children are supported. Parents/carers are best placed to support travel arrangements of their own children.

A Personal Travel Budget is a sum of money provided to parents or carers of children with SEND who are eligible for travel assistance. Personal Travel Budget's enable families to arrange transport directly by using mileage allowance. Families can work together to achieve the best possible travel arrangements.

This option of support can only be used with parental consent.

Ways in which the Personal Travel Budgets can be used include:

- Purchasing a travel pass for a parent, or a trusted adult, to accompany the child on public transport
- Paying for a passenger assistant for the child to walk to school or to travel by public transport. Parents or carers may also choose to do this themselves
- Covering the cost of parents driving or cycling with their child to school
- Arranging shared travel arrangements with other parents, such as shared driving responsibilities, walking buses or joint taxi bookings
- Overcoming barriers that may prevent parents accompanying their child to school, e.g. travel/childcare arrangements for siblings

Personal Travel Budgets are voluntary. Parent/carers can stop them if their circumstances change as long as six weeks' notice is given in order that an alternative form of travel assistance can be determined. They do not have any impact on any other benefits. Parents will be required to sign an agreement with the LA and provide bank details in order that monthly payments can be made.

Parents receiving the higher rate of the Mobility Component of Disability Living Allowance and who are therefore entitled to a car for their child's use under the Motability Scheme will be considered under the same eligibility criteria and will normally be offered travel assistance via a Personal Travel Budget for reimbursement in the first instance.

For more information on Personal Travel Budget's go to <https://localoffer.swindon.gov.uk>

### **3.2.2 Minibus and taxi arrangements**

If it is deemed necessary to provide such travel support, parents will be responsible for ensuring that children get to any designated pick up point for the vehicle and remain responsible for them until they board the vehicle on their way to school or once they leave the vehicle at the end of their return journey. Once on school premises, the school becomes responsible for the supervision of the child/young person.

Some children may be picked up from home.

The Council is unable to guarantee that pick up or drop off times will be compatible with any other arrangements made by parents.

### **3.2.3 Provision of Passenger Assistants**

Passenger Assistants are responsible for the care and supervision of the children/young people to and from school. They will oversee the child or young person's conduct and safety in such a way that the driver is unhindered in his/her duties.

A passenger assistant will only be provided following the outcome of an assessment of the child's Special Educational Needs and / or medical needs in order to meet the needs of the students travelling to and from school. The assessment may be different in a school or home setting. This determination will be made by the SEND Service in liaison with the Passenger Transport Team taking into account:

- A student's medical needs, particularly where rescue medication or emergency intervention is required. In this instance the student's individual health care plan should be provided clearly stating:
  - the frequency of any medical intervention required
  - the level of risk associated with not receiving the intervention
  - the level of risk associated with giving the intervention
  - what level of training/competency is required from the assistant (e.g. can the task be delegated)
- Where an individual student's needs create a clear danger or health and safety risk to themselves and other passengers on the vehicle

The consideration for a passenger assistant will be based on evidence received from all relevant parties including parents, medical professionals and educational settings.

Provision of a Passenger Assistant will be reviewed regularly.

Passenger Transport Assistants will only deliver medical interventions that they have been trained, and deemed competent, to carry out by a registered health care professional. This training will be determined through the assessment of the provision of a Passenger Assistant under the category of meeting medical needs and based on the evidence provided.

### **3.2.4 Independent Travel Training.**

The Council is committed to providing the best and most appropriate travel assistance for families. If the circumstances are right, other forms of travel assistance may be more appropriate for children with SEND, such as Independent Travel.



There are many benefits for young people completing independent travel training, including:

- increased confidence and independence
- decreased reliance on specialist transport and parents/carers
- improved contribution at school
- more opportunities to go out with friends and join clubs
- more opportunities to go to college or find a job

Taken together, these can make a real difference to young people's lives.

Children and young people will be identified by their school, or a parent, as being ready to learn to travel independently. The Council's SEN Travel Advisor will then work with families and education providers to ensure a smooth transition takes place where appropriate.

## **Section 4: Post 16 SEN Education Policy**

### **4.1 The Law**

Local Authorities do not have a legal duty to provide free or subsidised transport for young people aged 16-19. However, under Section 509AA of the Education Act 1996, Local Authorities do have a duty to prepare and publish an annual policy statement specifying the arrangements for the provision of travel or other support that it considers necessary in order to facilitate the attendance of all persons of sixth form age (16-19) receiving education or training.

Under Section 508F and Section 508G of the Education Act 1996, as inserted by Section 57 of Apprenticeships, Skills, Children and Learning Act 2009, Local Authorities have a legal duty to provide free travel assistance which it considers necessary for eligible adult learners aged 19-25, and who have an Education, Health and Care Plan to attend qualifying establishments.

### **4.2 Students Aged 16-25 with an Education, Health and Care Plan**

Support is available due to Physical Impairment or other SEN, of which the nature and severity means the pupil is unable to walk to their educational setting, even where there is a relatively short distance.

This support is only available for students who are on full time courses.

### **4.3 Travel support offer**

#### **4.3.1 Bursary fund for 16 to 19 year olds**

If you're aged between 16 and 19 years and think you might struggle with the costs for full-time education or training, you can apply to your college for a bursary. The bursary scheme is made up of two elements:

1. A bursary of £1,200 per year if you are considered to be vulnerable; The definition of 'vulnerable' includes: those students who are in care or a care leaver; students in receipt of Income Support or Universal Credit; those students receiving Employment and Support Allowance (ESA) and/ or in receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP). If you qualify, the bursary will be paid direct from your school or college.
2. A discretionary award if you are facing financial barriers. This can include if you are having difficulty in meeting the costs of transport, meals, books and/or equipment. Your college or training provider is responsible for deciding who is eligible, how much to pay and how regularly it will be paid. The college or training provider will usually want to see evidence, for example a letter regarding your benefits.

#### **4.3.2 Discretionary Support Funds**

Funding bodies give colleges money so that they can make hardship grants available to their students. These funds are aimed at helping disadvantaged students with the costs of further education, for example, because they have a low income or have a disability.

Each college has their own policy on who is eligible for funding and what they will provide grants for. Grants can cover the cost of:

- childcare and related transport costs
- course related books and equipment
- transport to and from college
- course field trips
- examination fees

Please contact your Student Support or Welfare Officer at the college for further information and help in applying.

#### **4.3.3 Care to Learn Bursaries**

The intention of Care to Learn (C2L) provides help for young parents (defined as those aged under 20) to continue in education after the birth of a child. It provides funding for childcare whilst the young parent is engaged in a study Programme and is not able to provide care for their child. C2L can also help with travel costs involved in taking the child to the childcare provider.

#### **4.3.4 Apprenticeships and Traineeships**

Transport assistance is not provided for students on apprenticeships and traineeships. The learning provider is responsible for ensuring that reasonable expenses are met fully if they are needed to overcome barriers to learning/training. These may include the cost of travelling to or from the place of learning/training or the work placement element. For further information, please contact your learning provider.

Young people who have a disability or health condition (physical or mental) that makes it hard to get to and from work may also be eligible for support through Access to Work. Further information can be found via [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work).

#### **4.3.5 Young Persons' Bus Travel Pass**

Details of where to obtain these can be found at <https://www.swindonbus.co.uk/travelpass-networkpass-tickets> along with the current price of various types of ticket.

Students may purchase discounted travel tickets from the <https://www.swindonbus.co.uk/buying-travelpass-online-and-renewing-it>

#### **4.3.6 Railcards**

A 16-25 Railcard saves 1/3 on rail fares throughout Great Britain for a year. Minimum fares apply for travel at or before 10.00am Monday to Friday (except during July and August). For further details and up-to-date prices go to <http://www.16-25railcard.co.uk>

### **4.4 Special Educational Needs and Disability and EHCPs**

4.4.1 To qualify for travel support, a student must:

- Live in Swindon;
- Be 16 to 18 years of age on 31 August 2021 - or aged 19 if he/she started their course(s) before their 19th birthday (note: support is not available for students who start a new course after or part-way through a year after their 19<sup>th</sup> birthday);

OR

Be 19 to 25 years of age on 31 August 2021, and have an Education, Health and Care Plan.

#### **4.4.2 Travel assistance for young people age 16-25 with EHCPs**

The vast majority of students with EHCPs will be able to travel to further education college placements on public transport with the support available universally to all students (see support outlined in part 4.3 above).

Additional consideration for support is given when the severity of special educational need or disability makes travel assistance essential, or they have to travel much

further from home to attend a school or college which can meet their needs (as named in the EHCP).

Travel assistance is provided via the most cost-effective method. Suitable travel arrangements can include:

- A personal travel payment
- A bus or train pass
- A seat on a minibus
- A seat in a taxi

Travel assistance is for one return journey from a designated pick up point (not necessarily the home address) to the school/educational or training establishment during standard academic terms only and at the official start and end of the day. Travel assistance cannot be provided to meet a student's individual timetable. Additional journeys outside of the start and end of the School/College Day will be the responsibility of the student, parent or carer to arrange and fund.

Where the course the student is studying is on a split site, assistance will only be provided to the main qualifying campus.

Travel assistance is not provided for induction days, transitional periods, medical appointments nor work experience.

Applications for students with learning difficulties and/or disabilities aged between 19 and 24 years of age for travel assistance will be considered on an individual basis for a first course of study. This is for students with the most severe disabilities with no other means of transportation.

An assessment will be made of the application taking account of this Travel Policy Statement, the particular circumstances of the applicant and the case for assistance with travel.

Where travel assistance is agreed, it will normally continue during the agreed course of study until the end of the academic year in which the students 25<sup>th</sup> birthday occurs.

In all cases travel assistance will be reviewed throughout the course and independent travel encouraged.

#### **4.5 Application**

It is important to note that although a student may have an Education Health and Care Plan or may have had one whilst at school, this does not automatically entitle the student to travel assistance once in post 16 provision and they must apply under the post 16 policy.

Parents or carers submitting an application for transport assistance should provide relevant evidence to the Special Educational Needs and Disability Assessment

Team to support their application for the assessment for transport assistance as noted above.

An application for travel assistance will need to be submitted and an assessment for eligibility undertaken <https://swindon-cxm.uat.jadu.net/xfp/form/805>

The following information will be considered:

- The age and severity needs of the student
- The distance to the relevant establishment (over 3 miles statutory walking distance). Further evidence will be required if the student does not meet this requirement.
- The length of the journey
- Whether the student can use public service vehicles.
- Whether the student is applying for transport to their nearest college, 6th form college, school or training provider offering their chosen or a **comparable** (not necessarily the same) course.
- Be attending a full-time course (a minimum of 540 hours per year – approximately 14 hours per week – of supervised study across three academic terms.

The LA will consider requests for assistance on a case by case basis, therefore, the level of assistance ultimately offered will depend upon the needs of the learner and the travel arrangements already serving the school or college.

#### 4.5 Review

The EHCP annual review process will provide an opportunity to discuss travel arrangements.

## Section 5: Reviews of eligibility and travel support

Each year, a child or young person's needs for travel assistance will be reviewed, and assistance may be amended or withdrawn if it is no longer required or a child or young person is no longer eligible.

### 5.1 EHCP Annual Reviews

EHCP Annual reviews should always discuss travel arrangements and in particular:

- At the end of Year 3 in which the child or young person attains the age of 8 years
- At the end of Year 6 in preparation for transfer to secondary education
- Y9 review for possible requirements for extended curriculum studies
- During Year 11 for those young people transferring to Post 16 in a maintained school
- Following the successful completion of Independent Travel Training
- Change of address or family circumstances

Schools will then forward any relevant details to the Council together with the EHCP Annual Review paperwork so that a decision to continue, amend or withdraw travel support can be made.

In addition to the review points described above, the Council has discretion to review travel arrangements for a child or young person whenever necessary. The Council may request up-to-date information from parents and/or schools in order to establish whether travel needs have changed. When travel arrangements are reviewed, consideration will be given to strategies for supporting a child or young person with independent travel.

## **5.2 Moving Home and other Permanent Changes**

Changes to the permanent home address are very likely to affect a child/young person's entitlement to travel assistance and, in these circumstances, the eligibility will need to be reassessed again in accordance with the Council's policy.

Parents must inform the SEND Service of the change as soon as possible.

The eligibility for travel assistance will be reassessed against the new address or the Council will also investigate whether there are any appropriate schools nearer to the new family home. Where appropriate schools exist nearer to the new family home and the child or young person has an EHC Plan, then the Council may consider amending the EHC Plan to name a closer school.

If the child's school is not deemed as the nearest appropriate school to the new home, the child may not be eligible to receive travel assistance.

It will be parents' responsibility to make their own arrangements to transport their child or young person to and from school until any new travel assistance is in place and confirmed within the first 10 working days from the date of notification.

## **5.3. Withdrawal of Travel Assistance on Health and Safety Grounds**

The Council has a responsibility to ensure the health and safety of all children and young people for whom travel assistance is provided. We also have an obligation to ensure the health and safety of drivers and passenger assistants. If a child or young person behaves in a manner that places the health and safety of those on board a vehicle at serious risk, or presents a serious risk to themselves, this may result in travel assistance being withdrawn with immediate effect.

The parent will be informed of any incident that has occurred involving their child and they will be given an opportunity to make representations to the Council or appeal against the Council decision to withdraw travel assistance for their child. Details of how to appeal are in Section 6 of this policy.

The Council will work together with parents/carers and the educational setting to find an alternative way for the child to get to school safely but, during this process, the parent of the child or young person will be responsible for making suitable arrangements to get the child or young person to school.

There is a Code of Conduct to help young people understand what is expected of them when travelling. Please see Appendix A for detail.

## **Section 6: Application and decision-making processes**

### **6.1 Application for support with travel**

Parents who believe that their child may be eligible for assistance should make an online application available at <https://swindon-cxm.uat.jadu.net/xfp/form/805>

The completion of an application form does not automatically guarantee the entitlement for travel assistance.

If the child is transferring to Primary or Secondary school for the first time, the applications must be received no later than 30<sup>th</sup> April. Where applications for phase transfer to Primary and Secondary provision are received after the closing date, whilst every effort will be made to put travel assistance in place for the first day of term, this cannot be guaranteed.

Parents should attach any documentation that they feel may be beneficial to for the Council to consider. All existing information already held by the Council will also be used to determine eligibility, for example an EHC Plan.

If the child uses a wheelchair or buggy, or needs to carry equipment, such as oxygen, medication, walking aids, etc. the Council will need to know the details (including make and model of any wheelchair or buggy) to help assess the most appropriate form of travel assistance.

### **6.2 Decision making process**

#### **6.2.1 Eligibility**

The eligibility decision is made by the SEND team. All cases will be considered individually.

All existing and new information submitted at the time of the application will be taken into account.

Parents/carers will be notified of the outcome of their application in writing within 15 working days of receipt of the application. Should the application be refused you will be informed of the reasons for this along with what your options are.

If support with travel to school is agreed parents/carers and children/young people will be asked to sign a Code of Conduct (see Appendix A).

### **6.2.3 Type of travel support**

The type of travel support is taken by the SEND team and Passenger Transport Team

The views of the young person and parents will be considered, but the final decision on the type of travel assistance offered will be made by the Council.

They will determine the mode of travel assistance that delivers the best value for money for Councils tax payers, taking into account any special arrangements needed to support the child's assessed SEN needs, disability, mobility or medical needs.

Where this is different to the views of the parents or the young person, an explanation for the choice will be given. Parents may be asked to support their child with home to school travel, for example a Personal Travel Budget or accompaniment on public transport, however this can only be implemented with parental consent.

## **Section 7: Complaints and appeals**

### **7.1 Complaints**

Usually complaints arise when you are unhappy about something. You may feel you have not been dealt with properly, that information given to you was incorrect or that there has been an unacceptable delay. For these sorts of issues, please follow the complaints procedure which can be found on Swindon Borough Council's website or requested by calling 01793 463000.

### **7.2 Appeals**

With an appeal, you may be perfectly happy with the way that you have been treated but feel that the wrong decision has been made and would like it re-examined. For these issues, please follow the Appeals policy set out below.

In accordance with the revised guidance for transport appeals, since September 2016, the LA has adopted a 2 stage review and appeal process.

This appeals policy is applicable to children who live within the Borough of Swindon that are attending mainstream and special schools. This appeals policy applies to children with or without an Education, Health and Care Plan (EHCP).

#### **7.2.1 Right to Appeal**

Where a parent has been refused transport assistance they can challenge the decision for the following reasons:



- The nature of the transport arrangements offered
- Their child's eligibility
- The distance measured in relation to statutory walking distances; and The safety of the route

### **7.2.2 Stage 1**

Within 20 working days from the receipt of the local authority's home to school transport decision, a parent can make a request asking for a review of the decision.

A parent will be advised of the right for a review within the decision letter.

The request for review should be made by completing the transport appeal form online. A link will be provided by email. The parent should state the reason why the decision should be reviewed and given details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.

Within 20 working days of the receipt of the parent's written request a senior officer will review the original decision and will notify the parent by way of detailed written notification of the outcome of the review.

The decision letter will contain the following

- The nature of the decision reached;
- How the review was conducted (including any standards followed e.g., Road Safety GB)
- Information regarding other parties consulted
- What factors were considered
- Information how the parent can escalate their case to stage 2 if appropriate

### **7.2.3 Stage 2**

Following the receipt of the local authority's stage one decision notification, a parent can within 20 working days submit a request to escalate the matter to Stage 2.

A parent should complete a transport appeal form online. A link will be provided by email.

Within 40 days of receipt an appeal will be scheduled with the Education (Transport) Appeals Sub-Committee who will consider both written and verbal representation from both parents and officers involved in the case.

The parent will be notified of the outcome by telephone following the outcome of the appeal panel and will receive formal notification of the outcome within 5 working days. The notification will include

- The nature of the decision reached;

- How the review was conducted (including any standards followed e.g., Road Safety GB)
- Information regarding other parties consulted
- What factors were considered
- If refused, information about how the parent can refer to the case to the Local

#### **7.2.4 Government Ombudsman**

Where an appeal is upheld, this does not guarantee funding throughout the school life of the child, and the circumstances under which the appeal was upheld would be kept under review.

#### **7.2.5 Education Transport Appeals Sub-Committee**

An Education Transport Appeals Sub-Committee will meet to consider transport appeals. The membership of this Sub-Committee is made up of three Councillors selected from a pool appointed by the Appeals Committee. These Councillors will not have been involved with the case previously and should not have any close connection with the appellant. If one of the Councillors does have a remote connection with the appellant, they may be allowed to take part in the hearing if neither the LA's representative nor the appellant objects

The Education Transport Appeals Sub-Committee will consider case papers for each appeal consisting of the reasons as to why the LA have refused to provide transport assistance, any other relevant information and the parents appeal giving reasons as to why they are appealing against this decision.

Each Councillor will remain a Committee member for at least one year but there will be no limit on how long they wish to continue as a member providing there is no conflict of interest in the areas mentioned above.

All Councillors on the Appeals Committee will undertake training on the Transport Policy at least once per academic year to ensure that Councillors become 'expert' in this field.

The Education Transport Appeals Sub-Committee will consider all appeals on their individual merits. The decision of the Sub-Committee is final with no further rights of appeal.

The Education Transport Appeals Sub-Committee must operate within the Transport Policy at all times.

The Education Transport Appeals Sub-Committee must take into consideration the cost of transport should the appeal be upheld.

If the Education Transport Appeals Sub-Committee agrees to uphold an appeal, it must indicate the length of time for which the transport has been agreed.

Once the appeal has been heard the Education Transport Appeals Sub-Committee will make its decision that day and the Committee Officer will endeavour to contact the parent by telephone the same day to give the result of the appeal. A decision letter outlining the Education Transport Appeals Sub-Committee decision and its reasons will follow usually within one week.

If parents are not happy with the decision of the Education Transport Appeals Sub-Committee then they are able to contact the Ombudsman. The Ombudsman will only be able to look at the way the appeal was conducted and establish whether the LA followed all its processes in the correct manner.

If the Appeal is in relation to a placement made by order of an SEN & Disability Tribunal, the Appellant and the Local Authority may be bound by any decision relating to travel that the Tribunal has made. The SEN and Disability Tribunal may have specifically come to a decision about placement based on the inclusion of travel costs.

For appeals on the grounds of road safety, parents can only appeal if they believe that they are unable to accompany their child to school. However, the Appeals Sub-Committee will not usually accept the need for parents to be at work as the reason why transport should be provided.

The Education Transport Sub-Committee is able to consider applications for assistance from parents of children receiving nursery education as per the School Standards and Framework Act 1998.

The grounds under which the Education Transport Appeals Sub-Committee can allow / uphold an appeal are:

- The Transport Policy has not been applied properly
- There are discrepancies in the way the application has been handled
- The individual circumstances put forward by the applicant outweigh the normal policy considerations and are considered to be exceptional circumstances.

Examples of exceptional circumstances are:

- If there are exceptional circumstances within the immediate family unit where the child lives that affects the child ability to attend their designated school such as domestic violence. Evidence would be required to support this
- Death or serious illness of parent with whom the child has been living
- In cases of students with Special Educational Needs – additional evidence of need that the Education Transport Appeals Sub-Committee is asked to consider

## **Section 8: Policy review**

If there are any inadvertent differences between this Policy and the underlying legislation, then the legislation will take precedence, wherever the legislation imposes a higher duty on the Council.

The Policy incorporates the Annual Policy Statement in respect of Guidance for Young people in Post 16 Education and Training.

As part of our ~~is committed~~ commitment to ensuring information published is accessible to the widest possible audience, including those with disabilities, if you require this document in a different format please contact us on 01793 445500.

## **Appendix A: Code of conduct for parents and children/ young people receiving travel assistance**

### **Parents' responsibilities**

At all times parents are legally responsible for ensuring that their child attends school regularly.

### **Parents are expected to:**

- Ensure that the school and the local authority have your up-to-date contact details, including mobile phone number, and any emergency contact details.
- Make sure that your child is ready five minutes before a pick-up whether at home or from a pick up point. Please be aware that if your child is late for the pick-up and the driver has already left, it will be your responsibility to get the child to school.
- Always be at home or the drop-off point to meet your child or make arrangements for your alternative emergency contact to meet your child on your behalf.
- Ensure that your child is aware of appropriate behaviour whilst travelling to and from school.
- Make your own transport arrangements should your child:
  - Finish school before the normal departure time
  - Be taken ill at school and require to return home early
  - Be unable to travel at the normal time, for example due to detention or exclusion
  - Attend breakfast clubs or after school clubs
  - Be on work experience
- Make your own transport arrangements if a visiting relative or foreign student stays with the family and attends school with your child.

- Ensure sufficient notice is provided to the relevant council team to reassess your child's eligibility to receive travel assistance if the family move home or child changes schools (at least 10 working days).
- If advised that your child will be travelling by taxi, when informed which company will be collecting / dropping off your child, contact the operator to confirm the necessary arrangements.
- Provide suitable child seats or other safety equipment for the age and abilities of their child. It is recommended that you speak to your taxi or minibus operator before purchasing this equipment, to confirm what equipment will be required. (Operators will provide standard seat belts and suitable restraints for wheelchairs and wheelchair users.)
- Notify the Passenger Transport Team if your child is going to be absent from school for more than one school day.

**Please note** - If the Parent or Guardian is not at home or the drop-off point the driver may take the child back to school or to another appropriate place of safety as agreed with the Social Care team.

In these circumstances, the Council reserves the right to pass on any additional costs incurred to the parents. All incidents will be recorded and considered by the relevant transport teams. In the event of frequent repeated incidents, travel assistance may be suspended or withdrawn, pending re-assessment. Information may also be shared with social care for safeguarding reasons.

### **Code of conduct for a child or young person when travelling**

There is a responsibility on all children and young people to behave appropriately whilst travelling.

It is the responsibility of children and young people to:

- Arrive for their transport in good time and with a valid travel pass for travel if one is issued
- Behave in a safe and responsible way at all times
- Get on the correct vehicle, or the first one for which they have a valid pass if issued
- Show any passes to the driver or other officials when asked
- Follow all instructions from the driver, at all times especially in an emergency
- Wear seatbelts at all times where these are provided, and
- Get off safely at the right stop and cross roads carefully.

For reasons of health and safety children and young people must not:

- Smoke
- Eat or drink
- Stand up vehicle the vehicle is moving
- Lean out of the window or door, run around inside the vehicle, climb on seats
- Refuse to wear a seat belt
- Use threatening physical violence or verbal abuse towards other children, driver or passenger assistant

- Cause damage to seats, seatbelts or other equipment
- Be in possession of dangerous weapon

Where the child or young person's behaviour falls short of the required standards, the Council will work with parents, school and transport providers to rectify problems. The Council retains the right to suspend or remove transport support where this is deemed appropriate.

### **The Council's responsibilities**

The council commit to implementing this policy in a fair, open and transparent way. We will treat our service users with respect and maintain good levels of communication with them.

Parent/carer ..... Child or young person .....

Date ..... Date .....

## **Appendix B: Frequently Asked Questions**

The questions below were provided by parents and carers of children and young people with SEND. Swindon Borough Council have worked collaboratively with Swindon SEND Families Voice to provide this document in response to these questions.

### **How do I apply for transport?**

Under certain circumstances, the Council can arrange assistance with home-to-school travel for eligible pupils resident in the Borough. Decisions about transport are made in accordance with Swindon Borough Council's Education Transport Policy which is published each academic year and can be found on the Schools travel support page on [Swindon Borough Council's website](#)

If your child does not have an Education, Health and Care Plan, and you would like to make an application for travel assistance you can do this via the [Schools Travel Support page](#) on Swindon Borough Council's website

If your child has an Education, Health and Care Plan and you would like to make an application for travel assistance you can do this via <https://swindon-cxm.uat.jadu.net/xfp/form/805>

### **When should I apply for transport?**

If your child does not have an Education, Health and Care Plan then you can make an application for in-year school travel support at any time. However, please note that applications for the following school year will not be accepted before May in the preceding academic year.

If your child has an Education, Health and Care Plan then you can make an application for in-year school travel support at any time by making an online application.

Please note that applications for the following school year will be considered after school allocation in the preceding academic year.

### **When will I be told the times for collection/drop off?**

If travel assistance has been agreed for children with an Education, Health and Care Plan travel and the mode of travel is:

- a. Provision of a pass for a public service bus or other means of public transport.
- b. Provision of a seat on a bus or minibus provided by the local authority
- c. Provision of a seat in a taxi where individual arrangements are necessary

then:

- If the travel assistance is in-year the Passenger Transport Team has 10 working days from the date the travel has been authorised to implement the transport. In these cases you will be advised by letter confirming travel arrangements. This letter will provide you with the company who will be providing the transport contact details, and you will need to telephone them to ask what the estimated pick up and drop off times are for your child. Please allow flexibility for the first couple of weeks of a new travel arrangement whilst the route is becoming embedded.
- If the travel assistance is for the following school year then you should receive a letter from the Passenger Transport Team approximately one week prior to the start of the new school year. This letter will provide you with the company who will be providing the transport contact details, and you will need to telephone them to ask what the estimated pick up and drop off times are for your child. Please allow flexibility for the first couple of weeks of a new travel arrangement whilst the route is becoming embedded.

### **Why is it left so late to provide the collection/drop off times?**

Swindon Borough Council are responsible for ensuring safe, cost-effective transport services to mainstream, special schools and colleges for children and young people who have been assessed as requiring a seat on a bus, minibus or taxi provided by the local authority. The Passenger Transport Team therefore start to construct these plans towards the end of the summer term to ensure minimal changes are made as a result of

school placement changes being finalised at the end of term.
<b>What do I do if the times given to me do not suit me or support my child's needs?</b>
Requests for changes in transport arrangements may be considered but adjustments are not always possible for reasons of safety, timings and routings.
<b>Once I'm given the timings for collection/drop off will they remain the same every year?</b>
The routes for all transport are reviewed during the summer term for the proceeding academic year, and may change on an annual basis. Additionally, the timings of transport may change in-year depending on whether changes are needed to be made to the route, For example, the inclusion of an additional child or a change of address.
<b>Who is on the bus with my child?</b>
<p>Swindon Borough Council are responsible for ensuring safe, cost-effective transport services to mainstream, special schools and colleges for children and young people who have been assessed as requiring a seat on a bus, minibus or taxi provided by the local authority. It is likely that the other children in the vehicle will be attending the same provision as your child.</p> <p>A Passenger Assistant may also be provided depending upon your child or other children on the vehicles Special Educational Needs and / or medical needs.</p>
<b>What training do Passenger Assistants and bus drivers receive?</b>
<p>Passenger Assistants are employed by Swindon Borough Council and receive induction training on the role of the PA in addition to specialist training in Safeguarding, Manual Handling, Emergency First Aid and Safely Managing Challenging Behaviour. Training is updated every three years. Passenger Assistants receive annual appraisals in line with Swindon Borough Council policy.</p> <p>Drivers are employed by transport operators and are required to comply with the terms of the contract with the Council. Quality assessment of contractors is carried out prior to contract award, and all drivers are licensed under the appropriate regime for the class of vehicle they drive. For instance, taxi drivers have to pass a local knowledge and English language test. Minibus drivers have to be accredited under the MiDAS scheme (Minibus Driver Awareness).</p> <p>All drivers are required to have Enhanced DBS clearance.</p> <p>If as a result of your child's health needs further training is required to keep them safe on transport, training will be provided by an appropriate health professional through an individual risk assessment.</p>
<b>What training is given on securing wheelchairs?</b>



Minibus drivers receive training under the MIDAS scheme which covers securing wheelchairs.
<b>What happens if the driver or Passenger Assistant is sick?</b>
<p>If the driver is sick then cover will be arranged by the transport operator as soon as possible in line with the contracts held with transport providers.</p> <p>If the Passenger Assistant is sick, cover is provided from within the pool of casual staff under the Passenger Transport Team.</p>
<b>Will I be able to contact the Passenger transport Assistant at short notice?</b>
We encourage parents, drivers and Passenger Assistants to communicate with each other to ensure the best experience for the child.
<b>What do I do if my application is denied?</b>
The appeal process is set out in the policy document.
<b>What is the complaints policy?</b>
<p>Service requests and complaints are slightly different. A service request is a contact from a customer that brings a matter to the council's attention for the first time, and requests a service offered by the council, for example, advising of a change of address or requesting a change of arrangements.</p> <p>A complaint is a where the customer expresses dissatisfaction about the standard of a service, actions, or lack of actions by the council and its staff.</p> <p><a href="#">A complaint can be made online by following this link</a></p> <p>Concerns with the contracted operational education transport should be referred to raised directly to the Passenger Transport Services office by calling 01793 445500 or email <a href="mailto:educationtransport@swindon.gov.uk">educationtransport@swindon.gov.uk</a>.</p> <p>Concerns regarding Passenger Assistants and pupil behaviour then please contact <a href="mailto:passengerassistant@swindon.gov.uk">passengerassistant@swindon.gov.uk</a>.</p>
<b>Do I need to supply a car seat?</b>
<p>Car seats are not required for public transport. However, if you child has specific travel equipment requirements related to their disability, then please provide this information at the point of requesting travel assistance and an assessment will be arranged. We provide car seats with harnesses if the child's disability requires this.</p> <p>If you would like your child to travel using a booster seat, this needs to be provided by parents/carers. This equipment may need to be stored at your child's school during the day.</p>

<b>What can I do if I'm unhappy with the service?</b>
Please contact the Passenger Transport Team in the first instance to discuss and seek a resolution. If you remain unsatisfied then you should proceed to the complaints route as described above.
<b>Can I request photos of the vehicle, driver and Passenger Assistant?</b>
Yes you can. Please indicate this is required at the time of discussing your travel requirements.
<b>Will my child have an allocated seat that will remain the same?</b>
Not necessarily. If you feel this is required then please share the reasons for this as the time of discussing your travel requirements.
<b>How can I apply for a personal travel budget if I choose to transport my child myself?</b>
If your child has an Education, Health and Care Plan and you would like to request a personal travel budget please make an online application and select this option on the form.
<b>Will I be given contact information for driver and Passenger Assistant in case I need to contact them at short notice?</b>
We encourage parents, drivers and Passenger Assistants to communicate with each other to ensure the best experience for the child.
<b>What do I do if transport doesn't arrive?</b>
Please telephone the Passenger Transport Team and inform your child's school.
<b>Who do you contact when there are issues with the escort/driver?</b>
Please contact <a href="mailto:passengerassistant@swindon.gov.uk">passengerassistant@swindon.gov.uk</a> .
<b>What do I do if my child is sick (and doesn't need collecting) or I've collected them early from school (so wouldn't need dropping home)?</b>
Please contact your Passenger Assistant if your child has one. If they do not then contact the Passenger Transport Office on 01793 445500.
<b>Do they have to be dropped off at the same address as they are picked up from?</b>
Transport to and from school will be determined and approved from a single permanent residence. This is the one where the student spends most time with the parent/guardian

and has been used for admission purposes and the school.

Transport provision will reassessed if there is a change in the home address. The criteria for this for children without an Education, Health and Care Plan is set out in the published Transport Policy.

In exceptional circumstances, consideration will be given to whether a different address can be used however this will include the consideration of the efficient use of resources.

**What happens if the transport breaks down either when my child is on the transport or is waiting to be collected?**

A replacement vehicle will be allocated and deployed as soon as possible.

**Who do I contact if my child is regularly having problems on the journey?**

Please refer to the complaints and enquiry question above

**Who do I speak to about queries (contact details)?**

If your child has an Education, Health and Care Plan and your query relates to eligibility then please call your allocated EHCP Coordinator in the Special Educational Needs and Disability Service on 01793 445500 or email [senat@swindon.gov.uk](mailto:senat@swindon.gov.uk) .

If your query relates to the operational running of transport then please contact Passenger Transport on 01793 445500 or email [educationtransport@swindon.gov.uk](mailto:educationtransport@swindon.gov.uk) .

If your child does not have an Education, Health and Care Plan please refer to the School travel support page on Swindon Borough Council's website [www.swindon.gov.uk](http://www.swindon.gov.uk) .

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## Corn Exchange: Identification of Future Options

**Cabinet**

**Date: 3<sup>rd</sup> March 2021**

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Author:	The Cabinet Member for Town Centre, Culture and Heritage, Cabinet Member for Strategic Infrastructure, Transport and Planning Chief Executive and Head of Property Assets
Wards:	Old Town
Parishes Affected:	Central Swindon South

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### **1. Purpose and Reasons**

- 1.1 The reports sets out the backstop options that the Council could deploy to assist in securing the restoration of the Corn Exchange in the event that a suitable and relevant planning application has not been submitted by summer 2021.
- 1.2 The report has been prepared in response to the Council motion requiring officers to set out the findings and a way forward with clear actions to be implemented if a full planning application is not forthcoming by June.
- 1.3 The report links to Priority 4: Ensure clean and safe streets and improve our public spaces and local culture.

### **2. Recommendations**

Cabinet is recommended to:

- 2.1 Note the options available to the Council to assist in securing the restoration of the Corn Exchange in the event that inadequate progress has been made to submit a suitable and relevant full planning application by summer 2021 – but there are no decisions required.

### **3. Detail**

Context

- 3.1 The Corn Exchange, which is privately owned, is a Grade II Listed Building of Special Architectural and Historical Interest. The building commands a prominent position in the centre of Old Town Conservation Area, forming a recognisable part of the Old Town skyline.
- 3.2 The building is currently in a derelict state having been substantially destroyed by a series of fires over a decade ago.
- 3.3 For several years the Council has sought to work proactively with the owner of the Corn Exchange and his development partner to try to secure the restoration and reuse of the building.

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Further information on the subject of this report can be obtained from Rob Richards, [rrichards@swindon.gov.uk](mailto:rrichards@swindon.gov.uk)

# Corn Exchange: Identification of Future Options

Cabinet

Date: 3<sup>rd</sup> March 2021

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- 3.4 In November 2016 the Council entered into a Development Agreement with the owner of the Corn Exchange and a developer (Swindon Corn Exchange Limited) to secure the comprehensive regeneration of the building. As part of this Development Agreement, the Council undertook to include some of its landholding across car parks in the Square and The Planks in a proposal for redevelopment, in order to support a potential viable and deliverable redevelopment scheme. This Development Agreement sought to encourage a comprehensive redevelopment of the building and its environs with the expectation that it would have a catalytic impact on regeneration in Old Town.
- 3.5 The Council terminated the Development Agreement in March 2020 following the failure of the developer to meet the deadline set in the Agreement for submitting a planning application for a regeneration scheme. As a consequence the undertaking to include the Council car parks also fell away.

## Current Situation

- 3.6 Officers are in contact with the owner of the Corn Exchange who is considering a refreshed scheme. No agreement is in place in relation to Council owned land being utilised to deliver a regeneration scheme. The owner's architect is currently working with the Local Planning Authority on the form of the refreshed scheme.

## Planning Background

- 3.7 There have been numerous planning applications submitted for the Corn Exchange site over the last 10 years.
- 3.8 Of note are planning and listed building consent applications (S/10/0883 and S/LBC/10/0884), for redevelopment to include 84 flats, a hotel and restaurants, which were refused in 2011.
- 3.9 Also of note, a Listed Building Consent application was refused for the demolition of the listed buildings in 2012 (S/LBC/12/0246).
- 3.10 Subsequent to these refusals, a working group comprising officers of the Council, the New Swindon Company, Historic England and the owner collaborated on the preparation of the Old Town Hall and Corn Exchange Planning Brief. The Brief was adopted by Planning Committee in 2013.
- 3.11 The Brief sets out the planning requirements for the successful development of the site. Whilst, the Brief was prepared seven years ago, it continues to provide a constructive and relevant planning framework to inform the regeneration of the site.
- 3.12 The Brief supports the mixed use regeneration of the Corn Exchange and its environs. The development mix may encompass both residential and leisure / food and beverage elements.

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Further information on the subject of this report can be obtained from Rob Richards, [richards@swindon.gov.uk](mailto:richards@swindon.gov.uk)

# Corn Exchange: Identification of Future Options

Cabinet

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- 3.13 This mixed use approach to regenerating the site is supported by the policies of the adopted Swindon Borough Local Plan (2026) and the emerging Swindon Borough Local Plan (2036).
- 3.14 Whilst there is a planning framework in place to guide the development of the site, neither a structural assessment, condition report nor viability assessment have been prepared in recent years. These will be essential to understand if any scheme is appropriate and deliverable.

## Alternative Options

- 3.15 Should a suitable and viable scheme not be progressed in a timely matter through the planning process, the Council has backstop statutory powers to assist in securing the future of the Corn Exchange.
- 3.16 The range of statutory powers set out in this report covering the condition of the building have been extracted from the Historic England publication 'Stopping the Rot'.

## Compulsory acquisition of land for development and other planning purposes

- 3.17 The Town and Country Planning Act 1990 makes provision for local authorities to use compulsory purchase powers in certain circumstances. This power is intended to provide a positive tool to help acquiring authorities with planning powers to assemble land where this is necessary to implement proposals in their Local Plan, or where strong planning justifications for the use of the power exist it makes provision for a local authority to use compulsory purchase. Section 226 of the Act provides that such powers can be used to apply to the Secretary of State for authorisation:
- 3.17.1 if the authority think that the acquisition will facilitate the carrying out of development, re-development or improvement on or in relation to the land, to achieve the promotion or improvement of the economic, social or environmental well-being of their area; or
- 3.17.2 if acquisition is required for a purpose which it is necessary to achieve in the interests of the proper planning of an area in which the land is situated.
- 3.18 However, these powers are usually seen as a last resort. There is a requirement that if an authority considers land is required for carrying out development, the Act is used only if negotiations to acquire land have been undertaken and have identified that agreement cannot be reached with an owner on reasonable terms.

## Section 54 Urgent Works Notice

- 3.19 Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 ('the Listed Buildings Act 1990') enables local authorities (or alternatively, the Secretary of

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State can authorise Historic England) to execute any works which appear to them to be urgently necessary for the preservation of a listed building. To use this power the works must be urgently necessary not just desirable (i.e. to keep a building wind and weatherproof and safe from collapse, or action to prevent vandalism or theft. A condition survey is essential to determining whether a Section 54 notice is appropriate.

- 3.20 The effect of a successful Urgent Works Notice would be to halt deterioration of the building. A local authority can carry out works itself. The local authority may require the owner to pay the costs incurred in carrying out the works, but the owner has a right of appeal in respect of the costs to the Secretary of State.

## Section 48 Repairs Notice

- 3.21 Section 48 of the Listed Buildings Act 1990 enables local authorities to serve a Repairs Notice on the owner of a listed building specifying those works it considers reasonably necessary for the proper preservation of the building.
- 3.22 The effect of a successful Repairs Works Notice would be to deliver repairs for the long-term preservation of the building. The local authority cannot itself carry out the works specified in a Repairs Notice. If, after a two-month period has elapsed from the service of the Repairs Notice, it appears that reasonable steps are not being taken to properly preserve the building, the council may select to begin compulsory purchase proceedings under section 47 of the same Act (see below).

## Section 47 Compulsory Purchase Proceedings

- 3.23 A Repairs Notice provides a statutory route towards the compulsory purchase of a listed building under section 47 of the Listed Buildings Act 1990. Section 47 provides that an appropriate authority or the Secretary of State may compulsorily acquire, or the Secretary of State can authorise an appropriate authority (such as the Council) to compulsorily acquire, a listed building in need of repair if it appears that reasonable steps are not being taken for its proper preservation.
- 3.24 Section 47 is a reserve power, which is only to be used to ensure the long-term preservation of a listed building. Under section 47, there is a two-stage process: (i) service of a Repairs Notice; and (ii) service of a Notice of compulsory acquisition on the owner, after the expiry of two months it appears to the appropriate authority that reasonable steps are not being taken for properly preserving the building.
- 3.25 If, after a period of a minimum of two months, it appears that reasonable steps are not being taken the authority can begin compulsory purchase proceedings under Section 47.
- 3.26 If compulsory purchase proceedings are commenced, the Secretary of State will not confirm a Compulsory Purchase Order unless it has consulted with Historic England and

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Further information on the subject of this report can be obtained from Rob Richards, [rrichards@swindon.gov.uk](mailto:rrichards@swindon.gov.uk)



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is satisfied that it is expedient to make provision for the preservation of the building and to authorise its compulsory acquisition for that purpose.

## Section 215 Notice

- 3.27 Section 215 of the Town and Country Planning Act 1990 gives local authorities the power to serve Notice on an owner “If it appears to the local planning authority that the amenity of part of their area, or of an adjoining area, is adversely affected by the condition of land in their area”.
- 3.28 The Notice will require steps for remedying the condition of the area. The scope of works that can be required in Section 215 Notices is wide and includes planting, clearance, tidying, enclosure, demolition, rebuilding, external repairs and repainting. However, a Section 215 Notice should not require works which would require either planning permission or listed building consent, therefore they are fairly limited as to what they can be used for particularly on a listed building in a conservation area.
- 3.29 The effect of a successful Section 215 Notice would be to secure improvements to the external visible appearance of the land, but not necessarily improve the structural integrity. Local authorities can carry out works themselves and charge the land owner for the costs. The owner has the right of appeal.

## Section 76-79 of the Buildings Act 1984 Dangerous Buildings and Structures

- 3.30 Local authorities have powers under the Building Act 1984 to apply to the Magistrates Court to take action regarding buildings in a dangerous or ruinous state.
- 3.31 Before taking any steps to make a building safe under the Building Act 1984, a local planning authority is required by section 56 of the Listed Buildings Act 1990 (as set out above) to consider whether they should instead use an Urgent Works or Repairs Notice. Again, a condition/structural survey would likely be required to justify works under section 56 of the Act.
- 3.32 Section 79 of the Building Act 1984 can be used by a local authority where a building or structure is, by reason of its ruinous or dilapidated condition, seriously detrimental to the amenities of the neighbourhood. The Notice would require the owner to execute such works of repair or restoration as may be necessary in the interests of amenity. Again, a local planning authority is required by section 56 of the Listed Buildings Act 1990 to consider whether they should instead use an Urgent Works or Repairs Notice.

## Section 29 Works to prevent unauthorised entry or danger to public health

- 3.33 Section 29 of the Local Government (Miscellaneous Provisions) Act 1982 (‘the 1982 Act’) enables local authorities to undertake works to an unoccupied structure or building to

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prevent unauthorised entry or prevent it becoming a danger to public health. Again, local authorities can look to recover the costs from the landowner.

## Using Statutory Powers

- 3.34 Emergency Dangerous Structure powers apart, before initiating statutory action it is advisable for a local authority to make contact with owner to draw their attention to the risks to their property, to suggest appropriate measures and find out their own plans for maintenance and reuse.
- 3.35 Given the prominent location of the site in the Old Town Commercial Area and in the Old Town Conservation Area, the manner in which the site is currently presented, with extensive vegetation between the building and the perimeter hoardings and vegetation growing upon and within the building is of concern. If adequate progress is not being made towards submitting a valid application then, and the site continues to be inadequately maintained, a Section 215 (Untidy Site) Notice could be considered as a first step in statutory action.

## **4. Alternative Options**

- 4.1 No decisions are required in this report.

## **5. Implications, Diversity Impact Assessment and Risk Management**

### Financial and Procurement Implications

- 5.1 Provision has been made in the feasibility budget to enable officers to assess the opportunity to work up a viable scheme for the Corn Exchange including the Council's car parks.

### Legal and Human Rights Implications

- 5.2 This report is for information purposes only and requires no decisions at this stage. Each option (if required) available to the Council will have legal and financial implications and may require different decisions from different decision makers of the authority.

### Climate Change Impact

- 5.3 The proposals would not bring a change in service delivery and Officers believe that there is no expected effect on the Council's carbon footprint.

### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.4 None identified

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## Diversity Impact Assessment

- 5.5 No decisions are required by this report.

## Risk Management

- 5.6 None identified.

## **6. Consultees**

- 6.1 The Corporate Director of Finance and Assets (s151 officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

## **7. Background Papers**

- 7.1 None.

## **8. Appendices**

- 8.1 Not applicable

## **9. Key Decision/Decision in Cabinet Work Programme and Forward Plan**

- 9.1 This is not a Key Decision and is included in the Cabinet Work Programme and Forward Plan for February 2021.

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